

TITLE 1: ADMINISTRATION

CHAPTER 5 - PERSONNEL

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SECTION 1-5-1 CODE ENFORCEMENT OFFICER

The Office of Code Enforcement Officer shall be filled by appointment of the Mayor with the advice and consent of the City Council. The Code Enforcement Officer shall hold office for a period of one year. The term shall begin on May 1 and end on April 30th of each year, or until a successor is appointed and qualified. The Code Enforcement Officer shall take the oath prescribed by statute and file a bond to be paid for by the City in the amount of \$1,200.00. The Code Enforcement Officer shall receive compensation of \$1,200.00 to \$1,800.00 per year to be paid in monthly installments. The Mayor and the City Council shall have the power to establish additional duties as they deem necessary from time to time.

The duties of the Code Enforcement Officer shall be to inspect properties in the City and to send Notices and Citations of non-compliance with City ordinances 94-03, 94-07, 94-13, 94-15, 94-16 and 94-21, as provided in those ordinances, amendments to those ordinances as made from time to time and such other ordinances of the City as may hereafter be adopted in which the Code Enforcement Officer is authorized to take action. The Code Enforcement Officer is further vested by the Mayor and Council to take whatever action the Mayor and City Council are authorized to take in the ordinances set forth in this paragraph or as set forth in applicable law. For purposes of enforcing the ordinances of the City of West Peoria, the Code Enforcement Officer shall be vested with police power in the enforcement of Code compliance and issuance of citations for ordinance violations.

SOURCE 94-25 AND 95-04

SECTION 1-5-2 DEPUTY CODE ENFORCEMENT OFFICER

The duties of the Deputy Code Enforcement Officer shall be as follows:

1. To act as Assistant to the Code Enforcement Officer.
2. To perform the duties, functions, and responsibilities of the Code Enforcement Officer in the absence of the Code Enforcement Officer.
3. To perform other duties as may be assigned by the Code Enforcement Officer or created by the City Council.

The Deputy Code Enforcement Officer shall have the same powers as those granted to the Code Enforcement officer. The Deputy Code Enforcement Officer shall be appointed by the mayor with the advice and consent of the City Council. The term of office of the Deputy Code Enforcement officer shall be a period of one (1) year, which shall begin on May 1 and end on April 30th of each year, or until a successor has been chosen and has qualified. Before entering upon the duties of the office of Deputy Code Enforcement Officer, the Deputy Code Enforcement Officer shall take and subscribe the oath or affirmation as provided by law. The subscribed oath or affirmation shall be filed in the office of the City Clerk. Before entering upon the duties of the office of Deputy Code Enforcement Officer, the Deputy Code Enforcement officer shall execute a bond as provided by law in the penal sum of not less than \$1,000.00. The bond shall be filed with

the City Clerk. The Deputy Code Enforcement Officer shall receive the compensation set by the City Council in the personnel manual of the City of West Peoria.

SOURCE 97-20

SECTION 1-5-3 DEPUTY CLERK

- A. The Clerk shall appoint a Deputy Clerk to work in the absence of the City Clerk. The hours and rate per hour shall be determined by the City Clerk not to exceed the established hours and rate of the City Clerk.
- B. Oath. Before entering upon the duties of office, the Deputy Clerk shall take and subscribe the oath of office and shall execute under the bond of the City Clerk conditioned upon faithful performance of the Clerk's duties by the Deputy Clerk.
- C. Compensation. The Deputy Clerk's hours and rate per hour shall not exceed that of the City Clerk.
- D. Powers & Duties. The Deputy Clerk shall be responsible for the Clerk's duties and power to affix the seal of the City.

SOURCE 94-05

SECTION 1-5-4 STREET DEPARTMENT AND MANAGER OF STREETS

Street Department Created: There is hereby created a Street Department for the City which shall consist of a Manager who shall be in charge of the Department and such other employees as may be provided for from time to time by the City Council. The Manager shall be appointed by the Mayor with the advice and consent of the City Council. Termination shall be in the same manner. The compensation of the Manager and employees shall be fixed by the City Council.

Manager of Street Department

General Powers and Duties:

- A. Streets, sidewalks, and storm sewers. Have charge of the construction and maintenance of public streets, alleys, and sidewalks, storm sewers, and drainage systems.
- B. Supervise Employees. All employees assigned to the Street Department shall perform their duties subject to the orders and supervision of the Manager of Streets.
- C. City Property. Be the custodian of all equipment and real estate owned or leased by the City which is used by the Street Department and keep such equipment and property in good condition.
- D. Budget. Prepare department budget, determine department equipment and material needs, and establish project priorities.
- E. Resident Requests. Responds to technical calls, requests, or complaints from residents.
- F. Other Duties. Performs such other duties as provided in a detailed job description adopted by motion of the City Council and as amended from time to time.

Length of Appointment. The Manager shall be an at-will employee and shall not be appointed for any specific term.

SOURCE 94-08

SECTION 1-5-5 CITY ADMINISTRATOR

The position of City Administrator is hereby created.

The primary duties, functions, and responsibilities of the City Administrator shall be to act as the Assistant to the Mayor and as the Chief Administrative Officer of the City.

The secondary duties, functions, and responsibilities of the City Administrator shall be as follows:

1. To assist in the execution and administration of the directives, policies, practices, procedures, and programs established by the City Council;
2. To assist in the preparation of the appropriation ordinance and the budget;

3. To act as liaison between the City and the organizations of which the City is a member and other units of government;
4. To assist the City Officials, both elected and appointed, and the Heads of the Departments in the performance of the duties, functions, and responsibilities of their respective offices or positions; and,
5. Those duties, functions, and responsibilities that may be assigned by the Mayor or created by the City Council.

The City Administrator shall be appointed and removed by the Mayor with the advice and consent of the City Council.

The City Administrator shall be selected on the basis of qualification for the position without regard to political activity, affiliation, or belief and shall not be required to be a resident of the City.

The City Administrator shall at all times be under the sole direction of the Mayor.

The City Council shall determine the remuneration to be provided to the City Administrator.

SOURCE 94-34

SECTION 1-5-6 CITY CLERK

- A. **TERM:** The City Clerk shall be elected to office for a four year term and until a successor is elected and qualified as provided by statute. The Clerk shall take office at the second regular meeting of the City council held in the month of April following the general municipal election.
- B. **OATH:** Before entering upon the duties of office, the City Clerk shall take and subscribe the oath of office and shall execute a bond in the amount of \$1,000.00 conditioned upon the faithful performance of the Clerk's duties. Premium of such bond shall be paid by the City. The Bond shall be filed with the City Clerk.
- C. **COMPENSATION:** The City Clerk shall receive such compensation as set by ordinance of the Corporate Authorities. The compensation set shall not be increased nor decreased during the term for which this clerk is elected. Increases for succeeding terms shall be adopted no later than sixty days prior to the general election.
- D. **POWERS AND DUTIES:** The City Clerk shall keep all records and reports as required by statute or ordinance from time to time. The clerk shall keep on file bonds required of any officers and the oath of office of all officers. The Clerk shall be the custodian of the City seal and shall affix its impression on documents whenever required. The Clerk shall attend all regular and special meetings of the City Council and keep a full record of all regular and special meetings of the City Council and keep a full record of its proceedings. The Clerk shall give notice of all special meetings of the City Council. The Clerk shall also be the collector and will have the authority to collect money on behalf of the City. The clerk shall turn over all money collected to the City Treasurer. The Clerk shall keep and maintain a proper index to all documents and records, shall publish in pamphlet form all ordinances provided by statute, shall carry out all duties relating to city elections as may be authorized by the state statute.

SOURCE 93-01 AND 95-10

SECTION 1-5-7 CITY TREASURER

- A. **TERM:** The City Treasurer shall be elected by the electors of the city for a term of four years and until a successor is elected and qualified. The Treasurer shall take office at the second regular meeting of the City Council held in the month of April following the general municipal election.
- B. **OATH:** Before entering upon the duties of the office of Treasurer, the Treasurer shall take and subscribe the oath of Office as prescribed by statute. This oath shall be filed in the office of the City Clerk.

- C. BOND: Before entering upon the duties of the office of Treasurer, the Treasurer shall execute a bond in the amount not less than that required by statute, an amount set by City Council. Such bond shall be approved by the corporate authorities and filed with the City Clerk. The premium of such bond shall be paid by the City.
- D. COMPENSATION: The Treasurer shall receive such compensation as set by ordinance of the corporate authorities. The compensation set shall not be increased or decreased during the term for which the Treasurer is elected. Any increases or decreases for succeeding terms shall be adopted no later than 60 days prior to the general election.
- E. POWERS AND DUTIES: The City Treasurer shall receive all money collected by other officers or employees. The City Treasurer shall deposit the municipal funds in such depositories as may be selected from time to time by ordinance by the corporate authorities in accordance with statutes. The Treasurer shall keep the deposit of the municipal monies separate and distinct from the Treasurer's own funds and shall not make private or personal use of any municipal money. The City Treasurer shall keep records showing all money received showing the source from which it is received and the purpose for which it is paid. The Treasurer shall keep records at all times showing the financial status of the City. The Treasurer shall keep such books and accounts and in such manner as required by statute or ordinance. The Treasurer shall render an account to the City Council monthly showing the state of the Treasury at the date of the account and balance of the money in the treasury and showing all monies received into the treasury with bonds and vouchers paid by the City. Prior to the end of the first six months of each fiscal year, the Treasurer shall prepare and file with the City Clerk an account of all monies received and expenditures incurred during the preceding fiscal year as prescribed by statute. A copy of the annual account of the Treasurer shall also be filed with the county collector together with an affidavit of the City Clerk certifying its publication. In addition to the duties herein provided, the Treasurer shall perform other duties and functions as may be required by statutes or ordinance.

SOURCE 93-01

SECTION 1-5-8 CITY ATTORNEY

The City Attorney shall be appointed by the Mayor with the advice and consent of the City Council. The City Attorney shall receive such compensation as may from time to time be provided by contract, motion, or ordinance. The City Attorney shall perform the following duties:

- A. Prosecute or defend any and all suits or actions at law or equity to which the City may be a party or in which the City may be interested.
- B. Advise the Mayor and City Council in all matters of law in which the interest of the corporation are involved.
- C. At the request of the Mayor or City Council, prepare all ordinances and resolutions, contracts, leases, and other documents to which the City may be a party.
- D. The City Attorney shall attend all regular and special meetings of the City Council and such other meetings when requested by the Mayor or City Council. The corporate authorities may from time to time employ additional lawyers to perform specialized consulting or advisory services to the City Attorney.

SOURCE 93-01