

ARTICLE 5. - CITY MANAGER

(Country Club Hills)

3.5.01. - Creation of Position.

There is hereby created the position of City Manager. The City Manager shall be appointed by the Mayor with the advice and consent of the City Council. Except as may be otherwise provided in a contract of employment, the Manager shall serve for an indefinite term. He shall be chosen solely on the basis of his executive and administrative qualifications. At the time of his hiring, the Manager need not be a resident of the City but shall become so at the direction of the Council.

No elected official of the City is eligible for the position of City Manager during the term for which he has been elected unless he shall first resign from office.

3.5.02. - Termination of Employment.

Except as otherwise provided in an employment contract between the City and the Manager, the City Manager may be removed by the Mayor subject to approval by the City Council in accordance with the procedures set forth in 65 ILCS 5/3.13 5-25.

If requested, the Council shall grant him a public hearing within thirty (30) days following notice of removal. During the interim, the Mayor may suspend the Manager from duty, but shall continue his salary; and, if the removal becomes final, shall pay his salary for one (1) calendar month, following the final removal date.

The Manager may resign upon thirty (30) days prior written notice to the City Clerk, but shall receive no severance pay.

3.5.03. - Conflict of Interest Prohibited.

The City Manager shall not be interested, directly or indirectly, in any contract, work or business of the City, in the sale of any article of the City, in the purchase of any property, belonging to the City, or sold for taxes or assessments, or sold by virtue of legal process at the suit of the City.

3.5.04. - Duties.

- A. *Duties.* The City Manager shall be the Chief Administrative officer of the City; and, shall be responsible to the Mayor and the City Council for the administration and operation of all the affairs and the departments of the City. As the Administrative officer, he shall have the administration and control of all matters and things pertaining to the operation and maintenance of the properties of the City; and, all of the departments of the City including, but not limited to,

the Department of Public Works, the Health Department, the Community and Economic Development Department, and the General offices of the City. He shall also have supervision of those administrative agencies, departments, and officers as may be hereafter created by the City Council, unless the administration and control of these departments and officers is expressly delegated elsewhere. He shall perform his duties in conformity with the rules of the Fire and Police Commission.

Specifically, but not in limitation of the above, he shall have the following additional powers and duties.

- (1) He shall recommend to the Mayor and City 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 shall recommend to the Mayor the appointment of employees and officers who are required to be appointed by the Mayor. He shall further recommend the removal or suspension of any officer or employee when the removal or suspension shall be consistent with the best interests of the City. All recommendations for appointment or removal shall be based on merit and on the qualifications or disqualifications of the officer or employee, without regard to political belief or affiliation.
- (2) He shall have the power to hire and to discharge any other employee of the City exclusive of employees and officers of the Police Department, and as to said excluded employees, he shall make his recommendations to the Fire and Police Commission. Upon discharging any employee he shall submit to the City Council at the next meeting following such removal a statement concerning said removal and the reasons therefor.

B. *General Administrative Duties.*

- (1) The City Manager shall have custody and control of all documents, including debts, mortgages, leases, contracts, judgement orders, notes, bonds and evidence of indebtedness belonging to the City, except those directed by law or ordinance to be deposited elsewhere. He shall have supervision of the issuance and sale of all bonds, warrants and obligations, as well as supervision of the accounting work of the City.
- (2) He shall purchase all materials, supplies or equipment to and pursuant to directives and appropriations made and provided by the Mayor and City Council and subject also to State Law pertaining to creation of liabilities against the City and pertaining to the expenditures or appropriation of the monies of the City.
- (3) He shall, each month, cause to be prepared, and shall present to the City Council, a statement showing the exact financial condition of the City as of the end of the preceding month.
- (4) He shall give any additional reports and information concerning the fiscal matters of the City as may from time to time be required by the City Council.
- (5) He shall promote the efficient and uniform operation and coordinate the work of all

departments of the City and employees thereof.

- (6) He shall administer all personnel rules and regulations and the enforcement thereof in coordination with the department involved.
- (7) He shall attend all regular meetings of the City Council, unless excused, and special meetings upon request.
- (8) He shall investigate all complaints in relation to matters concerning the administration of the government of the City and the services maintained and provided by the Public Utilities operating within the City.
- (9) He shall enforce all franchises, permits and privileges granted by the City to the end that they are faithfully observed.
- (10) He shall recommend to the Mayor the measures he deems necessary for the improvement of the administrative services of the City.
- (11) He shall report to the City Council, at the second regular meeting of January of each year, as to the state of the City administration.

C. Preparation of Budget.

- (1) He shall prepare the budget annually in conjunction with the Budget Director and submit it to the City Council, together with a message describing the important features, and be responsible for its administration after adoption.
- (2) He shall prepare and submit to the City Council, as of the end of the fiscal year, a complete report on the finances and administrative activities of the City for the preceding year.
- (3) He shall keep the City Council advised of the financial condition and future needs of the City and make such recommendations as may be deemed advisable.

1-7-1: CITY ADMINISTRATOR:

Batavia

A. Office Created: There is created the office of city administrator who shall be appointed each year by the mayor with the consent and approval of the city council. The city administrator may at any time be removed from office by the mayor with the consent of the city council. An annual job performance evaluation of the city administrator shall be conducted by the mayor with the input of the city council.

B. General Duties: The city administrator, under the direction and supervision of the mayor, shall be responsible for the efficient and productive administration of all city departments and his duties shall include, but shall not be limited to, the following:

1. The enforcement and administration of all laws, ordinances and city policies within the city.
2. The making of recommendations concerning the appointments of all city department heads and assisting the mayor in providing annual job performance evaluations of all appointed city department heads.
3. The maintenance of day to day management of all city departments and divisions thereof created by the city council. (Ord. 83-52, 12-5-1983)
4. Supervision of the city budget officer with respect to the preparation and institution of the annual municipal budget, including the presentation of a balanced budget to the administrative services committee of the city council prior to its first regularly scheduled meeting in October of each year. (Ord. 89-6, 2-6-1989)
5. The supervision and review of the operations of the city finance officer on a regular basis, the periodic review of the city's financial status, and the report of said findings to the mayor and city council on a regular basis.
6. The production of required studies and recommendations for improvement or change of existing or proposed city services or policies.
7. The attendance at all meetings of the city council, unless excused by the mayor, and the right to take part in the discussions at said meetings but with no right to vote.
8. The representation of the city at any community or intergovernmental functions as may be directed by the mayor.
9. The ultimate responsibility for handling and following up inquiries and/or requests for public services from elected and/or appointed officials of the city as well as from the public at large.
10. The supervision of the interdepartmental coordination of all city departments including, but not limited to, the coordination of the planning, review and development of all projects involving annexation, community development, growth, restoration or general development in the community as said items relate to city government. (Ord. 83-52, 12-5-1983)

CITY ADMINISTRATOR (Lockport)

§ 30.150 CREATION OF OFFICE.

There is created the office of City Administrator, an administrative office of the city.

(`79 Code, § 30.250) (Ord. 905, passed 6-2-80)

§ 30.151 APPOINTMENT OF CITY ADMINISTRATOR.

(A) The City Administrator shall be appointed by the Mayor by and with the advice and consent of the City Council. The City Administrator shall be chosen by the Mayor and the Mayor's choice shall be considered by the Council solely on the basis of executive and administrative qualification with special reference to actual experience and knowledge of accepted practice in respect to the duties of the office hereinafter set forth, and such requirements and qualifications are of a nature as to require technical training and knowledge. No Alderperson or Mayor shall receive such appointment during the term that either is elected, nor within one year after the expiration of the term.

(B) 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.

(`79 Code, § 30.255) (Ord. 905, passed 6-2-80; Am. Ord. 13-019, passed 7-2-13)

§ 30.152 TENURE OF OFFICE.

The term of office of the City Administrator shall be not shorter than for one year nor longer than the term of the Mayor appointing him. The City Administrator may resign from his office or may be removed therefrom only in such manner as is provided by the statutes of the state pertaining to the resignation or the removal of the appointed officers.

(`79 Code, § 30.260) (Ord. 905, passed 6-2-80)

§ 30.153 COMPENSATION.

The City Administrator shall receive compensation in such amount and manner as the Council shall fix from time to time by ordinance or resolution.

(`79 Code, § 30.270) (Ord. 905, passed 6-2-80)

§ 30.154 POWERS AND DUTIES.

The City Administrator 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. He or she 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, he shall have the following powers and duties:

(A) Before the annual Budget Ordinance is prepared by the corporate authorities, he or she shall direct the Finance Director to submit to the corporate authorities a report of the 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, classify and detail the purposes of expenditure, 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 a Budget Ordinance.

(B) For the purpose of preparing the Budget Ordinance, he or she 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) With the approval of the City Council, he or she shall consolidate, combine, or reorganize positions or units under his or her jurisdiction.

(E) 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 pertaining to creation of liabilities against the city and pertaining to the expenditures or appropriations of the monies of the city.

(F) He or she shall each month direct the Finance Director to prepare and present to the council a statement showing the exact financial condition of the city as of the end of the preceding month.

(G) 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.

('79 Code, § 30.275) (Ord. 905, passed 6-2-80; Am. Ord. 18-023, passed 6-6-18)

§ 30.155 POWERS AND DUTIES WITH REFERENCE TO CITY ADMINISTRATION.

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 administration and operation of all of the affairs and the departments of the city. As such administrative officer he shall have the administration and control of all matters and things pertaining to the operation and maintenance of the properties of the city and of all the departments, including the Department of Public Works, the Building Department, the Police Department, the Water and Sewerage Department, the Department of Streets and the general offices of the city. He shall also have supervision of such other administrative agencies and departments and officers as may be hereafter created by the City Council unless the administration and control of such departments and officers is expressly delegated elsewhere. He shall perform his duties in conformity with the rules of the Police Commission. Specifically, but not in limitation of the above, he shall have the following additional powers and duties:

(A) He 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 may recommend to the Mayor the appointment of employees and officers who are required to be appointed by the Mayor. He shall further recommend the removal or suspension of any such officer or employee when such removal or suspension shall be consistent with the best interest of the city. All such recommendations for appointment or removal shall be based upon merit and upon the qualifications or disqualifications of such officer or employee without regard to political belief or affiliation.

(B) The City Administrator shall make all necessary purchases of supplies, equipment and services for all departments of the city; for that purpose he is authorized to make expenditures of \$20,000 and to authorize Department Heads to purchase supplies, equipment, and services of \$5,000 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 shall attend all meetings of the City Council and executive sessions of the Council unless excused therefrom by the Council, except when his removal is under consideration by the Council. He 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.

(D) He 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 shall have the power to appoint and to discharge any employee of the city exclusive of employees and officers of the Police Department employed on a full time basis, and as to the excluded employees he shall make his recommendations to the Police Commission. Upon discharging any employee he shall submit to the Council at the next meeting following such removal a statement concerning the removal and the reasons therefor.

(F) He shall devote his entire time to the discharge of official duties.

(G) He shall perform such other duties as may be required of him by the Council consistent with the city ordinances or the statutes of the state.

(`79 Code, § 30.280) (Ord. 905, passed 6-2-80; Am. Ord. 07-732, passed 9-26-07; Am. Ord. 07-738, passed 11-14-07)

§ 30.156 OFFICERS NOT TO INTERFERE WITH APPOINTMENTS OR REMOVALS.

No officer of the city shall dictate the appointment of any person to, or his removal from, office by the City Administrator or by any of his 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.

(`79 Code, § 30.285) (Ord. 905, passed 6-2-80)

ARTICLE A. - CITY ADMINISTRATOR (Geneva)

SECTION:

1-6A-1: - POSITION ESTABLISHED:

There is hereby established the office of city administrator, who shall be appointed each year by the mayor with the advice and consent of the city council. The city administrator may at any time be removed from office by the mayor with the consent of the city council. An annual job performance evaluation of the city administrator shall be conducted by the mayor with input from the city council.

(1975 Code § 2-53)

1-6A-2: - BOND:

The city administrator shall post a bond as required by the city council.

(1975 Code § 2-55)

1-6A-3: - DUTIES AND RESPONSIBILITIES:

The city administrator, under the direction and supervision of the mayor, shall be responsible for the administration of the city departments and his duties shall include, but shall not be limited to, the following:

- A. The supervision of the administration of all laws, ordinances and city policies within the city.
- B. The making of recommendations concerning the appointments of all city department heads and assisting the mayor in providing annual job performance evaluations of all appointed city department heads.
- C. The maintenance of day to day management of all city departments created by the city council.

(1975 Code § 2-54)

- D. Act as the budget officer of the city.

(1975 Code § 2-54; amd. 2003 Code)

- E. The supervision and review of the operations of the city finance officer, the periodic review of the city's financial status, and the report of said findings to the mayor and city council on a regular basis.
- F. The production of required studies and recommendations for improvement or change of existing or proposed city services or policies.
- G. The attendance at all meetings of the city council, unless excused by the mayor, and the right to

take part in the discussions at said meetings.

- H. The representation of the city at any community or intergovernmental functions as may be directed by the mayor.
- I. The ultimate responsibility for handling and following up inquiries and/or requests for public services from elected and/or appointed officials of the city as well as from the public at large.
- J. The supervision of the interdepartmental coordination of all city departments.

(1975 Code § 2-54)

CHAPTER 6

MUNICIPAL OFFICERS AND EMPLOYEES

Sec. 2-227. - Creation of office.

There is hereby created the office of city administrator, an administrative office of the city.

(Code 1978, § 233.01; Ord. No. 5165-4-99, 4-20-1999)

Sec. 2-228. - Appointment of city administrator.

- (a) The city administrator shall be appointed by the mayor by and with the advice and consent of the city council. The city administrator shall be chosen by the mayor and said choice shall be considered by the council solely on the basis of the individual's executive and administrative qualifications with special reference to actual experience in or knowledge of accepted practice in respect to the duties of his office hereinafter set forth and specific professional education for, actual experience in, and knowledge of accepted practice in respect to the administration of local government. Such requirements and qualifications are hereby declared to be of a nature as to require technical training or knowledge.
- (b) 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.

(Code 1978, § 233.02; Ord. No. 5165-4-99, 4-20-1999)

Sec. 2-229. - Residency requirement.

The administrator shall become a resident of the city within one year following the date of appointment, unless this requirement is specifically waived or varied by ordinance or by contract authorized by the city council, and entered into with the administrator, covering the terms and conditions of residency.

(Code 1978, § 233.03; Ord. No. 5165-4-99, 4-20-1999)

Sec. 2-230. - Tenure of office.

- (a) The term of the office of the city administrator shall be not shorter than for one year nor longer than the term of the mayor appointing the administrator. 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 pertaining to the resignation or the removal of the appointed officers.
- (b) Appointment may be terminated by the administrator upon 30 days' written notice to the mayor and the city council prior to such termination. This section shall not preclude the city council from establishing other employment terms and conditions not inconsistent with the provisions of this chapter or this Code.

(Code 1978, § 233.04; Ord. No. 5165-4-99, 4-20-1999)

Sec. 2-231. - Bond and oath.

- (a) Before entering upon the duties of his office, the city administrator shall furnish a surety bond in the amount of \$5,000.00 to be approved by the city council, said bond to be conditioned on the faithful performance of the

administrator's duties. The premium of the bond shall be paid by the city.

- (b) Before entering upon the duties of his office, the city administrator shall take and subscribe the oath prescribed by the statutes of the state in such case provided.

(Code 1978, § 233.05; Ord. No. 5165-4-99, 4-20-1999)

Sec. 2-232. - Compensation.

The city administrator shall receive compensation in such amount and manner as the council shall fix from time to time by ordinance.

(Code 1978, § 233.06; Ord. No. 5165-4-99, 4-20-1999)

Sec. 2-233. - Authority and duties.

The city administrator, subject to the limitations defined in resolutions and ordinances of the city and state statutes, shall be the chief administrative officer of the city, shall report directly to the mayor, shall be responsible to the mayor and the city council for the proper administration of the business affairs of the city, pursuant to the statutes of the state, the ordinances of the city, and the resolutions, motions, and directives of the corporate authorities with powers and duties as follows:

(1) *General duties.*

- a. Execute the directives of the mayor and city council which require administrative implementation, reporting promptly to the mayor any difficulties encountered therein.
- b. Be responsible for the administration of all day-to-day operations of the city government including the monitoring of all city ordinances, resolutions, and state statutes.
- c. Establish when necessary administrative procedures to increase the effectiveness and efficiency of city government according to current practices in local government, not inconsistent with the directives of the mayor and city council.
- d. Serve as ex officio nonvoting member of all boards, commissions, and committees of the city, except as specified by the city council or state statutes and attend such meetings as may be directed by the mayor.
- e. Keep informed concerning current federal, state, and county legislation and administrative rules affecting the city and submit appropriate reports and recommendations thereon to the mayor and the city council.
- f. Keep informed concerning the availability of federal, state, and county funds for local programs. Assist department heads and the city council in obtaining these funds under the direction of the mayor and city council.
- g. Represent the city in matters involving legislative and intergovernmental affairs as authorized and directed as to that representation by the mayor and city council.
- h. Establish and maintain procedures to facilitate communications between citizens and the city government to assure that complaints, grievances, recommendations, and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved.
- i. Promote the economic well-being of the city through public and private cooperation.
- j. Perform such other duties as may be specified by law, city ordinance or as may from time to time be directed by the mayor.

(2) *Responsibilities to the city council.*

- a. Attend all meetings of the city council and be present for all discussions, unless excused by the mayor or a majority vote of the city council, but in no case shall the administrator have the right to vote. Assist the mayor and the city council as required in the performance of their duties.
- b. In cooperation with the mayor, the city council, and the city clerk, ensure that appropriate agendas are prepared to all meetings of the city council, all city council committees, and all other appropriate committees and commissions of the city, together with such supporting materials as may be required; with nothing herein being construed as to give the city administrator authority to limit or in any way prevent matters from being considered by the city council or any of its committees and commissions.
- c. Assist in the preparation of ordinances and resolutions as requested by the mayor or the city council.
- d. Keep the mayor and the city council regularly informed about the activities of the city administrator's office by oral or written report at regular and special meetings of the city council.
- e. In the event that action requiring city council approval is necessary at a time when the city council cannot meet, the city administrator shall receive directives from the mayor.

(3) *Personnel.*

- a. Be responsible for the administrative direction and coordination of all city departments, department heads, and their employees in the city according to the established policies and procedures. The city administrator shall work with the corporate authorities to recommend employee policies and regulations; however, the department heads shall remain responsible for the implementation of the policies and regulations in their respective departments.
- b. Recommend to the mayor the appointment, promotion, and when necessary, for the good of the city, the suspension or termination of department heads.
- c. Be responsible for all collective bargaining processes of the city, and recommend to the mayor and city council collective bargaining agreements for consideration and possible final approval by the council. The city administrator shall be responsible for administering all employee organization contracts reached through the collective bargaining process, except as provided herein.
- d. Propose to the mayor and city council for their consideration such personnel rules and regulations as the administrator deems necessary to manage the personnel policies of the city.

(4) *Budgeting.*

- a. Ensure that an annual budget is prepared and presented pursuant to other provisions of the City Code and when directed represent the mayor's interests in the preparation of such budget.
- b. Coordinate personnel and other needs among the various departments ensuring that justifications for proposed hirings and purchases are provided to the elected officials as may be warranted and/or requested.
- c. Report regularly to the city council on the current fiscal position of the city.
- d. Understand and be familiar with the accounting system of the city to ensure that the system employs methods in accordance with current professional accounting practices; and recommend any changes to the mayor and city council.
- e. During the course of the fiscal year, when circumstances allow, may adjust the expense amount budgeted within a fund by ten percent of the total expense amount budgeted for the fund, but may not increase

the total expense amount budgeted for the fund.

(Code 1978, § 233.07; Ord. No. 5165-4-99, 4-20-1999; Ord. No. 6644-03-2020, § 2, 3-3-2020; Ord. No. 6649-03-2020, § II, 3-17-2020)

Sec. 2-234. - Officers not to interfere with appointments or removals.

No officer of the city shall dictate the appointment of any person to, or removal from, office by the city administrator or by any of the 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.

(Code 1978, § 233.08; Ord. No. 5165-4-99, 4-20-1999)

Sec. 2-235. - City council.

The term "city council," whenever used herein, refers to the entire city council, sitting as one body, and not to the individual members thereof. No individual member of the city council shall have any direct authority over the city administrator.

(Code 1978, § 233.09; Ord. No. 5165-4-99, 4-20-1999)

Sec. 2-236. - Amendment.

The terms of this division may only be amended, waived or varied by city council ordinance or by a contract authorized by the city council, and entered into with the administrator, covering the terms and conditions of this division.

(Code 1978, § 233.10; Ord. No. 5165-4-99, 4-20-1999)

Secs. 2-237—2-264. - Reserved.