



**THE VILLAGE OF SAUK VILLAGE
COOK COUNTY, ILLINOIS**

**ORDINANCE
NUMBER 20 - 014**

**AN ORDINANCE AMENDING ARTICLE IV "OFFICIALS AND EMPLOYEES" OF CHAPTER 2
"ADMINISTRATION" OF THE MUNICIPAL CODE OF THE VILLAGE OF SAUK VILLAGE, ILLINOIS TO
AMEND THE DUTIES OF THE VILLAGE ADMINISTRATOR**

**DERRICK BURGESS, President
MARVA CAMPBELL-PRUITT, Clerk**

**GARY T. BELL
BERNICE BREWER
RODRICK GRANT
SHERRY JASINSKI
LINDA L. TODD
DEBRA L. WILLIAMS**

TRUSTEES

Published in pamphlet form by authority of the President and Board of Trustees of Village of Sauk Village on 8- 20-20
ODELSON, STERK, MURPHEY, FRAZIER & MCGRATH, LTD. - Village Attorneys - 3318 West 95th Street - Evergreen Park, Illinois 60805

ORDINANCE NO. 20-014

**AN ORDINANCE AMENDING ARTICLE IV “OFFICIALS AND EMPLOYEES” OF CHAPTER 2
“ADMINISTRATION” OF THE MUNICIPAL CODE OF THE VILLAGE OF SAUK VILLAGE, ILLINOIS TO
AMEND THE DUTIES OF THE VILLAGE ADMINISTRATOR**

WHEREAS, the Village of Sauk Village, State of Illinois (the “Village”) is a duly organized and existing municipal corporation created under the provisions of the laws of the State of Illinois and under the provisions of the Illinois Municipal Code, as from time to time supplemented and amended; and

WHEREAS, the President and Board of Trustees of the Village of Sauk Village (the “Corporate Authorities”) may from time to time amend the text of the Municipal Code of the Village when it is determined to be in the best interests of the Village; and

WHEREAS, the Corporate Authorities find that it is in the best interests of the health, safety and welfare of its citizenry to amend the duties of the position of Village Administrator.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Sauk Village, Cook County, Illinois as follows:

Section 1. That the above recitals are found to be true and correct and hereby incorporated herein and made a part of here of, as if fully set forth in its entirety.

Section 2. Division 6 “Village Administrator” of Article IV “Officers and Employees” of Chapter 2 “Administration” of the Municipal Code of the Village of Sauk Village is hereby amended by eliminating the stricken language and adding the underlined language as follows:

DIVISION 7. VILLAGE ADMINISTRATOR

Sec. 2-310.- Established; appointment.

(a) There is hereby established a position of Village Administrator.

- (b) The Village Board shall appoint the Village Administrator. The Village Administrator shall be chosen on the basis of executive, administrative and professional qualifications. The term of the Village Administrator shall be one (1) year unless extended by contract. Removal from office shall be in like manner in accordance with State law and contractual provisions.
- (c) The Village Administrator may be the head of other departments or may hold another appointed municipal office.

Sec. 2-311.- Duties

- (a) To aid and assist the Board of Trustees in the formation and development of policies, programs, procedures and to supervise and administer the implementation of said policies, programs and procedures;
- (b) To supervise, observe, review, evaluate and coordinate the work of all department heads, consultants and the employees for whom they are responsible;
- (c) Make recommendations to the Board of Trustees and Human Resources Consultant concerning the classifications and compensations of each employee of the Village;
- (d) To be responsible for the maintenance of and upkeep of the Village Hall and all Village owned real estate and personal property;
- (e) In consultation with Human Resources Department administer the equipment and personnel policies of the Village in consultation with the Human Resources Consultant;
- (f) In conjunction with the Human Resources Department reprimand and to suspend any employee (except police officers under jurisdiction of the Board of Fire and Police Commissioners), to recommend to the Village President and Board of Trustees the appointment, demotion and/or dismissal of all employees of the Village;
- (g) To attend all Village Board Meetings or other meetings prescribed by the Board of Trustees;
- (h) To provide for the enforcement of all laws and ordinances in the Village;
- (i) To assist and coordinate the preparation of the annual budget, tax levy ordinance and appropriation ordinance with the Finance Director;

- (j) To recommend to the Board of Trustees (from time to time) adoption of such measures as the Village Administrator may deem necessary or expedient for the health, safety and welfare of the community or for the improvement of administrative services;
- (k) To investigate the affairs of any department of the Village; investigate all complaints in relation to the administration of government of the Village;
- (l) To research and follow up with economic development opportunities, including working with outside organizations such as CMAP, SSMMA, etc. alongside the Mayor and Board of Trustees.
- (m) To take any other such action as may be directed by the Village Board or Mayor with consent of the Village Board, not otherwise prohibited by law or ordinance;

Sec. 2-312.- Compensation

The Village Administrator shall furnish a surety bond in a sum to be approved by the Board of Trustees, said bond shall be conditioned on the faithful performance of his duties. The premium of the bond shall be paid by the Village.

Sec. 2-313. – Reserved.

Section 4. If any section, paragraph, clause or provisions of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

Section 5. Any ordinance or portion of any ordinance in conflict with any provisions of this Ordinance is hereby repealed solely to the extent of such conflict.

Section 6. This Ordinance shall be in full force and effect upon its passage, approval and publication as provided by law.

(Intentionally left blank)

ADOPTED by the President and Board of Trustees of the Village of Sauk Village, Cook County, Illinois this 23RD day of June 2020, pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Bell	x			
Brewer	x			
Grant		x		
Jasinski	x			
Todd	x			
Williams	x			
(President Burgess)				
TOTAL	5	1		

APPROVED by the President and Board of Trustees of the Village of Sauk Village, Cook County, Illinois on this 23rd day of June 2020.

/s/Derrick Burgess, Village President

ATTEST:

/s/Marva Campbell-Pruitt, Village Clerk

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

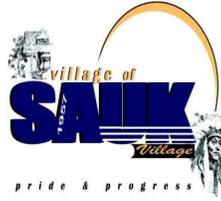
CERTIFICATION

I, Marva Campbell-Pruitt, do hereby certify that I am the duly qualified and elected Clerk of the Village of Sauk Village, Cook County, Illinois, and that as such Clerk I do have charge of and custody of the books and records of the Village of Sauk Village, Cook County, Illinois.

I do hereby further certify that the foregoing is a full, true and correct copy of Ordinance No. 20-014, **“AN ORDINANCE AMENDING DIVISION 6 “VILLAGE ADMINISTRATOR” OF ARTICLE I “IN GENERAL” OF CHAPTER 2 “ADMINISTRATION” OF THE MUNICIPAL CODE OF THE VILLAGE OF SAUK VILLAGE, ILLINOIS TO AMEND THE DUTIES OF THE VILLAGE ADMINISTRATOR,”** adopted and approved by the President and Board of Trustees of the Village of Sauk Village, Illinois on August 7, 2020.

IN WITNESS WHEREOF, I have hereunto affixed my hand and the Corporate Seal of the Village of Sauk Village, Cook County, Illinois this day of August 20, 2020.

/s/Marva Campbell-Pruitt
Village Clerk
Village of Sauk Village



**THE VILLAGE OF SAUK VILLAGE
COOK COUNTY, ILLINOIS**

**ORDINANCE
NUMBER 20-015**

**AN ORDINANCE AMENDING ARTICLE IV "OFFICIALS AND EMPLOYEES" OF CHAPTER 2
"ADMINISTRATION" OF THE MUNICIPAL CODE OF THE VILLAGE OF SAUK VILLAGE, ILLINOIS TO
CREATE THE POSITION OF HUMAN RESOURCES CONSULTANT**

**DERRICK BURGESS, President
MARVA CAMPBELL-PRUITT, Clerk**

**GARY T. BELL
BERNICE BREWER
RODRICK GRANT
SHERRY JASINSKI
LINDA L. TODD
DEBRA L. WILLIAMS**

TRUSTEES

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ODELSON, STERK, MURPHEY, FRAZIER & MCGRATH, LTD. - Village Attorneys - 3318 West 95th Street - Evergreen Park, Illinois 60805

ORDINANCE NO. 20-015

**AN ORDINANCE AMENDING ARTICLE IV “OFFICIALS AND EMPLOYEES” OF CHAPTER 2
“ADMINISTRATION” OF THE MUNICIPAL CODE OF THE VILLAGE OF SAUK VILLAGE, ILLINOIS TO
CREATE THE POSITION OF HUMAN RESOURCES CONSULTANT**

WHEREAS, the Village of Sauk Village, State of Illinois (the “Village”) is a duly organized and existing municipal corporation created under the provisions of the laws of the State of Illinois and under the provisions of the Illinois Municipal Code, as from time to time supplemented and amended; and

WHEREAS, the President and Board of Trustees of the Village of Sauk Village (the “Corporate Authorities”) may from time to time amend the text of the Municipal Code of the Village when it is determined to be in the best interests of the Village; and

WHEREAS, the Corporate Authorities find that it is in the best interests of the health, safety and welfare of its citizenry to create the position of Human Resources Consultant.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Sauk Village, Cook County, Illinois as follows:

Section 1. That the above recitals are found to be true and correct and hereby incorporated herein and made a part of here of, as if fully set forth in its entirety.

Section 2. Article IV “Officers and Employees” of Chapter 2 “Administration” of the Municipal Code of the Village of Sauk Village is hereby amended by adding the following Division:

DIVISION 8.- HUMAN RESOURCES CONSULTANT

Sec. 2-315. Established, Appointment.

(a) There is hereby established the position of Human Resources Consultant.

- (b) The Mayor, with the approval and consent of the Village Board shall appoint the Human Resources Consultant on the basis of executive, administrative and professional qualifications. The term of the Human Resources Consultant shall be one (1) year unless extended by contract. Removal from office shall be in like manner in accordance with State law and contractual provisions.

Sec. 2-316. Duties

- (a) Overseeing the day to day personnel operations of the Village;
- (b) Developing and administering personnel policies;
- (c) Establishing and maintaining personnel records for all Village employees;
- (d) Administering employee benefits including FMLA, worker's compensation, IMRF and insurance; and
- (e) Investigating complaints regarding specific employees and making recommendations to the Village Administrator, Mayor and Board of Trustees regarding promotions, discipline or suspension (except police officers under the jurisdiction of the Board of Fire and Police Commissioners)
- (f) Developing tools and implementing tools to monitor performance such as annual reviews, goal setting, progressive discipline and performance improvement plans.
- (g) Developing tools and implementing tools for monitoring performance, annual reviews, goal setting, progressive discipline and performance improvement plans;
- (h) Develop tools and implementing tools for recruiting and onboarding, employment development, succession planning, compensation planning and merit increase strategies.

Section 3. If any section, paragraph, clause or provisions of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

Section 4. Any ordinance or portion of any ordinance in conflict with any provisions of this Ordinance is hereby repealed solely to the extent of such conflict.

Section 5. This Ordinance shall be in full force and effect upon its passage, approval and publication as provided by law.

ADOPTED by the President and Board of Trustees of the Village of Sauk Village, Cook County, Illinois this 23rd day of June 2020, pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Bell	x			
Brewer	x			
Grant	x			
Jasinski	x			
Todd	x			
Williams	x			
(President Burgess)				
TOTAL	6			

APPROVED by the President and Board of Trustees of the Village of Sauk Village, Cook County, Illinois on this 23rd day of June 2020.

/s/Derrick Burgess, Village President

ATTEST:

/s/Marva Campbell-Pruitt, Village Clerk



**THE VILLAGE OF SAUK VILLAGE
COOK COUNTY, ILLINOIS**

ORDINANCE NO. 20-016

**AN ORDINANCE AUTHORIZING EXPENDITURES PENDING PASSAGE OF
ANNUAL BUDGET AND APPROPRIATION ORDINANCE**

**DERRICK BURGESS, President
MARVA CAMPBELL-PRUITT, Clerk**

**GARY T. BELL
BERNICE BREWER
RODRICK R. GRANT
SHERRY JASINSKI
LINDA L. TODD
DEBRA L. WILLIAMS**

TRUSTEES

**VILLAGE OF SAUK VILLAGE
COOK COUNTY, ILLINOIS**

ORDINANCE No. 20 – 016

**AN ORDINANCE AUTHORIZING EXPENDITURES PENDING PASSAGE OF ANNUAL
BUDGET AND APPROPRIATION ORDINANCE**

WHEREAS, the Village of Sauk Village, County of Cook, State of Illinois (the “Village”) is a duly organized and existing village and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of the Illinois Municipal Code, as supplemented and amended, with the full power to enact ordinances and adopt resolutions for the benefit of its residents; and

WHEREAS, the Village previously adopted an annual budget and appropriation ordinance pursuant to Section 8-2-9 of the Illinois Municipal Code (65 ILCS 5/8-2-9) for the 05/01/19 - 04/30/20 fiscal year; and

WHEREAS, section 8-1-7 of the Illinois Municipal Code (65 ILCS 5/8-1-7) permits the corporate authorities to authorize necessary expenditures upon the basis of the appropriations of the preceding fiscal year, pending the passage of the annual appropriation ordinance for the current fiscal year; and

WHEREAS, the corporate authorities have not yet adopted and passed an annual appropriation ordinance for the 05/01/20 - 04/30/21 fiscal year; and

WHEREAS, it is necessary and in the best interests of the Village and its residents to authorize necessary expenditures upon the basis of the appropriations of the preceding fiscal year, pending the passage of the annual appropriation ordinance for the current fiscal year.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Sauk Village, Cook County, Illinois as follows:

SECTION 1: The foregoing preambles are restated and incorporated herein by reference as though fully set forth herein. This ordinance is adopted pursuant to the authority granted to the Village by the Constitution of the State of Illinois and the Illinois Compiled Statutes. All applicable provisions of the Illinois Compiled Statutes, including the Illinois Municipal Code, as may be amended from time to time, relating to the purposes of this Ordinance are incorporated herein by this reference.

SECTION 2: Pending the passage of the annual budget and appropriation ordinance for the 05/01/20 - 04/30/21 fiscal year, the Village heads of departments and other separate agencies of Sauk Village may make necessary expenditures for the support of Sauk Village upon the basis of the appropriations of the preceding fiscal year (fiscal year 05/01/19 - 04/30/20).

SECTION 3: If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 4: Any ordinance or portion of any ordinance in conflict with any provisions of this Ordinance is hereby repealed solely to the extent of such conflict.

SECTION 5: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form as provided by law.

ADOPTED by the Mayor and Board of Trustees of the Village of Sauk Village, Cook County, Illinois this 18th day of August 2020 , pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Bell	X			
Brewer	X			
Grant	X			
Jasinski	X			
Todd	X			
Williams	X			
(Mayor Burgess)				
TOTAL	6			

APPROVED by the Mayor and Board of Trustees, Cook County, Illinois, on this 18th day of August.

/s/Derrick Burgess, Village Mayor

ATTEST:

/s/Marva Campbell-Pruitt, Village Clerk

STATE OF ILLINOIS)
) SS
COUNTIES OF COOK AND WILL)

CERTIFICATION

I, Marva Campbell-Pruitt, do hereby certify that I am the duly qualified and elected Clerk of the Village of Sauk Village, Cook County, Illinois, and that as such Clerk I do have charge of and custody of the books and records of the Village of Sauk Village, Cook County, Illinois.

I do hereby further certify that the foregoing is a full, true and correct copy of Ordinance No. , “AN ORDINANCE AUTHORIZING EXPENDITURES PENDING PASSAGE OF ANNUAL BUDGET AND APPROPRIATION ORDINANCE,”

adopted and approved by the Mayor and Board of Trustees of the Village of Sauk Village, Illinois on August 18, 2020 .

IN WITNESS WHEREOF, I have hereunto affixed my hand and the Corporate Seal of the Village of Sauk Village, Cook County, Illinois this 21st day of August 2020.

/s/Marva Campbell-Pruitt
Village Clerk
Village of Sauk Village