	AGENDA ITEM EXECUTIVE SUMMARY													
	Title:	Recommendation to Approve an Ordinance Amending Title 2 Administration and Personnel, Chapter 2.10 “Appointive Officers” of the City Municipal Code												
	Presenter:	Mark Koenen												
<i>Please check appropriate box:</i>														
	Government Operations				Government Services									
X	Planning & Development (12/9/13)				City Council									
	Public Hearing													
<table border="1" style="width: 100%;"> <tr> <td>Estimated Cost:</td> <td>\$ NA</td> <td>Budgeted:</td> <td>YES</td> <td>X</td> <td>NO</td> <td></td> </tr> </table>								Estimated Cost:	\$ NA	Budgeted:	YES	X	NO	
Estimated Cost:	\$ NA	Budgeted:	YES	X	NO									
If NO, please explain how item will be funded:														
Executive Summary:														
<p>The retirement and resignation of the Economic Development Director and Coordinator, during mid-summer offered the City the opportunity to review the needs and direction for Economic Development (ED). The identified needs and direction for ED are as follows: 1- business retention, 2- negotiate incentive requests and 3- marketing. Additionally, staff has reviewed the models common to local government and the lessons we have learned here in our community.</p> <p>The proposal for ED leadership is to expand the role of the Community Development Department to include ED. (See the attached proposed organizational structure.) Rita Tungare would be named the Director of the Community and Economic Development Department. Please note the combined Community and Economic Development Department organizational chart includes a new position, “Economic Development Division Manager”. For your information, the past ED Department included three staff members. With two of the three positions vacant we will be moving the Sr. Administrative Assistant to the Community and Economic Development Department in the position of Marketing Representative/Administrative Assistant.</p> <p>There is an ordinance included in the packet for your consideration to recommend restructuring of the City’s Economic Development Leadership. The ordinance would provide for a Director of Community and Economic Development and delete sections of the code addressing the Director of Economic Development and Director of Community Development.</p>														
Attachments: <i>(please list)</i>														
1. Organizational structure for the proposed Community and Economic Development Department 2. Proposed Ordinance														
Recommendation / Suggested Action <i>(briefly explain):</i>														
Recommendation to approve an Ordinance Amending Title 2 “Administration and Personnel”, Chapter 2.10 “Appointive Officers” of the City Municipal Code.														
<i>For office use only:</i>		<i>Agenda Item Number: 3a</i>												



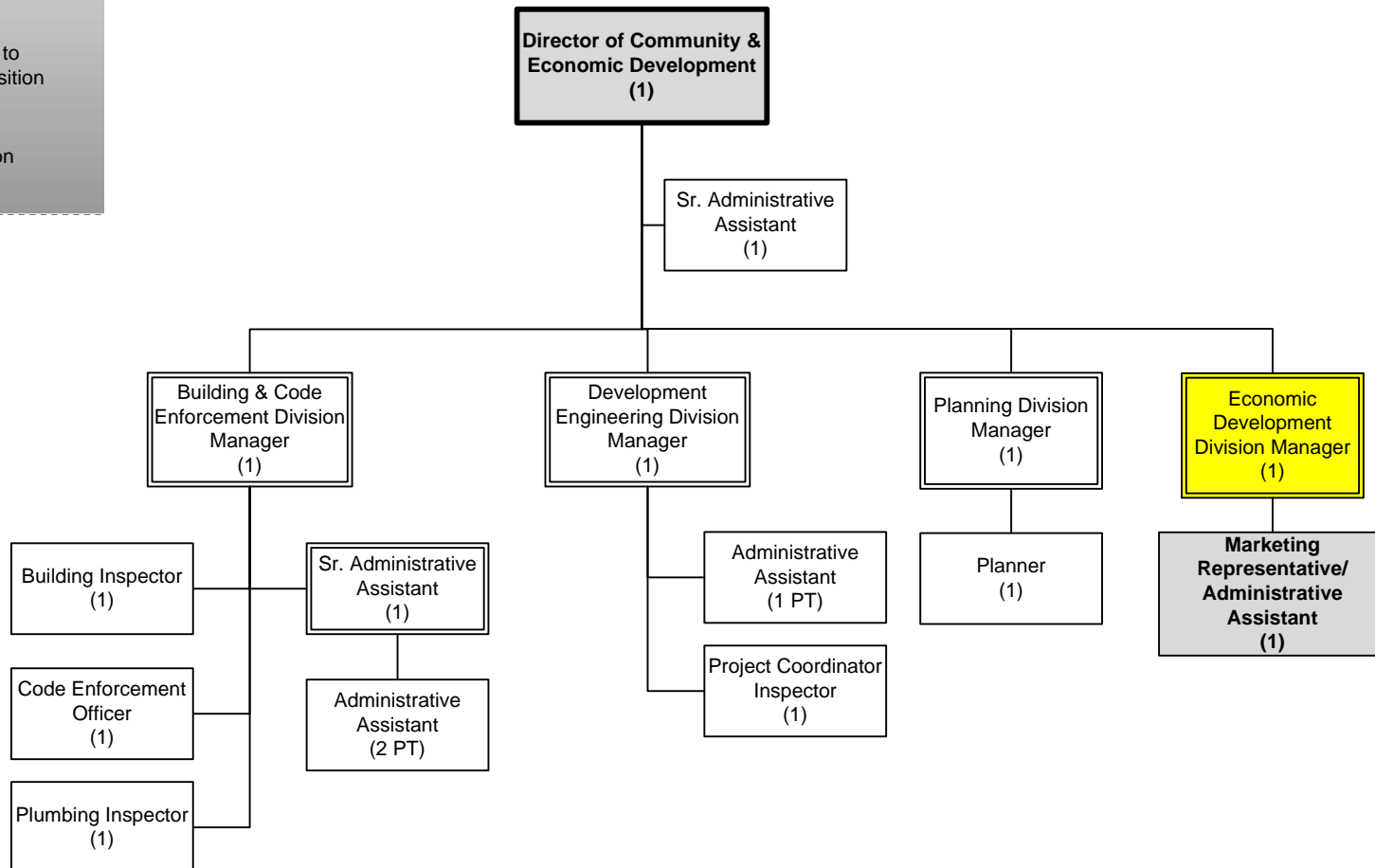
City of St. Charles, IL

Community & Economic
Development Dept.

12/2/2013

Key

- - - Elected Officials
- Department Directors
- == Supervisors
- Staff
- Adjustment to Existing Position
- New Position



City of St. Charles, IL
Ordinance No. 2013-M-_____

**An Ordinance Amending Title 2 of the St. Charles Municipal Code
Entitled “Administration and Personnel” Chapter 2.10 “Appointive Officers”**

BE IT ORDAINED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois as follows:

1. That Title 2, Chapter 2.10 Section 2.10.70, entitled “Staff Officers- Positions designated” of the St. Charles Municipal Code is hereby amended by deleting subsection “F. Director of Community Development” and inserting the following new subsection *“F. Director of Community and Economic Development”*.
2. That Title 2, Chapter 2.10, Section 2.10.220 entitled “Director of Community Development – Responsibilities” and Section 2.10.225 entitled “Director of Economic Development- Responsibilities” are hereby deleted in their entirety and substituted by the following:

“Section 2.10.220 Director of Community and Economic Development – Responsibilities.

The Director of Community and Economic Development shall conduct research and propose plans, policies and ordinances relative to the city’s growth, development, and housing supply; administer the zoning and subdivision ordinances, building codes, and property maintenance codes in cooperation with other city departments, promote business retention, growth and expansion, and maintain data pertaining to economic development, population demographics, and projected growth. The Director of Community and Economic Development shall also assist the Director of Public Works in planning for transportation, utilities, and other infrastructure.”

3. That after the adoption and approval hereof this Ordinance shall be (i) printed or published in book or pamphlet form, published by the authority of the 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.
4. 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, Kane and DuPage Counties, Illinois this _____day of December 2013.

Ordinance No. 2013-M-_____
Page 2

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties,
Illinois this _____day of December 2013.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties,
Illinois this _____day of December 2013.

Raymond P. Rogina, Mayor

Attest:

City Clerk/Recording Secretary

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

APPROVED AS TO FORM:

City Attorney

DATE: _____