

VILLAGE OF MAPLE PARK

ORDINANCE NO. 2019-16

**AN ORDINANCE AMENDING TITLE 1,
“ADMINISTRATION,” CHAPTER 6, “VILLAGE OFFICERS
AND EMPLOYEES,” BY ADDING SECTION 1-6-14,
“VILLAGE ADMINISTRATOR,” AND SECTION 1-6-15,
“DEPARTMENT ORGANIZATION.”**

**ADOPTED BY
THE BOARD OF TRUSTEES
OF THE
VILLAGE OF MAPLE PARK
KANE AND DEKALB COUNTIES, ILLINOIS**

Published in pamphlet form by authority of the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois, this 5th day of November, 2019.

ORDINANCE NO. 2019-16

AN ORDINANCE AMENDING TITLE 1, "ADMINISTRATION," CHAPTER 6, "VILLAGE OFFICERS AND EMPLOYEES," BY ADDING SECTION 1-6-14, "VILLAGE ADMINISTRATOR," AND SECTION 1-6-15, "DEPARTMENT ORGANIZATION."

WHEREAS, the Village of Maple Park, DeKalb and Kane Counties, Illinois is a duly organized and existing municipality created under the provisions of the laws of the State of Illinois; and,

WHEREAS, the President and Board of Trustees of the Village of Maple Park believe it is in the best interest of the health, safety, and welfare of its citizenry to amend the text of the Municipal Code of the Village creating the position of Village Administrator.

WHEREAS, the Village Administrator will take direction from the President and Board of Trustees and will oversee the daily operations of the Village of Maple Park.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Village of Maple Park as follows:

SECTION 1. Recitals. The facts and statements contained in the preamble to this Ordinance are hereby adopted as part of this Ordinance.

SECTION 2. The following sections be added to Title 1, "Administration," Chapter 6, "Village Officers and Employees," Section 1-6-14, "Village Administrator," and Section 1-6-15, "Department Organization."

TITLE: SECTION 1-6-14 VILLAGE ADMINISTRATOR:

- A. Appointment; term of office.
 - 1. The Village Administrator, hereinafter referred to as Village Administrator, shall be appointed by the President of the village with the advice and consent of at least four of the Board of Trustees then holding office for a term as set by the Board.
 - 2. No elected official of the Village shall receive appointment of Village Administrator while he or she is serving as an elected official.

B. Duties:

1. The Village Administrator shall be the Chief Administrative Officer for the Village and have control over day-to-day operations.
2. Nothing in this section shall give to the Village Administrator any power not permitted by professional ethics, professional standards, statutes of the state or this code of ordinances.
3. The Village Administrator shall be responsible to the present Board of Trustees for the proper administration of the affairs of the Village and shall have the authority as may be required to accomplish the duties that may be assigned to him or her from time to time by resolution adopted by the Board.

C. Compensation: The Village Administrator shall receive such compensation as the corporate authorities shall fix from time-to-time by resolution or ordinance or contract through an employment agency.

D. Other terms and conditions of employment:

1. The corporate authorities, in consultation with the Village Administrator, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Village Administrator, provided the terms and conditions are not inconsistent with or in conflict with the provisions of this section and all other ordinances of the village or state laws.
2. All general provisions of the municipal code and regulations and rules of the village relating to vacation and sick leave, retirement and pension system contributions, holidays and other fringe benefits and working conditions as they now exist or hereafter may be amended, also, apply to the Village Administrator they would to other employees of the village, in addition to the benefits enumerated specifically for the benefit of the Village Administrator, except as herein provided.

TITLE: SECTION 1-6-15 DEPARTMENT ORGANIZATION

A. The administrative services of the Village shall be divided under the Village Administrator into the following departments and heads thereof:

1. Building and Public Works Department - Public Works Director/Building Inspector;
2. Finance Department – Village Treasurer/Village Accountant;
3. Police Department – Police Chief; and
4. Village Clerk.

B. The heads of the departments shall:

1. Be immediately responsible to the Village Administrator for the effective administration of their respective departments and all activities assigned thereto;
2. Keep informed as to the latest practices in their particular field and shall inaugurate, with the approval of the Administrator, the new practices as appear to be of benefit to the service and to the public;
3. Submit quarterly and annual reports of the activities of his or her department to the Administrator;

4. Establish and maintain a system of filing and indexing records and reports in sufficient detail to furnish all information necessary for proper control of departmental activities and to form a basis for the periodic reports to the Administrator;
5. Have power, when authorized by the Administrator, to appoint and remove, subject to personnel regulations for employees, all subordinates under him or her;
6. Be responsible for the proper maintenance of all Village property and equipment used in his or her department; and
7. Furnish, upon the direction of the Administrator, any other department service, labor and materials as may be requisitioned by the head of the department, and as its own facilities permit, through the same procedure and subject to the same audit and control as other expenditures are incurred.

SECTION 3. Severability. If any provision of this Ordinance, or the application of any provision of this Ordinance, is held unconstitutional or otherwise invalid, such occurrence shall not affect other provisions of this Ordinance, or their application, that can be given effect without the unconstitutional or invalid provision or its application. Each unconstitutional or invalid provision, or application of such provision, is severable, unless otherwise provided by this Ordinance.

SECTION 4. Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

ADOPTED THIS 5th day of November, 2019.

AYES: Dries, Fahnestock, Higgins, Rebone, Ward

NAYS: _____

ABSENT: Harris

APPROVED this 5th day of November, 2019.



Kathleen Curtis
Kathleen Curtis, Village President

Terri D'Amato
Terri D'Amato, Acting Village Clerk