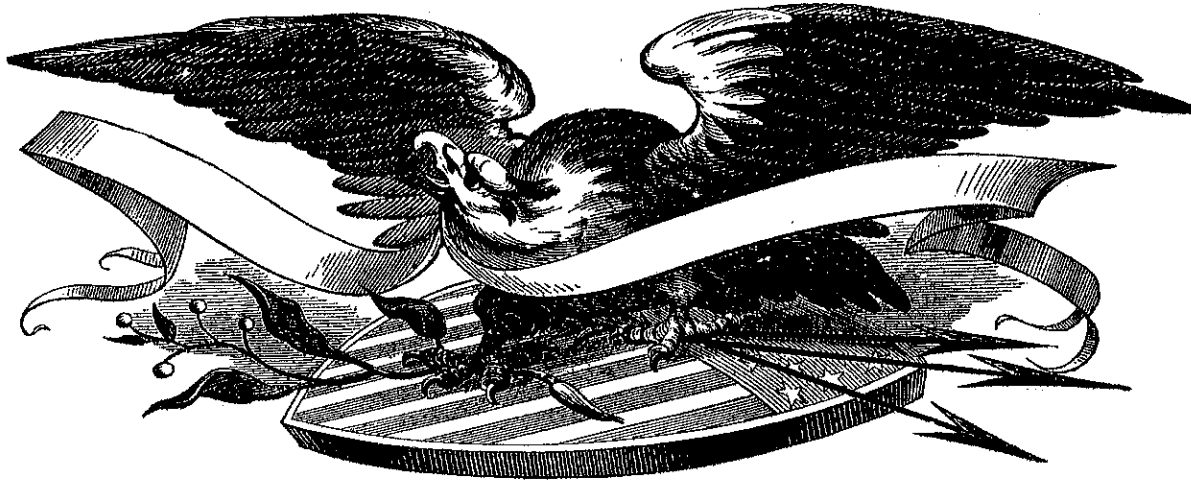


THE
CITY
OF
MAROA



ORDINANCE NO. 20180226-2

**AN ORDINANCE CREATING
THE OFFICE OF CITY COMPTROLLER
AND CITY ADMINISTRATOR AND PROVIDING
POWERS AND DUTIES THEREOF**

ADOPTED BY THE MAYOR AND CITY COUNCIL
OF THE CITY OF MAROA
THIS 26th DAY OF FEBRUARY 2018.

Published in pamphlet form by authority of the City Council of the City
of Maroa, Macon County, Illinois, this 26th Day of February 2018.

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THE OFFICE OF CITY COMPTROLLER
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BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAROA AS FOLLOWS:

SECTION 1. CREATION OF OFFICE.

Pursuant to the Illinois Compiled Statutes 65 ILCS 5/3.1-30-5, there is hereby created the office of City Comptroller, an administrative office of the City. There is also hereby created the office of City Administrator, an administrative office of the City.

Both of these offices, with their functions, duties, and responsibilities, shall be combined and be held by one person to be known as the City Administrator. He or she shall be the administrative officer of the City of Maroa.

SECTION 2. APPOINTMENT OF CITY ADMINISTRATOR.

The City Administrator shall be appointed by the Mayor by and with the advice and consent of the City Council. The Personnel Committee shall interview all applicants and shall make non-binding recommendations to the Mayor. More than one recommendation may be made. The City Administrator shall be chosen by the Mayor and that choice shall be considered by the Council solely on the basis of executive and administrative qualification, with special reference to his or her actual experience in or knowledge of accepted practice in respect to the duties of the office hereinafter set forth, and such requirements and qualifications are hereby declared to be of a nature as to require technical training or knowledge, and for that purpose it is declared to be expedient that the person considered as appointee be, if possible, one with prior experience in management or accounting or college level classes in business or accounting. A vote of $\frac{3}{4}$ of the City Council will be required to deny consent. Denial of consent shall not impede the Mayor's power to make temporary appointments. The appointee shall live in the City limits of Maroa and shall have resided in the City for no less than one year.

During the absence or disability of the City Administrator, the Mayor with the advice and the consent of the City Council may designate some properly qualified person to act as City Administrator pro tempore to perform the duties of the office.

SECTION 3. TENURE OF OFFICE.

The term of office of the City Administrator shall be co-extensive with and shall not exceed that of the Mayor appointing him or her. The City Administrator may resign from office or may be removed therefrom only in such manner as is provided by the statutes of the State of Illinois pertaining to the resignation or the removal of appointed officers.

SECTION 4. BOND AND OATH.

Before entering upon the duties of office, the City Administrator shall furnish a surety bond to be approved by the City Council, said bond to be conditioned on the faithful performance of his or her duties. The premium of the bond shall be paid by the City.

Before entering upon the duties of office, the City Administrator shall take and subscribe the oath prescribed by the statutes of the State of Illinois in such case provided.

SECTION 5. COMPENSATION.

The City Administrator shall receive compensation in such amount and manner as the City Council shall fix from time to time by ordinance or resolution. Initially, a starting salary of \$50,000 (Fifty-Thousand Dollars) with the same benefits and pay increase structure as current full time employees shall be offered.

SECTION 6. POWERS AND DUTIES WITH REFERENCE TO FISCAL MATTERS.

The City Administrator shall be the fiscal agent of the City, and as such shall be charged with and shall exercise general supervision over all the officers or officials of the City charged in any manner with the receipt, collection, or disbursement of the City revenues and all funds required to be in the custody of the City Treasurer.

He or she shall have custody and control of all documents, including debts, mortgages, leases, contracts, judgment orders, notes, bonds, and evidences of indebtedness, belonging to the City except such as are directed by law or ordinance to be deposited elsewhere. Should any documents be deposited with another entity, officer or official, the City Administrator shall have immediate and unfettered access to those documents and records and shall have access to all computers and data storage devices owned or controlled by the City. The City Administrator shall have supervision of the issuance and sale of all bonds, warrants, and obligations.

He or she shall have supervision over the accounting work of the City. Specifically, but not in limitation of the above, The City Administrator shall have the following powers and duties:

- A. On or before the 15th day of May in each year and before the annual appropriation ordinance is prepared by the corporate authorities, the City Administrator shall submit to the corporate authorities a report of his or her estimate, as nearly as may be, of the money necessary to defray the expenses of the City during the next fiscal year, and in the report, the City Administrator shall classify and detail the purposes of expenditures, the aggregate income of the preceding fiscal year, the City liabilities, and such other information as is necessary to assist the Mayor and the City Council to adopt an appropriation ordinance.
- B. For the purpose of preparing the estimate of income and expenditures, the City Administrator is authorized to require all officers to submit statements of the condition and expenses of their respective offices or departments, a description of proposed City improvements and the probable expense thereof, a description of all unperformed contracts and a statement of the amount of all unexpired appropriations of the preceding year.
- C. He or she shall recommend to the Mayor and the City Council the salaries to be paid each appointive subordinate employee of the City.
- D. He or she shall purchase all materials, supplies, or equipment subject to and pursuant to directives and appropriations made and provided by the Mayor and the City Council, and subject also to the statutes of the State of Illinois pertaining to creation of liabilities against the City and pertaining to the expenditures or appropriations of the monies of the City.
- E. He or she shall each month cause to be prepared and shall present to the Council a statement showing the exact financial condition of the City as of the end of the preceding month.
- F. He or she shall give such additional reports and information concerning the fiscal matters of the City as may from time to time be required by the City Council.
- G. He or she shall perform such duties and have such powers as are fixed and conferred on him or her as determined by the Mayor.

SECTION 7. POWERS AND DUTIES WITH REFERENCE TO CITY ADMINISTRATOR.

In addition to the above duties, the City Administrator shall perform such other duties as are herein provided.

The City Administrator shall be the chief administrative officer of the City and shall be responsible to the Mayor and to the City Council for the management and operation of all of the affairs and the departments of the City. As chief administrative officer, the City Administrator shall have the management and control of all matters and things pertaining to the operation and maintenance of the properties of the City and of all of the departments of the City, including the Department of Public Works, the Police Department, the Water Department, Health and Safety, the Department of Streets and Sewers, and the general officers of the City; the City Administrator shall also have supervision of such other administrative agencies and departments and officers as may be hereafter created by the City Council unless the management and control of such departments and officers is expressly delegated elsewhere. The City Administrator shall conduct the annual performance review of the Chief of Police and City Superintendent. Specifically, but not in limitation of the above, the City Administrator shall have the following additional powers and duties:

- A. He or she may recommend to the Mayor and to the Council the appointment of all officers of the City who are required by law to be appointed by the Mayor with the advice and consent of the City Council, and he or she may recommend to the Mayor the appointment of employees and officers who are required to be appointed by the Mayor. The City Administrator shall further recommend the removal or suspension of any such officer or employee when such removal or suspension shall be consistent with the best interests of the City. All such recommendations for appointment or removal shall be based on merit and on the qualifications or disqualifications of such officer or employee without regard to political belief or affiliation.
- B. He or she shall make all necessary purchases of supplies and equipment for all departments of the City, and for that purpose he is authorized to make expenditures of \$500 or less without preliminary authorization by the Council, provided, however, that all expenditures and payments, regardless of amount, shall be subject to the confirmation or approval of the Council and to the limitations imposed by the adoption of a budget or special appropriation.
- C. He or she shall attend all meetings of the City Council unless excused therefrom by the Council, except when his or her removal is under consideration by the Council. The City Administrator shall have the privilege of taking part in the discussion of all matters coming before the Council and shall be entitled to notice of all meetings, regular and special, of the Council. He or she shall attend Committee meeting and Zoning meetings that would in his or her judgment require his attendance or upon the behest of the Mayor.
- D. He or she shall make investigations into the affairs of the City or any department or division thereof and shall investigate all complaints in relation to matters concerning City services and City administration.
- E. He or she shall have the power to appoint and to discharge, any employee of the City exclusive of employees and officers of the Police Department and as to these excluded employees the City Administrator shall make recommendations to the Police Commission. Upon discharging any employee, the City Administrator shall submit to the Council at the next meeting following such removal a statement concerning the removal and the reasons therefor.
- F. He or she shall be required to become familiar with all grant funding sources, state, federal or private, and shall be responsible for recommending to the City Council grants for which to apply and for preparing grant applications for future projects.

- G. He or she shall devote his or her entire time to the discharge of official duties and shall be expected to be present in the City Hall from 8 to 5 Monday through Friday with 1 hour for lunch. Exceptions will be made for City business that takes the City Administrator away from City Hall.
- H. He or she shall oversee and administer the Tax Increment Financing and Business District programs. He or she shall also review all applications under those programs and review and make recommendations on those applications to the Mayor and City Council.
- I. He or she shall perform such other duties as may be required by the Council consistent with the City ordinance or the statutes of the State of Illinois.

SECTION 8. OFFICERS NOT TO INTERFERE WITH APPOINTMENTS OR REMOVALS.

No officer of the City shall dictate the appointment of any person to, or the removal of any person from office by, the City Administrator or by any of the City Administrator's subordinates. Except for the purpose of inquiry, officers shall deal with the administrative service through the City Administrator, and officers shall not give orders to any subordinates of the City Administrator, either publicly or privately.

SECTION 9. SAVING CLAUSE.

If any section, subsection, or sentence, clause, or phrase of this ordinance is for any reason held to be invalid, such decision or decisions shall not affect the validity of the remaining portions of this ordinance. All ordinances of the City prescribing the duties of heads of departments shall remain in full force and effect except insofar as they conflict with the provisions of this ordinance, in which case the provisions of this ordinance shall govern.

BE IT FURTHER ORDAINED by the City Council of the City of Maroa, Illinois, that this ordinance shall be in full force and effect from and after its passage, approval, and publication according to law.

PRESENTED, PASSED AND APPROVED by the Mayor and City Council of the City of Maroa, Illinois, on the 26th day of February 2018.

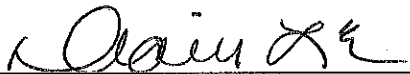
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NAME	AYE	NAY	ABSTAIN	ABSENT
Alderwoman Angela Bogle	✓			
Alderman Wayne Kissinger	✓			
Alderman Ryan Wilkey	✓			
Alderman Frederick Peart	✓			
Alderwoman Monica Estep	✓			
Alderman Jason Edwards		✓		
Mayor Aaron Meador				



AARON MEADOR, MAYOR

ATTEST:



DIANE EDWARDS
CITY CLERK

STATE OF ILLINOIS)
) SS.
COUNTY OF MACON)

CERTIFICATE

I, Diane Edwards, certify that I am the duly elected and acting City Clerk of the City of Maroa, Macon County, Illinois.

I further certify that on the 26th day of February 2018, the Corporate Authorities of such Municipality passed and approved:

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

The pamphlet form of ORDINANCE NO. 20180226-2, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the City Hall, commencing on 26th day of February 2018, 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 City Clerk.

I certify this is a true and correct copy of Ordinance 20180226-2.

DATED at Maroa, Illinois, this 26th day of February 2018.



Diane Edwards, City Clerk

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