

ORDINANCE NO. 2024-__

**AN ORDINANCE AMENDING CHAPTER 2 – “ADMINISTRATION,” ARTICLE III –
“OFFICERS AND EMPLOYEES,” DIVISION 4 – “CLERK,” SECTION 2-187 –
“HOURS OF WORK” OF THE CITY OF SANDWICH MUNICIPAL CODE.**

Passed by the City Council, September ____, 2024

Printed and Published, September ____, 2024

Printed and Published in Pamphlet Form
By Authority of the City Council

CITY OF SANDWICH
DEKALB AND KENDALL COUNTIES, ILLINOIS

I hereby certify that this document
was properly published on the date
stated above.

City Clerk

ORDINANCE NO. 2024-07

BE IT ORDAINED by the Mayor and City Council of the City of Sandwich, DeKalb and Kendall Counties, Illinois, THAT:

AN ORDINANCE AMENDING CHAPTER 2 – “ADMINISTRATION,” ARTICLE III – “OFFICERS AND EMPLOYEES,” DIVISION 4 – “CLERK,” SECTION 2-187 – “HOURS OF WORK” OF THE CITY OF SANDWICH MUNICIPAL CODE.

shall be, and is hereby, adopted as follows:

Section 1. BACKGROUND.

The City of Sandwich (“*City*”) has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs, and to review, interpret, and amend its ordinances, rules, and regulations. The City has determined that it is in the best interest of the City to amend its ordinances to reflect its current practices with regard to the hours held by the City Clerks.

Section 2. AMENDMENT.

A. Chapter 2 – “Administration,” Article III – “Officers and Employees,” Division 4 – “Clerk,” Section 2-187 – “Hours of Work” of the City Code of Ordinances is hereby amended as follows (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**):

Sec. 2-187. - Hours of work.

The business hours of the office of the city clerk shall be from 8:00 a.m. to 5:00 p.m., Monday through Friday, ~~and 8:00 a.m. to 11:30 a.m. on Saturday~~ of each week. The office of the city clerk shall be open during the noon hour. The city clerk shall be responsible for maintaining the office hours of the clerk's office, including hours for the deputy city clerk and any other employees working therein.

Section 3. SUPERSEDER.

All sections, ordinances, resolutions, motions, or orders in conflict herewith shall be, and the same hereby are, repealed to the extent of such conflict and except as to the amendments heretofore mentioned, all chapters and sections of the Municipal Code of Sandwich, Illinois, shall remain in full force and effect.

Section 4. EFFECTIVE DATE.

That this Ordinance shall, by authority of the City Council of the City of Sandwich, Illinois, be published in pamphlet form and be published by a newspaper published within the City. From and after 10 days after said publication within a newspaper published within the City, this ordinance shall be in full force and effect.

PASSED BY THE CITY COUNCIL of the City of Sandwich, Illinois, at a regular meeting thereof held on the ____day of September, 2024, and approved by me as Mayor on the same day.

AYES:

NAYS:

ABSENT:

Todd Latham, Mayor

Denise Ii, City Clerk

PUBLISHED BY ME IN PAMPHLET FORM BY AUTHORITY OF THE CITY COUNCIL OF THE CITY OF SANDWICH, ILLINOIS, THIS ____ DAY OF SEPTEMBER, 2024.

City Clerk