



ST. CHARLES
S I N C E 1 8 3 4

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve an Ordinance Amending Title 2
“Administration and Personnel” of the St. Charles Municipal
Code – Various Revisions

Presenter: Mark Koenen

Please check appropriate box:

| | | | |
|--------------------------|------------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> | Government Operations | <input checked="" type="checkbox"/> | Government Services (12.21.15) |
| <input type="checkbox"/> | Planning & Development | <input type="checkbox"/> | City Council |
| <input type="checkbox"/> | Public Hearing | <input type="checkbox"/> | |

| | | | | | | |
|-----------------|--|-----------|-----|-------------------------------------|----|--|
| Estimated Cost: | | Budgeted: | YES | <input checked="" type="checkbox"/> | NO | |
|-----------------|--|-----------|-----|-------------------------------------|----|--|

If NO, please explain how item will be funded:

Executive Summary:

This is a housekeeping ordinance to update some of the City elected positions and personnel in Title 2 “Administration and Personnel” of the St. Charles Municipal Code:

- Chapter 2.04 “City Council”
- Chapter 2.06 “City Clerk”
- Chapter 2.08 “City Treasurer”
- Chapter 2.10 “Appointive Officers”
- Chapter 2.12 “Officers and Employees”

Attachments: *(please list)*

Ordinance

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve an Ordinance Amending Title 2 “Administration and Personnel” of the St. Charles Municipal Code – Various Revisions.

For office use only: Agenda Item Number: 4a

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

**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 ~~twenty-four~~ 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. ~~The current aldermen of the Council, and any others who shall complete the unexpired terms of current aldermen, shall serve out their remaining terms, after such date, at their current salary of One Hundred Fifty and no/100ths (\$150.00) Dollars for each regular, special or adjourned Council meeting. Until May 7, 2001, each alderman shall continue to receive the current salary of One Hundred Fifty and no/100ths (\$150.00) Dollars for each regular, special or adjourned Council meeting.~~
(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. ~~The chairperson of each committee shall appoint the members of such committee with the advice and consent of the city council.~~ All standing committees shall consist of not less than ~~twelve~~ ten members ~~with at least one (1) from each ward.~~ 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,
 - 4. ~~Special Service Area Advisory 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.

~~No person other than the mayor or a member of the city council or other municipal officer or employee shall address that body at any regular or special meeting of the council except upon consent of a majority of the members present. (Prior code § 2.204.)~~ 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 ~~city treasurer~~ 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.

~~The city clerk shall issue official commissions to be signed by the mayor and attested by him to all persons elected or appointed to a city office. Such commissions shall be delivered not later than five days following such election or appointment.~~
(Prior code § 4.013.) Deleted in its entirety.

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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. ~~The current city clerk and any other city clerk who shall complete the unexpired term of the current city clerk shall serve out such remaining term at the current salary of Four Thousand and no/100ths (\$4,000.00) Dollars per year.~~
(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. ~~The current city treasurer and any other city treasurer who shall complete the unexpired term of the current city treasurer shall serve out such remaining term at the current salary of One Thousand Five Hundred and no/100ths (\$1,500.00) Dollars per year.~~ (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/~~health/life insurance~~, 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.

~~All employees other than appointed officers shall be appointed by the City Administrator.~~
(Ord. 2008-M-5 § 7.) Delete in its entirety.

2.12.100 Conservators of peace - Authority to make arrests.

The mayor, members of the city council, Building Commissioner, ~~City Health Officer,~~ 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, ~~and the City Health Officer's authority~~ 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 ____ day of _____, 2016.

PASSED by the City Council of the City of St. Charles, Illinois this ____ day of _____, 2016.

APPROVED by the Mayor of the City of St. Charles, Illinois, this ____ day of _____, 2016.

Raymond P. Rogina, Mayor

ATTEST:

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City Clerk

COUNCIL VOTE:

Ayes : _____

Nays : _____

Absent : _____

APPROVED AS TO FORM:

City Attorney

DATE: _____