

**ORDINANCE NUMBER: 2689**

**AN ORDINANCE OF THE CITY OF SOUTH BELOIT, ILLINOIS  
AMENDING VARIOUS PROVISIONS OF CHAPTER 2 – ADMINISTRATION  
ARTICLE IV – DEPARTMENTS, CHAPTER 38 FIRE PREVENTION AND  
PROTECTION, ARTICLE II, AND CHAPTER 50 – LAW ENFORCEMENT, ARTICLE  
II OF THE CITY OF SOUTH BELOIT CODE OF ORDINANCES**

**WHEREAS**, the City of South Beloit, Illinois ("City") had adopted a City Code of Ordinances ("Code"); and

**WHEREAS**, recently the City has appointed a City Administrator to oversee all aspects of personnel within the City which has caused the new to amend certain ordinances of the City; and

**WHEREAS**, Chapter 2 Administration, Article IV Departments, Division 5 Streets and Public Improvements and Division 6 Public Property requires revision; and

**WHEREAS**, Chapter 38 Fire Prevention and Protection, Article II Fire Department, Division 2 Chief Administrator requires revision; and

**WHEREAS**, Chapter 50 Law Enforcement, Article II Police Department, Division 2 Chief of Police requires revision;

**WHEREAS**, the City desires to amend these sections of the Code to be consistent with the division of duties of the wastewater treatment department and the streets department and to clarify the role and position of the City Administrator as supervisor of the Wastewater Superintendent, Streets Superintendent, Public Property Superintendent, Chief Administrator and Chief of Police; and

**WHEREAS**; the City has determined it is in the best interest of the City and its citizens to make such amendments.

**NOW THEREFORE**, be it ordained by the Mayor and City Council of the City of South Beloit, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.
2. That Section 2-372 entitled "Wastewater treatment plant superintendent" is hereby amended to read as follows (additions shown as **bold and underlined** and deletions as ~~strike throughs~~) (all other sections not amended shall remain as written):

Sec. 2-372. - Wastewater treatment plant superintendent.

(a) There is hereby created in the city the position of wastewater treatment plant superintendent.

(b) The wastewater treatment plant superintendent shall receive such compensation as the city council may prescribe from time to time.

(c) The wastewater treatment plant superintendent works directly under the direction of the ~~commissioner of streets and public improvements~~ City Administrator, but may receive direction from the city council, particularly the commissioner of streets and public improvements, on occasion or upon request.

(d) The wastewater treatment plant superintendent shall be the department head for wastewater treatment division employees. If the wastewater treatment plant superintendent and City Administrator positions are both vacant then the department head for wastewater treatment division employees shall be the commissioner of streets and public improvement.

(e) The wastewater treatment plant superintendent shall be responsible for ensuring the following departmental tasks are complete (not an exhaustive list):

- (1) Oversees work operations of all wastewater treatment plant employees,
- (2) Prepares, or arranges for the preparation and submission of, all necessary plans for sewer upgrades or improvements proposed or ordered by the City Council,
- (3) Repairs and maintains Wastewater Treatment Plant equipment, including keeping proper maintenance records,
- (4) Complies with all written safety rules and regulations of the City and the Occupational Health and Safety Administration,
- (5) Prepares essential Environmental Protection Agency reports and assists in any Environmental Protection Agency audits,
- (6) Maintains storm water management record keeping, and maintenance of City storm sewer system,
- (7) Manages lab operations and testing,
- (8) Prepares Wastewater Treatment Plant budget annually,
- (9) Preparation of performance reviews of wastewater treatment plant employees; and
- (10) All other duties assigned by the City Administrator, Mayor and City Council.

3. That Section 2-373 entitled "Streets superintendent" is hereby amended to read as follows (additions shown as **bold and underlined** and deletions as ~~strike throughs~~) (all other sections not amended shall remain as written):

Sec. 2-373. - Streets superintendent.

(a) There is hereby created in the city the position of streets superintendent. The streets superintendent works directly under the direction of the ~~commissioner of streets and public improvements~~ City Administrator, but may receive direction from the city council, particularly the commissioner of streets and public improvements, on occasion or upon request.

(b) The streets superintendent shall receive such compensation as the city council may prescribe from time to time.

(c) The streets superintendent manages the supervision and development of all ~~parks, streets and public improvements division employees~~, including, but not limited to the investigation and administration of discipline of ~~parks, streets and public improvements division employees~~ where necessary and appropriate. Any and all employee discipline **of streets and public improvements division employees** shall be reported to the ~~streets superintendent~~ **City Administrator**.

(d) The streets superintendent shall be responsible for ensuring the following departmental tasks are complete (not an exhaustive list):

(1) Repairs and maintains all streets department equipment, including keeping proper maintenance records;

~~(2) Manages time and tasks of all parks, streets and public improvements division employees;~~

~~(3)~~ **(2)** Oversees work operations of all streets department employees;

~~(4)~~ **(3)** Preparation of performance reviews of parks, streets and public improvements division employees.

~~(5)~~ **(4)** Manages scheduling of snow removal crews and salting whenever necessary including snow plowing and salting including after work hours, holidays, and weekends when necessary;

~~(6) Repair and maintenance of city buildings, city parks and city grounds including mowing grass on city property, tree trimming and removal;~~

~~(7)~~ **(5)** Oversees road repairs, storm sewer maintenance, catch basin replacement and repair, road striping and painting;

~~(8)~~ **(6)** Prepares parks, streets and public improvements budgets annually;

~~(9)~~ **(7)** Complies with all written safety rules and regulations of the city; and

~~(10)~~ **(8)** All other duties assigned by city officials **City Administrator, Mayor and City Council**.

(e) The streets superintendent must possess the following qualifications: High school diploma or equivalent GED, class B commercial driver's license or ability to obtain a class B commercial driver's license within 90 days of hire and maintain such during employment with the city, ability to work independently, and ability to manage and direct personnel.

4. That Section 2-408 entitled "Supervision of public property and buildings." is hereby amended to read as follows (additions shown as **bold and underlined** and deletions as ~~strikethroughs~~) (all other sections not amended shall remain as written):

Sec. 2-408. – Supervision of public property and buildings.

The ~~commissioner of the department of public property~~ **public property superintendent** shall have complete supervision of all public property and buildings which are not otherwise assigned to some other department.

5. That Section 2-409 entitled "Responsible for care, custody and recovery of city property." is hereby amended to read as follows (additions shown as **bold and underlined** and deletions as ~~strikethroughs~~) (all other sections not amended shall remain as written):

Sec. 2-409. – Responsible for care, custody and recovery of city property.

~~The commissioner of the department of public property~~**public property superintendent** shall be charged with the care, custody and recovery of all city property which is not specifically assigned to some other department.

6. That Section 2-410 entitled "Supervision of repair of public buildings." is hereby amended to read as follows (additions shown as **bold and underlined** and deletions as ~~strikethroughs~~) (all other sections not amended shall remain as written):

Sec. 2-410. – Supervision of repair of public buildings.

~~The commissioner of the department of public property~~**public property superintendent** shall supervise the repairing of public buildings.

7. That Section 2-411 entitled "Supervision over public property." is hereby amended to read as follows (additions shown as **bold and underlined** and deletions as ~~strikethroughs~~) (all other sections not amended shall remain as written):

Sec. 2-411. – Supervision over public property.

~~The commissioner of the department of public property~~**public property superintendent** shall have general supervision over public grounds or buildings.

8. That Section 2-412 entitled "Public property superintendent" is hereby created to read as follows (additions shown as **bold and underlined** and deletions as ~~strikethroughs~~) (all other sections not amended shall remain as written):

**Sec. 2-412. – Public property superintendent.**

**(a) There is hereby created in the city the position of public property superintendent. The public property superintendent works directly under the direction of the City Administrator, but may receive direction from the City Council, particularly the commissioner of public property, on occasion or upon request. The streets superintendent, created under Section 2-373, shall also serve as the public property superintendent. There shall be no additional compensation paid for the position of public property superintendent.**

**(c) The public property superintendent shall be the department head for the Public Property Division employees. If the public property superintendent and City Administrator positions are both vacant then the department head for Public Property division employees shall be the commissioner of public property.**

(d) The public property superintendent manages the supervision and development of all parks and public properties division employees, including, but not limited to the investigation and administration of discipline of parks and public improvements division employees where necessary and appropriate. Any and all employee discipline of parks and public properties division employees shall be reported to the City Administrator.

(e) The public property superintendent shall be responsible for ensuring the following departmental tasks are complete (not an exhaustive list):

- (1) Manages time and tasks of all parks and public property division employees;
- (2) Preparation of performance reviews of all parks and public property division employees;
- (3) Repair and maintenance of city buildings, city parks and city grounds including mowing grass on city property, tree trimming and removal;
- (4) Oversight of City capital construction, maintenance projects, and improvements;
- (5) Prepares public properties budget annually;
- (6) Complies with all written safety rules and regulations of the city; and
- (7) All other duties assigned by the City Administrator, Mayor and City Council.

9. That Section 38-65 entitled "General authority" and Section 38-66 entitled "Authority over members" are hereby amended to read as follows (additions shown as **bold and underlined** and deletions as ~~striketroughs~~) (all other sections not amended shall remain as written):

Sec. 38-65. - General authority.

The chief administrator of the fire department shall be the chief administrative officer of the fire department and shall, subject to the approval of the ~~commissioner of the department of public health and safety~~ **City Administrator**, prescribe such rules and regulations as he may deem proper for the government of the fire department and its members.

Sec. 38-66. - Authority over members.

The chief administrator of the fire department shall, subject to the control of the ~~commissioner of the department of public health and safety~~ **City Administrator**, be in charge of all members of the fire department. The chief administrator of the fire department shall share the administrative duties associated with the ~~commissioner of the department of public health and safety~~ **City Administrator** to include promotion, evaluation, and discipline processes unless otherwise prescribed by the rules of the city board of fire and police commission.

10. That Section 50-55 entitled "General authority", Section 50-56 entitled "Authority over members", and Section 50-63 entitled "Preparation; delivery of budget" are hereby amended to read as follows (additions shown as **bold and underlined** and deletions as ~~striketroughs~~) (all other sections not amended shall remain as written):

Sec. 50-55. - General authority.

The chief of police shall be the chief officer of the police department and shall, subject to the approval of the ~~commissioner of the department of public health and safety~~ City Administrator, prescribe such rules and regulations as he may deem proper for the government of the police department and its members.

Sec. 50-56. - Authority over members.

The chief of police shall, subject to the control of the ~~commissioner of the department of public health and safety~~ City Administrator, be in charge of all members of the police department.

Sec. 50-63. - Preparation; delivery of budget.

The chief of police shall prepare and submit to the ~~commissioner of the department of public health and safety~~ City Administrator, on or before June 1 each year, a detailed estimate of the whole cost and expense of providing for and maintaining the police department during the coming fiscal year.

11. Except as amended in this Ordinance, all other provisions and terms of City Code of Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.
12. This Ordinance shall be in full force and effect from after its passage, approval, and publication in pamphlet form as provided by law.

PASSED UPON MOTION BY Adleman

SECONDED BY Morse

BY ROLL CALL VOTE THIS 6<sup>th</sup> DAY OF JUNE, 2022

AS FOLLOWS:

VOTING "AYE": Adleman, Fitzgerald, Morse

VOTING "NAY": \_\_\_\_\_

ABSENT, ABSTAIN, OTHER Hedrington - Absent, Vacant (1)