

**ORDINANCE NO.**

**AN ORDINANCE ESTABLISHING THE POSITION OF CITY/VILLAGE ADMINISTRATOR**

**WHEREAS**, the Mayor and City Council/President and Board of Trustees have determined that it is in the best interests of the City/Village to have the position of City Administrator/Village Administrator to more ably continue in the provision of services to the citizens of the City/Village of (Insert Name) and to accomplish the objectives of orderly and proper administration of the policies and ordinances as expressed by the Corporate Authorities of the City/Village of (Insert Name).

**NOW, THEREFORE BE IT ORDAINED** by the Mayor and City Council/President and Board of Trustees of the City of /Village of (Insert name), Illinois, as follows:

**SECTION I:** That the above and foregoing recitals be and are hereby incorporated herein by reference as findings of fact by the Corporate Authorities.

**SECTION II:** That the Municipal Code of the City/Village of (Insert name) at Title be and is hereby amended by adding the following new Sections to read to wit as follows:

**AUTHORIZATION TO EMPLOY ADMINISTRATOR; APPOINTMENT.**

The Mayor and City Council/Village President and Board of Trustees are hereby authorized to employ a City Administrator/Village Administrator. Such Administrator shall be appointed by the Mayor/Village President, by and with the advice and consent of the City Council/Board of Trustees.

**BOND.** The City/Village Administrator shall furnish a bond in such amount and with such surety as may be approved by the corporate authorities, such bond to be conditioned upon the faithful performance of his or her duties. The cost of the bond shall be paid by the city/village. The bond of the City/Village Administrator may be part of a blanket bond.

**COMPENSATION.** The City/Village Administrator shall receive such compensation as the Corporate Authorities shall, from time to time, establish. The City Council/Board of Trustees may enter into an employment agreement which specifies in writing provisions, including but not limited to, establishing the level of compensation of the City/Village Administrator, specifying benefits including levels of support for the City/Village Administrator's continuing professional education and association activities, determining separation pay upon termination of the City/Village Administrator's employment and defining other conditions of employment.

**CHIEF ADMINISTRATOR.** The City/Village Administrator, under and subject to the direction of the Corporate Authorities, shall be the chief administrator of the

City/Village, and shall be responsible to the Corporate Authorities for the proper administration of the affairs of the city and policies adopted by the City Council/Board of Trustees.

**ACTING ADMINISTRATOR.** Whenever the City/Village Administrator is absent from the city for personal reasons, or on account of City/Village business, or is otherwise unable to perform the duties and responsibilities of City/Village Administrator due to short term illness or disability, the City/Village Administrator may designate in writing a member of the City's/Village's senior administrative staff to serve as acting administrator and to carry out the duties of the administrator during the administrator's absence. In the event of a prolonged absence, as determined by either the City/Village Administrator himself or the Mayor/Village President and City Council/Board of Trustees, then the Mayor/Village President by and with the advice and consent of the City Council/Board of Trustees, shall appoint an acting administrator, whose office shall be temporary and who shall serve only until such time as the City/Village Administrator is able to resume the duties of his office.

**APPOINTMENT POWER.** The City/Village Administrator may appoint such assistants, department heads, or employees as are necessary to the proper functioning of the city/village, except that the City/Village Administrator may not appoint those city officers which are by state statute required to be appointed by the Mayor/Village President.

**POWERS AND DUTIES OF ADMINISTRATOR.** The City/Village Administrator shall have the following powers and duties:

- (A) Provide for the enforcement of all laws and ordinances within the city.
- (B) Create the agenda for and attend all meetings of the City Council/Board of Trustees and other official City/Village Boards and Commissions as directed by the City Council/Board of Trustees. Attend all meetings of the City/Village Council/Board except those from which the City Council/Board determined that attendance is not required because of a conflict or other reason. The City/Village Administrator shall have the right to take part in the discussion of all matters coming before the City Council/Board of trustees or other official City/Village Boards and Commissions, but shall have no right to vote. The City/Village Administrator shall be entitled to notice of all special and regular meetings of the City Council/Board of Trustees.
- (C) Recommend to the City Council/Board of Trustees such measures as, in his or her judgment, he or she deems to be in the best interest of the City/Village.
- (D) Employ, discipline, suspend and terminate any and all city employees, except when otherwise provided by law or contract and to the extent permitted by law and subject to the City/Village Administrator's discretion and direct

supervision, to delegate to any employee any of these powers with respect to any subordinates of that employee.

- (E) Propose to the Mayor and City Council/Village President and Board of Trustees such personnel rules and regulations as the Administrator deems necessary to manage the personnel of the city; These rules may cover procedures and policies to govern the following:
  - (1) The administration of the position description, classification and pay plans;
  - (2) Recruitment, selection, promotion, evaluation, transfer, discipline and separation of city/village personnel;
  - (3) Establishment of hours of work, attendance, leave regulations and working conditions;
  - (4) Rules covering the outside employment, nepotism and political activity of city/village personnel;
  - (5) Maintenance and use of necessary records and forms;
  - (6) System of handling all grievances.
- (F) Supervise and administer the conduct of all collective bargaining processes of the city/village and recommend to the City Council/Board of Trustees collective bargaining agreements for consideration and approval by the City Council/Board of Trustees, and administer all employee organization contracts reached through the collective bargaining process.
- (G) Direct, supervise and coordinate the activities of all departments, offices, and agencies of the City/Village, except as otherwise provided by law, and to administer the affairs of the City/Village to ensure that all City/Village business is accomplished efficiently and economically.
- (H) Recommend to the City Council/Board of Trustees the creating, consolidating, and combining of offices, positions, departments or units of the administrative and executive departments of the City/Village.
- (I) Investigate all complaints in relation to matters concerning the administration of the government of the city/village and services maintained by the public utilities in the City/Village, and see that all franchises, permits and privileges granted by the City/Village are faithfully observed.
- (J) Sign on behalf of the City/Village any contract authorized by City Council/Board of Trustees, except where the City Council/Board of Trustees or state statutes direct that some other officer shall do so. It shall be the duty of the City/Village Administrator to ensure that all franchises granted by, and all contracts with, the city are faithfully kept and performed; by all parties hereto.
- (K) Keep a current inventory of all real and personal property of the City/Village and location of such property. The City/Village Administrator shall be responsible

for the care and custody of all City/Village property which is not assigned to some other officer or body for care and control.

- (L) Prepare and submit to the Mayor and City Council/Village President and Board of Trustees by the date set by the Council/Board a recommended annual budget for city operations and recommended capital programs; and administer the approved budget after adoption.
- (M) Supervise and administer the procurement of commodities and services for all city departments, offices and agencies, and promulgate purchasing rules implementing city ordinances and which are consistent with state law, which shall be followed by employees in the procurement of goods and services.
- (N) Report to the City Council/Board of Trustees periodically the financial condition of the City/Village.
- (O) Submit to the Mayor and City Council/Village President and Board of Trustees and make available to the public a complete report on the finances and administrative activities of the City/Village as of the end of each fiscal year.
- (P) Represent the City/Village in its dealings with other governmental agencies and officials, businesses, not-for-profit organizations, residents, and the general public as necessary.
- (Q) Cause to be prepared grant and/or loan applications on behalf of the City/Village; administer grant and/or loan funds and shall have caused the preparation of relevant reports to the Corporate Authorities and all appropriate agencies.
- (R) Evaluate City/Village projects, programs, agreements and services and make recommendations on modifications and improvements thereto.
- (S) Devote his or her entire time to the discharge of his or her official duties.
- (T) The City/Village Administrator shall perform such other duties as may be required by the City Council/Board of Trustees consistent with state statutes and the ordinances of the City/Village.
- (U) Hold such other appointive offices as may be consistent with law, as the Mayor and City Council/Village President and Board of Trustees may determine, and to faithfully and honestly discharge the duties and powers associated with such office;
- (V) The powers assigned to the City/Village Administrator are not intended to diminish those powers otherwise assigned to other officers by statute or ordinance, including, but not limited to the Mayor/Village President.

**MATTERS DIRECTED TO ADMINISTRATOR'S ATTENTION.** All offices and departments shall submit all matters requiring City Council/Board of Trustees action or attention to the City/Village Administrator, who shall submit them to the City Council/Board of Trustees with recommendations as may be deemed necessary. All departmental or employee requests shall be submitted to the City/Village Administrator who shall provide instruction as to policy and action. Except as otherwise provided by state law or city ordinance, elected and appointed City/Village officers shall deal with the administrative services of the City/Village through the City/Village Administrator and shall not give orders to subordinates of the City/Village Administrator, either publicly or privately.

**REMOVAL.** The City/Village Administrator may be removed in accordance with law.

**SECTION III. Repealer.** All ordinances or resolutions or parts of ordinances or resolutions in conflict herewith, to the extent of such conflict, are hereby changed and amended to be in compliance with this Ordinance; and to the extent the same cannot be so amended, are hereby repealed to the extent of such inconsistency.

**SECTION IV. Effective date.** This ordinance shall be in full force and effect from and after its passage and approval, as provided by law.