

PAMPHLET PUBLICATION
ORDINANCE NO. 21-15

AN ORDINANCE amending Sections 1-2-22 and 1-3-36 of Chapter 1, Section 3-1-2 of Chapter 3, Section 8-3-3 of Chapter 8, Section 22-2-3 of Chapter 22, and Sections 33-10-1 and 33-10-2 of Chapter 33 of the "Municipal Code, City of Sullivan, Illinois," as amended and eliminating the position of City Administrator establishing the position of Chief of Staff for the City of Sullivan, Illinois

PRESENTED: December 13, 2021

Failed
~~PASSED:~~ January 10, 2022, 2021

APPROVED: _____, 2021

RECORDED:* _____, 2021

PUBLISHED:* _____, 2021

*Municipality's records.

The undersigned being the duly qualified and acting City Clerk of the City of Sullivan, Illinois, does hereby certify that this document constitutes the publication in pamphlet form, in connection with and pursuant to Section 1-2-4 of the Illinois Municipal Code, of the above-captioned ordinance and that such ordinance was presented, passed, approved, recorded and published as above stated.

Carrie Creek
Carrie Creek, City Clerk

ORDINANCE NO. 21-15

AN ORDINANCE amending Sections 1-2-22 and 1-3-36 of Chapter 1, Section 3-1-2 of Chapter 3, Section 8-3-3 of Chapter 8, Section 22-2-3 of Chapter 22, Sections 33-10-1 and 33-10-2 of Chapter 33, and Sections 39-3-26, 39-3-27, 39-3-28 of Chapter 33 21 of the “Municipal Code, City of Sullivan, Illinois,” as amended and eliminating the position of City Administrator establishing the position of Chief of Staff for the City of Sullivan, Illinois

WHEREAS, the City of Sullivan, Moultrie County, Illinois, is a duly established and functioning municipal corporation; and

WHEREAS, the City of Sullivan has determined that it is in the best interests of efficient administration and to further the health, safety, and welfare of the citizens of the City of Sullivan to eliminate the position of City Administrator and to establish the position of Chief of Staff;

NOW BE IT ORDAINED by the City Council of the City of Sullivan, Moultrie County, Illinois, as follows:

Section 1: That Section 1-2-22(A)(6) of Chapter 1 of the “Municipal Code, City of Sullivan, Illinois,” as amended, is hereby amended to replace the phrase “Report of City Administrator” with the phrase “Report of Chief of Staff.”

Section 2: That Section 1-3-36 of Chapter 1 of the “Municipal Code, City of Sullivan, Illinois,” as amended, is further hereby amended in its entirety, including its heading to now read as follows:

“DIVISION V – CHIEF OF STAFF

1-3-36 **Appointment and Term.** The Mayor, subject to the approval of the City Council by a majority vote, shall appoint a Chief of Staff who will serve in as Chief of Staff until he or she leaves the position or is terminated by a majority vote of the City Council, whereupon said vacancy shall be filled by appointment by the Mayor, with the approval of the City Council.

(A) **Qualifications.** The Chief of Staff shall be chosen on the basis of executive, administrative, and educational qualifications with special emphasis on the actual experience in, or knowledge of, accepted practice with respect administration of a municipality. The Chief of Staff shall have the minimum of a four-year college degree and is recommended to have a Master’s Degree, with major course work or experience in public administration, financial and personnel management, political science or related fields.

(B) **Powers and Duties.** The Chief of Staff shall be responsible to the Mayor for the proper administration of such affairs of the City as may be assigned by the Mayor. In discharging this responsibility, the Chief of Staff shall, subject to the direction of the Mayor:

- (1) Plan, organize, manage, City issues in consultation with the respective Commissioner. With office staff, develop, implement and monitor work plans to achieve office mission, goals, and performance measures; manage and direct the development, implementation and evaluation of work programs, plans, processes, systems, and procedures to achieve City and office goals, objectives, and performance measures consistent with the City's quality and citizen service expectations.
- (2) Conduct research and analysis on a wide range of issues and topics affecting the City and provide recommendations for solutions and courses of action using sound, expert judgement.
- (3) Interpret administrative policies and relays instructions and policy and procedural revisions to staff and other interested parties; establish and enforce effective management practices; supervise the preparation of materials for public reporting.
- (4) Attend City Council meetings and participate when requested.
- (5) Provide expert professional assistance and support to the Mayor and Council on a wide range of highly complex, sensitive, and confidential topics; assists the Mayor and Council and provide advice on all major functional responsibilities; assist in planning and coordinating the Mayor's activities; develop, review and interpret complex policies affecting the City; conduct assigned research and procedural, organizational, and administrative studies and prepare reports on proposed or recommended solutions or courses of action to City, office issues; research and draft materials for use in public and media relations, such as speeches, talking points, and letters; research and write briefing papers and provide briefings orally and in writing to the Mayor and Council; review council agendas and briefs the Mayor and Council for council meetings.
- (6) Act as a liaison on behalf of the Mayor on Citywide issues and assist the Mayor in providing leadership in addressing complex and sensitive Citywide matters; serves as liaison to assigned regional and community councils; work closely with staff to communicate the Mayor's policy objectives; communicate the Mayor's goals, objectives, mission, and work to the Council, office staff and the public; in consultation with the Mayor handle and deal with Citywide emergencies; meet with and respond to department head needs in consultation with the respective Commissioner.

- (7) Recommend to the Mayor and Council such action as may be appropriate for the enforcement of law and the Ordinances of the City. Assist the Mayor and Council in preparation of ordinances or resolutions.
- (8) Assist the Mayor in administrative duties of the city and perform such duties as directed and/or delegated by the Mayor.
- (9) Assist the Mayor in coordinating activities between departments in consultation with the Commissioner in charge to ensure efficient utilization of resources and maximize interdepartmental coordination.
- (10) Make such reports to the Mayor and Council as may be required from time to time concerning the operations of the city departments and offices. Prepare such administrative reports and other reports of the activities of the city as may be required at the conclusion of the fiscal year and periodically through the year.
- (11) Research and collect information and assist departments in preparation of applications for grants and loans from governmental or private entities for city programs, offices, and services.
- (12) Participate to the extent requested in collective bargaining agreements and advise the Mayor periodically during collective bargaining negotiations about issues being considered and the positions of such issues being taken in order that the Council may apprise of the position of the Council before being presented with an agreement for final approval.
- (13) Assist the Mayor and Council in investigating and responding to inquiries and complaints related to the operations of the city.
- (14) Formulate with the input of the Mayor, Council, City Engineer, Director of Economic Development, Director of Planning and Zoning, supervisors, departments, and offices a long-range strategic plan for the city.
 - i. Assist in formulating a cycle of review for city infrastructure
 - ii. Analyze current or potential municipal operations and provide recommendations to the Mayor and Council.
- (15) As may be requested or delegated to by the Mayor or Council, represent the Mayor or Commissioners on boards, commissions, task forces and high-level policy and council meetings and work sessions and with other elected officials, business and community leaders and the public; corresponds with City, public and private officials, community groups and the public on behalf of the Mayor or Commissioners; facilitate meetings, mediates disputes and participate in problem solving as necessary; respond to inquiries from the public; oversee and communicate with offices of other elected officials on issues of mutual interest. Serve as a liaison and have working relationships with the Sullivan Chamber of

Economic Development, and other community partners and represent the Mayor at such functions as may be requested.

(16) Oversee the city website in conjunction with the Internet Technology Director.

(17) Perform any other duties as directed by the Mayor.

(C) **Compensation.** The Chief of Staff shall receive such compensation and benefits as the Mayor and City Council shall fix from time to time.

(D) **Removal.** The Chief of Staff shall be an at will employee. Subject to Illinois and federal law, the Chief of Staff may be removed by a majority vote of the City Council.

(E) **Bond.** The Chief of Staff shall furnish a bond in such amount and with such surety as may be approved by the Mayor and City Council; such bond to be conditioned upon the faithful performance of his/her duties. The cost of the bond shall be paid by the City. The bond of the Chief of Staff may be part of a blanket bond."

Section 3: That Section 3-1-2 of Chapter 3 of the "Municipal Code, City of Sullivan, Illinois," as amended, is further hereby amended such that the definitions of "Pound", "Unowned Stray Dog or Cat", shall have the word "Administrator" replaced with the phrase "Animal Control Warden".

Section 4: That Section 8-3-3(C)(9) of Chapter 8 of the "Municipal Code, City of Sullivan, Illinois," as amended, is further hereby amended to replace the phrase "City Administrator" with "Chief of Staff."

Section 5: That Section 22-2-3(B)(2) of Chapter 22 of the "Municipal Code, City of Sullivan, Illinois," as amended, is further hereby amended to replace the phrase "the city manager or administrator" with the phrase "Chief of Staff."

Section 6: That Sections 33-10-1(N) of Chapter 33 of the "Municipal Code, City of Sullivan, Illinois," as amended, is further hereby amended to replace the phrase "City Administrator" with the phrase "Chief of Staff."

Section 7: That Sections 33-10-2 (B) and (C) of Chapter 33 of the "Municipal Code, City of Sullivan, Illinois," as amended, are further hereby amended to replace the phrase "City Administrator" with the phrase "Chief of Staff."

Section 8: It is the intent of this Ordinance to replace references in the City Code of Ordinances to the City Administrator with reference to the Chief of Staff. The Table of Contents of the Ordinance Code shall be amended to reflect the changes in this ordinance. Moreover, in the event that in the future a reference is found in the

Code to the City Administrator that was omitted from this Ordinance, that reference to the City Administrator shall be amended and interpreted to refer to the Chief of Staff.

Section 9: That except as detailed above, all other Ordinances of the City of Sullivan shall retain their current language and remain in full force and effect.

Section 10: That the City Clerk of the City of Sullivan, Illinois be and is directed hereby to publish this Ordinance in pamphlet form, pursuant to the Statutes of the State of Illinois, made and provided.

Section 11: That should any part of this Ordinance be declared invalid by a court of competent jurisdiction, such declaration shall not affect the validity of the remaining portions of this Ordinance.

Section 12: That this Ordinance shall be in full force and effect ten (10) days after its passage, approval, and publication in pamphlet form.

PASSED the 10th day of January 2022, by the City Council of the City of Sullivan, Moultrie County, Illinois, and deposited and filed in the office of the City Clerk of said City on that date.

NAME	AYE	NAY	ABSTAIN	ABSENT
Glazebrook	✓			
Sherwood		✓		
Fowler		✓		
Woodworth	✓			
Booker				✓

Carrie Creek
Carrie Creek, City Clerk

Signed by the Mayor of the City of Sullivan, Moultrie County, Illinois this 10th day of January, 2022.

Richard K. Glazebrook
Richard Glazebrook, Mayor

ATTEST:

Carrie Creek
Carrie Creek, City Clerk

CERTIFICATE

STATE OF ILLINOIS,)
)
COUNTY OF MOULTRIE.) SS.

I, the undersigned, do hereby certify that I am the duly qualified and acting Clerk of the City of Sullivan, in the County and State aforesaid, and as such Clerk I am the keeper of the official journal, records and files of the City Council of said City.

I do further certify that the attached and foregoing is a full, true and correct copy of Ordinance No. 21-15 entitled:

AN ORDINANCE amending Sections 1-2-22 and 1-3-36 of Chapter 1, Section 3-1-2 of Chapter 3, Section 8-3-3 of Chapter 8, Section 22-2-3 of Chapter 22, Sections 33-10-1 and 33-10-2 of Chapter 33, and Sections 39-3-26, 39-3-27, 39-3-28 of Chapter 39 of the "Municipal Code, City of Sullivan, Illinois," as amended and eliminating the position of City Administrator establishing the position of Chief of Staff for the City of Sullivan, Illinois

as adopted by the City Council of the City of Sullivan, Moultrie County, Illinois, at its legally convened meeting held on the 10th day of January, 2022, and signed by the Mayor on the 10th day of January, 2022, all as appears from the official records of said City, in my care and custody.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said City of Sullivan, Moultrie County, Illinois, this 10th day of January, 2022.



Carrie Creek, City Clerk