

City of St. Charles, Illinois

Ordinance No. 2016-M-1

**Motion to approve an Ordinance Amending Title 2
"Administration and Personnel" of the St. Charles
Municipal Code - Various Revisions.**

**Adopted by the
City Council
of the
City of St. Charles
January 4, 2016**

**Published in pamphlet form by
authority of the City Council
of the City of St. Charles,
Kane and Du Page Counties,
Illinois, January 11, 2016**

Nancy Garrison
City Clerk



(SEAL)

City of St. Charles
Ordinance No. 2016-M- 1

**An Ordinance Amending Title 2 “Administrative and Personnel,”
Chapter 2.04 “City Council,” Chapter 2.06 “City Clerk,”
Chapter 2.08 “City Treasurer,” Chapter 2.10 “Appointive Officers,”
And Chapter 2.12 “Officers and Employees”
of the St. Charles Municipal Code**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES,
KANE AND DUPAGE COUNTIES, ILLINOIS, AS FOLLOWS:**

SECTION ONE: That Title 2 “Administrative and Personnel,” Chapter 2.04
“City Council,” of the St. Charles Municipal Code, be and the same is hereby as follows:

2.04.030 Special meetings.

Special meetings of the council may be called by the mayor or three aldermen; provided, that a written notice of such meeting shall be given to each member of the council at least forty-eight hours before the time set for the meeting; provided further, that in case all of the elected members of the council are present at any regular meeting, then the requirement of notice shall be unnecessary and shall be deemed waived. (Prior code § 2.103.)

2.04.040 Aldermen - Salary.

Each alderman that is elected and takes office on or after April 3, 2001, shall be paid a salary of One Hundred Seventy-Five and no/100ths (\$175.00) Dollars for each regular, special or adjourned Council meeting as required by law. (Ord. 2000-M-91 § 1; Ord. 1996-M-68 § 2; Ord. 1990-M-56 § 1; Ord. 1987-M-28 § 1; Ord. 1982-M-45 § 1; Ord. 1977-M-1 § 1.)

2.04.110 Membership in committees.

The mayor with the advice and consent of the city council shall appoint the chairpersons of the standing and special committees. All standing committees shall consist of not less than ten members elected to the city council. Each chairperson shall select a vice-chairperson from the committee to act as chairperson. The chairperson of a committee shall serve for one year and may succeed to a term of no more than one additional year. (Ord. 1997-M-55 § 2; Ord. 1993-M-39 § 1; Ord. 1989-M-45 § 1; Ord. 1989-M-33 § 1; prior code § 2.110.)

2.04.140 Order of business at meetings.

The order of business at meetings of the city council shall be as follows:

- A. Call to order;
 - B. Invocation;
 - C. Pledge of Allegiance;
 - D. Roll call;
 - E. Omnibus Vote;
 - F. Presentation and approval of minutes of preceding meeting(s);
 - G. Monthly reports;
 - H. Old business;
 - I. New business;
 - J. Committee reports,
 - 1. Government Operations Committee,
 - 2. Government Services Committee,
 - 3. Planning and Development Committee,
 - K. Additional items from mayor, council members or citizens;
 - L. Adjournment.
- (Ord. 1997-M-55 § 3; Ord. 1988-M-40 § 1; Ord. 1980-M-15 § 1.)

2.04.170 Addressing meetings.
Delete in its entirety.

SECTION TWO: That Title 2 “Administrative and Personnel,” Chapter 2.06 “City Clerk,” of the St. Charles Municipal Code, be and the same is hereby as follows:

2.06.050 Money collected - Transfer to city treasurer.

The city clerk shall turn over all money received by him, on behalf of the city, to the finance department, promptly on receipt of the same; and with such money he shall give a statement as to the source of it. (Prior code § 4.004.)

2.06.070 Recordkeeping.

In addition to the record of ordinances and other records which the clerk or delegate is required by statute to keep, they shall keep a register of all licenses and permits issued, and a record of the payment thereon; they shall keep a record showing all of the officers and regular employees of the city, and such other records as may be required by the council. The format of these records is to be determined by the clerk or their delegate. (Prior code § 4.006.)

2.06.120 Issuance of commissions.

Deleted in its entirety.

2.06.145 City Clerk - Salary.

The city clerk that is elected in the general municipal election on April 3, 2001, after taking office on May 6, 2001, shall be paid a salary of Four Thousand Five Hundred and no/100ths (\$4,500.00) Dollars per year for attendance at City Council meetings and the performance of other duties prescribed by statute and ordinance.

(Ord. 2000-M-90 § 1; Ord. 1996-M-68 § 3; Ord. 1989-M-8 § 1; Ord. 1987-M-27 § 1.)

SECTION THREE That Title 2 “Administrative and Personnel,” Chapter 2.08 “City Treasurer,” of the St. Charles Municipal Code, be and the same is hereby as follows:

2.08.090 City Treasurer - Salary.

The city treasurer that is elected in the general municipal election on April 3, 2001, and takes office on or after May 6, 2001, shall be paid a salary of One Thousand Eight Hundred and no/100ths (\$1,800.00) Dollars per year for attendance at City Council meetings and the performance of other duties prescribed by statute and ordinance. (Ord. 2000-M-89 § 1; Ord. 1999-M-92 § 1.)

SECTION FOUR: That Title 2 “Administrative and Personnel,” Chapter 2.10 “Appointive Officers,” of the St. Charles Municipal Code, be and the same is hereby as follows:

2.10.170 Director of Finance - Responsibilities.

The director of finance is responsible for all aspects of administration, financial planning, directing and supervising of the accounting, finance, audits, investments, liability/property, utility and miscellaneous billing and collection, and purchasing and inventory control. The person in this position shall also serve as the budget officer. (Ord. 1997-M-88 § 4; Ord. 1983-M-7 § 1 (part); Ord. 1979-M-32 § 1 (part); Ord. 1977-M-24 § 1 (part); prior code § 6.301-3.)

SECTION FIVE: That Title 2 “Administrative and Personnel,” Chapter 2.12 “Officers and Employees,” of the St. Charles Municipal Code, be and the same is hereby as follows:

2.12.045 Appointment of Employees.

Delete in its entirety.

2.12.100 Conservators of peace - Authority to make arrests.

The mayor, members of the city council, Building Commissioner, as well as every member of the police department, are declared to be conservators of the peace with such powers to make arrests as are given to conservators of the peace by statute, except the Building Commissioner's authority is limited to those violations of ordinances of the city and criminal laws of the state or Illinois relating to zoning, building and plumbing is limited to those violations of ordinances of the city under Title 8, "Health and Safety" of the St. Charles Municipal Code. (Ord. 1984-M-13 § 3: prior code § 10.110.)

SECTION SIX: That after the adoption and approval hereof, this Ordinance shall (i) be printed or published in book or pamphlet form pursuant to the authority of the City Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

SECTION SEVEN: This Ordinance shall be in full force and effect ten (10) days from and after its passage by a vote of the majority of the corporate authorities now holding office, approval and publication in the manner provided by law.

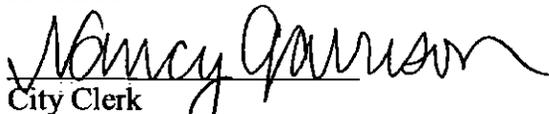
PRESENTED to the City Council of the City of St. Charles, Illinois, this 4th day of January, 2016.

PASSED by the City Council of the City of St. Charles, Illinois this 4th day of January, 2016.

APPROVED by the Mayor of the City of St. Charles, Illinois, this 4th day of January, 2016.


Raymond P. Rogina, Mayor

ATTEST:


City Clerk

COUNCIL VOTE:

Ayes : 9
Nays : 0
Absent : 1

APPROVED AS TO FORM:

City Attorney

DATE: _____



State of Illinois)
)
Counties of Kane and DuPage) ss.

Certificate

I, NANCY GARRISON, certify that I am the duly elected and acting Municipal City Clerk of the City of St. Charles, Kane and DuPage Counties, Illinois.

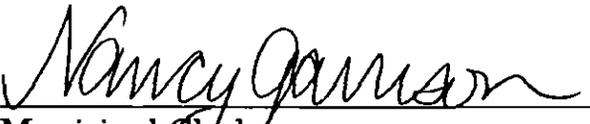
I further certify that on January 4, 2016, the Corporate Authorities of such municipality passed and approved Ordinance No. 2016-M-1, entitled

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which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 2016-M-1, including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance was posted in the municipal building, commencing on January 11, 2016, and continuing for at least ten days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the municipal clerk.

DATED at St. Charles, Illinois, this 4th day of January, 2016.


Municipal Clerk

