

AN ORDINANCE PROVIDING FOR THE DUTIES OF THE CITY COUNCIL AND THE MAYOR OF THE CITY OF NOKOMIS, COUNTY OF MONTGOMERY AND STATE OF ILLINOIS.

SECTION I. Be it ordained by the Council of the City of Nokomis, Illinois; That the executive and administrative powers, authority and duties in the City of Nokomis are hereby distributed into and among the several departments and the powers and duties to be performed are distributed and assigned to the appropriate departments and officers, all as hereinafter set forth.

SECTION II. Department of Public Affairs

The Mayor shall have and exercise all the powers and perform all the duties provided or prescribed by the Ordinance of the City, not in conflict with the provisions of the Ordinance and shall have and exercise all the powers and perform all the duties provided or prescribed by law. The Mayor shall be commissioner of public affairs and shall be Superintendent of the Department of Public Affairs, and as such, shall have general supervision and oversight over all departments and officers in the City. He shall be chief executive officer and representative of the City, shall sign all contracts on behalf of the City and shall require and cause to be prepared and published all statements and reports required by law, or ordinance, or by resolution of the Council, to be prepared and published. He is assigned the city attorney, the city engineer, the chief of police and police department and all property and apparatus belonging thereto. He shall have control, management, direction and supervision of the City Hall and custodians, and adjoining ground. He shall have charge of the furniture and fixtures in said City Hall, not otherwise assigned to or used by some other department. He shall have control and supervision over all public service utilities and all persons, firms or corporations rendering service in the City under any franchise, contract, license or grant. He shall be in charge of all city elections and act as the city building inspector.

SECTION III. Department of Accounts and Finances

The commissioner of accounts and finances shall be Superintendent of the Department of Accounts and Finances, and shall have charge of and supervision over all accounts and records of the City, and in all matters relating to the accounts and finances of the City, his office or department, over all officers, boards or departments required to keep or make accounts, records and reports. He shall inspect or cause to be inspected all records or accounts required to be kept in any of the offices or departments of the City and shall, at least once a month, report the result of such

inspection to the Council, with such recommendation as he shall see fit to make. He shall have charge of the purchase, care and distribution of all supplies and other articles and chattels, and shall be the only purchasing agent of the City. He shall examine or cause to be examined and report to the Council upon bids, accounts and claims before they are acted upon, unless otherwise provided by law or ordinance.

The City Clerk, City Treasurer, and their respective offices and department and all officers, assistants and employees therein, and all bookkeepers and accountants, are distributed and assigned to the Department of Accounts and Finances and shall be under the supervision and direction of the Commissioner thereof.

The Commissioner of Accounts and Finances shall procure from all persons and corporations operating public service utilities in the City such reports as they are by law or ordinance or otherwise required to make to the City or any of its officers and procure copies of such reports as are made to the State or any public office or department, and shall collect, or cause to be collected, all license fees, franchise taxes, poll tax, rentals or other moneys, which may be due or become due the City. He shall report to the City Council and failure to make reports or to pay money due the City, with such recommendations in relations thereto, as he may deem proper. He shall, wherever the City has authority so to do, cause to be examined the accounts and records of any person, firm or corporation operating a public service, utility in the City, and shall report to the Council any refusal to permit such examination with such recommendations in relation thereto as he may deem proper.

SECTION IV. Department of Public Health and Safety

The Chief of the Fire Department and the Fire Department and all firemen, the fire alarm system, all fire stations, engine houses, property and apparatus used in the fire department are all distributed and assigned to the Department of Public Health and Safety. The Dog Catcher and all equipment are also assigned to the department. He shall have charge of and supervision over any public hazards or objects or situations that could become a threat to public health and safety. He shall also periodically inspect and review all safety signs and determine their effectiveness.

SECTION V. Commissioner of Streets and Public Improvements

The Commissioner of Streets and Public Improvements and shall take charge of all public work, the cleaning and sprinkling of streets and public improvements, sidewalk and reconstruction of all streets, storm sewers, bridges, viaducts and maintenance of off street parking. He shall have control and supervision of all dumping grounds and dumps. He shall supervise the mowing and cleaning of all streets, alleys and vacant lots within said City. He shall supervise cutting and trimming of trees, when necessary, within said City; the cleaning of all ditches within said City; and the removal of snow, when necessary. He shall also have authority to supervise the general

maintenance of all vacant lots and city property, not otherwise designated in this Ordinance to any other department. He shall have control and supervision of the maintenance of all equipment and the buildings housing the same within said City, except as otherwise provided in this Ordinance.

Superintendent of Streets, Superintendent of Storm Sewers, and Superintendent of Special Assessments, their respective offices or departments, and all officers, assistants, and employees therein, and all property and apparatus of said respective officers, offices or departments, are distributed and assigned to the Department of Streets and Public Improvements and shall be under the supervision and direction of the Superintendent thereof.

SECTION VI. Department of Public Property

The Commissioner of Public Property shall be Superintendent of the Department of Public Property, and shall have charge, control and supervision of and shall manage the Water Works, Sewage Treatment Plant and Left Station of the City of Nokomis, with all the lands, rights of way, pumping works, wells, galleries, machinery, reservoir, reservoir parks, water mains, sanitary sewers, distributing pipes, hydrants, meters, water rents, and the collection thereof, liens, apparatus, property of effects of every kind, appurtenant to said Water Works. He shall have control, management, direction and supervision of the lighting of alleys and streets of public grounds and buildings, and all lamps, lights, lighting material and persons charged with the care thereof. He shall have charge of creating and supervising off-street parking.

The Superintendent of Water Works, the Collector of Water Rates, their respective officers, assistants and employees of the same or Work, and all officers, assistants and employees of the same or connected with the same, and all other lands and buildings not otherwise assigned, are distributed and assigned to the Department of Public Property and shall be under the supervision and direction of the Superintendent thereof.

SECTION VII. The Council

The Council shall have and possess and the Council shall exercise all legislative powers, functions and duties conferred upon the City by law. Every Commissioner, officer, assistant and employee shall from time to time, as required by law or ordinance or when requested by the Council, or whenever he shall deem necessary for the good of the public services, report to the Council in writing respecting the business or work of his department, subordinate department, bureau or office, of matters connected herewith.

All commissioners, or superintendents, of departments and officers are the agents of the Council only, and all their acts shall be subject to review and the approval or revocation by the Council.

SECTION VIII. Rules and Regulations

The Commissioner of each department shall make and enforce such rules and regulations, not inconsistent with the law or the ordinances, or rules and regulations adopted by the City Council, as may be necessary to secure efficient conduct of the service of his department of the business in charge thereof.

SECTION IX. Emergency

This Ordinance is declared to be urgent and necessary for the immediate preservation of the public peace, health and safety and shall take effect and be in force from and after its passage.

SECTION X. Repeal

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Passed at a regular meeting of the City Council of the City of Nokomis, Montgomery County, Illinois, held at the City Hall in said City on the 12th day of April, A.D. 1976.

APPROVED: *Ed Durbin*
Mayor

ATTEST: *Mary Jean Scheller*
City Clerk

STATE OF ILLINOIS)
) ss
COUNTY OF MONTGOMERY)

I, MARY JEAN SCHELLER, do hereby certify that I am the duly appointed and now acting City Clerk of the City of Nokomis, Illinois; that I have caused Ordinance No. 666 which was duly passed by the City Council of the City of Nokomis, Illinois, at a regular meeting thereof held on April 12th, A.D. 1976, and was approved by the Mayor of said City on said date, to be published in the Free Press Progress, a newspaper of general circulation in the City of Nokomis, Illinois, on the 15th day of April, A.D. 1976; that said Ordinance No. 666 is in full force and effect at the present time; that the above copy is a true and correct copy of the Ordinance No. 666 passed by the City Council of the City of Nokomis, Illinois, the original of which is on file in my office.

Given under my hand and official seal this 12th day of April, A.D. 1976.

Mary Jean Scheller
Mary Jean Scheller
City Clerk