

ORDINANCE 2019 – O - 14

**AN ORDINANCE AMENDING CHAPTER 31
OF THE MUNICIPAL CODE OF WINTHROP HARBOR
CREATING THE POSITION OF VILLAGE ADMINISTRATOR**

WHEREAS, the corporate authorities find that creating the position of Village Administrator is in the best interests of the taxpayers and citizens, and that such an officer will perform valuable services and provide substantial guidance in the administration of the government of this Village, and

WHEREAS, along with creating that position, the duties of this office need to be specified, along with appropriate limits thereon, and

WHEREAS, attached as Exhibit A hereto is a draft code provision which is found to fairly and properly describe these duties and limitations, which should be adopted into the Winthrop Harbor Municipal Code,

NOW THEREFORE, BE IT ORDAINED by the Village of Winthrop Harbor, Lake County, Illinois, as follows:

SECTION ONE: Chapter 31 of the Winthrop Harbor Municipal Code is hereby amended by the addition of Sections establishing the office of Village Administrator which shall hereafter read as set forth on Exhibit A hereto.

SECTION TWO: This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WINTHROP HARBOR,
ILLINOIS, ON THIS 4th DAY OF JUNE, 2019.

ATTEST:

DR. MICHAEL BRUNO, MAYOR

JULIE RITTENHOUSE, VILLAGE CLERK

(Exhibit A)

VILLAGE ADMINISTRATOR

31.045: APPOINTMENT; QUALIFICATIONS; REMOVAL:

31.046: COMPENSATION AND BOND:

31.047: POWERS AND DUTIES:

31.045: APPOINTMENT; QUALIFICATIONS; REMOVAL:

A. Appointment: The village administrator shall be appointed by the mayor subject to the majority approval of the then-sitting members of the village board of trustees. No village board member shall receive such appointment while he is serving in that capacity.

B. Qualifications: He or she shall be chosen for his or her executive and administrative qualifications and educational background with special reference to his or her actual experience in or his or her knowledge of accepted practice in respect to the duties of the office hereinafter set forth.

C. Removal From Office: The village board may remove the village administrator at any time by a majority vote of its members but shall continue his or her salary for one month following this action if he or she has served in that capacity for six (6) months or more, or one-half (1/2) month's salary if he or she has served for less than six (6) months.

31.046: COMPENSATION AND BOND:

The village administrator shall receive such compensation as the village board shall fix from time to time by ordinance or resolution. He or she shall furnish a surety bond in the amount of one hundred thousand dollars (\$100,000.00) to be approved by the village board, said bond to be conditioned on the faithful performance of his duties. The premium of the bond shall be paid by the village.

31.047: POWERS AND DUTIES:

The village administrator shall be the chief administrative officer of the village, under the direction of the mayor, who is the chief executive officer. The administrator may head one or more departments and shall be responsible to the mayor and the village board of trustees for the proper administration of all affairs of the village, excepting, however, such affairs or matters as the mayor and village board of trustees may from time to time determine shall be under their direct control and supervision. All provisions herein contained shall be subject to the exceptions set forth in this section. To the ends hereinbefore contemplated, but subject to the exceptions and qualifications hereinbefore set forth, the village administrator shall have power and shall be required to do the following:

made, contract let or obligation incurred for any item or service which exceeds the current appropriation without a supplemental appropriation by the village board. The village administrator may issue such rules governing purchasing procedures within the administrative organization as the village board shall approve.

K. See that all laws and ordinances are duly enforced.

L. Investigate the affairs of any department or division under his or her jurisdiction. Investigate all complaints in relation to matters under his or her jurisdiction concerning the administration of the government of the village, and in regard to service maintained by the public utilities in the village, and see that all franchises, permits and privileges granted by the village are faithfully observed.

M. Devote his or her entire working time to the discharge of his or her official duties.

N. Perform such other duties as may be required by the village board, not inconsistent with the village ordinances.

O. Perform in emergencies as follows:

1. In case of accident, disaster or other circumstances creating a public emergency, the village administrator, with approval of the mayor or two (2) village trustees may award contracts and make purchases for the purpose of meeting said emergency for amounts up to and including ten thousand dollars (\$10,000.00), and he or she shall promptly file with the village clerk a certificate showing such emergency and the necessity for such action, together with an itemized account for all expenditures and request that these expenditures be ratified at the next regularly scheduled meeting of the village board.

2. In the event the public emergency described in subsection 1 of this section results in a catastrophic loss or need for expenditures of more than ten thousand dollars (\$10,000.00), the administrator shall consult with the mayor (or in his or her absence, the most senior village trustee available) and secure his or her approval to the expenditures. A certificate shall promptly be filed with the village clerk and the village board asked to ratify the expenditures as quickly as possible, in a special meeting if necessitated by the scope of the emergency.

P. Coordinate with the village clerk a proper and complete agenda for every village board meeting.