

CITY OF RED BUD, RANDOLPH COUNTY, ILLINOIS

ORDINANCE NO. 1537

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**AN ORDINANCE CHANGING  
TITLE III, CHAPTER 32 OF THE CITY OF RED BUD  
CODE OF ORDINANCES 2021  
PERTAINING TO CITY ADMINISTRATIVE ASSISTANT**

ADOPTED BY THE CITY COUNCIL OF THE CITY OF RED BUD, ILLINOIS,  
THIS 1ST DAY OF APRIL, 2024

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*Published in pamphlet form by authority of the City Council of the City of Red Bud,  
Randolph County, Illinois, this 1st day of April, 2024.*

Posted: April 2, 2024  
Removed:

By: KAC  
By:

STATE OF ILLINOIS        )  
  ) SS.  
COUNTY OF RANDOLPH )

**CERTIFICATION**

I, Joanne Cowell, certify that I am the duly appointed municipal clerk of the City of Red Bud, Randolph County, Illinois.

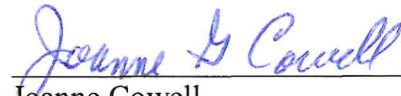
I further certify that on April 1, 2024, the Corporate Authorities of the above municipality passed and approved Ordinance No. 1537 entitled:

**AN ORDINANCE CHANGING TITLE III, CHAPTER 32 OF THE CITY OF RED BUD  
CODE OF ORDINANCES 2021  
PERTAINING TO CITY ADMINISTRATIVE ASSISTANT**

Which, provided by its terms, that it should be published in pamphlet form.

The Pamphlet form of Ordinance No. 1537 including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance posted at the Red Bud City Hall commencing on April 1, 2024 where it will remain for at least ten (10) days thereafter. Copies of the Ordinance were also available for public inspection upon request in the office of the municipal clerk.

Dated at Red Bud, Illinois this 1st day of April, 2024.

  
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Joanne Cowell  
City Clerk

ORDINANCE NO. 1537

**AN ORDINANCE CHANGING TITLE III, CHAPTER 32 OF THE CITY OF RED BUD  
CODE OF ORDINANCES 2021  
PERTAINING TO CITY ADMINISTRATIVE ASSISTANT**

WHEREAS, the City of Red Bud is served by an office designated as the City Administrative Assistant; and

WHEREAS, the duties and obligations of this office have changed to the point where a new Office is required; and

WHEREAS, the City of Red Bud finds that there is a need, and that it is in the best interest of the City of Red Bud to formally create a new position as Administrative Officer; and

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RED BUD, ILLINOIS:

**SECTION 1:** That the above recitals are hereby made a part of this Ordinance as though written herein verbatim.

**SECTION 2:** That Section 32-79 through 32-92 of Chapter 32 of the Revised Code of Ordinances of the City of Red Bud are repealed, retitled, and replaced with the following:

**AN ORDINANCE CHANGING TITLE III, CHAPTER 32 OF THE CITY OF RED BUD  
CODE OF ORDINANCES 2021  
PERTAINING TO ADMINISTRATIVE OFFICER**

**32-79: POSITION ESTABLISHED.** There is hereby created the office of Administrative Officer. This Administrative Officer shall assist the Mayor and the City Council in planning, organizing, coordinating, and evaluating all administrative activities and functions of the City. All occurrences of the term “City Administrative Assistant” in the Code shall be replaced with the term “Administrative Officer.”

**32-80: HIRING AND APPROVAL.** The Administrative Officer shall be hired by the Mayor with the advice and consent of the City Council. Removal or replacement shall be handled in the same manner. The Administrative Officer shall work full-time under the supervision and direction of the Mayor. The Administrative Officer shall have the education, experience and skills as determined from time to time by the City Council.

**32-81: RESIDENCY.** It is preferred, but not required as a condition of employment, that the Administrative Officer reside within the City limits or within Ten (10) minutes of the City of Red Bud, Illinois during the course of their employment.

**32-82: OFFICE HOURS AND DUTIES.** The Administrative Officer shall have the responsibility of having City Hall open from 7:30 A.M. to 4:00 P.M., Monday through Friday

except on holidays and shall schedule staff to work these hours. In addition, the Administrative Officer shall have the following duties:

**(A) Permits and Reports.** Issue burial permits and certify copies of same and deposit monies received therefrom in the General Fund. The Administrative Officer shall prepare monthly birth and death records for Randolph County and the State of Illinois.

**(B) Cemetery Records.** Keep the cemetery records up-to-date and shall sell cemetery lots to those requesting same. The selling price of any cemetery lot shall be determined from time to time by the City Council.

**(C) Hunting, Fishing and Business Licenses.** Sell and issue hunting and fishing licenses and deposit the money received therefrom in a special fund. Sell and issue all City licenses and permits required under the City Code and deposit the monies therefrom in the proper City account(s).

**(D) Inspection of Records.** Have available for inspection all warrants, books, vouchers and papers pertaining to this office by the Mayor, and Aldermen or Auditor of the City.

**(E) Supervision of City Hall.** Supervise the operation of City Hall and its employees as follows:

- (1) Oversee the supervision, scheduling, training and evaluation of all workers in City Hall.
- (2) Prepare the Annual City Hall Budget.
- (3) Plan for and recommend the purchase of supplies and equipment for City Hall.
- (4) Appoint employee(s) to work in his office so long as the appointment is authorized by the City Council and approved by the Mayor.

**(F) Additional Duties.** Perform all supplemental duties required by law and all other duties imposed by City codes, ordinances and amendments thereto and the Mayor and/or the City Council.

**32-83: PUBLIC RELATIONS.** The Administrative Officer shall, under the direction of the Mayor, serve as City Public Relations Coordinator, directing, advising and supervising those activities which promote the best interests of the City and its citizens and as such shall receive and respond to citizen inquires and complaints and represent the City at public functions.

**32-84: GRANT ADMINISTRATOR.** The Administrative Officer shall apply for and administer all grants for the City. The Administrative Officer shall determine the availability of grant funds needed to assist the City in funding its projects and services to its citizens.

**32-85: DOCUMENTS, COMMISSIONS, LICENSES.** The Administrative Officer shall prepare all commissions, licenses, permits, and other official documents required to be issued by him under this Code and shall attest the same with the corporate seal. He shall report to the City Council at its regular meeting each month, and more often if the Council so requires the data contained in his records with respect to licenses, commissions and permits issued during the previous month.

**32-86: PLANNING AND POLICY.** The Administrative Officer shall, under the direction and supervision of the Mayor, assist the Mayor and City Council as follows:

- (A) **Activities.** Plan, organize, monitor, coordinate and evaluate all City functions and services, and assist department heads with program implementation and administration.
- (B) **Policies.** Research activities in reference to policy and procedures and make recommendations to the Mayor and City Council and provide support for all committees established by the City. He shall attend all City Council meetings and shall attend committee meetings when requested by the Chairman of the Committee.

**32-87: COLLECTOR.** The Administrative Officer is the Collector for the City and as such shall have the following duties:

(A) Price meter books for all utilities and send out all statements as required by this Code or City Ordinances to the users of the City's utility services.

(B) Send letters to all delinquent utility customers and direct services to be terminated if bills are not paid as required by this Code and/or City Ordinances.

(C) Collect all City utility funds and City funds except those required to be collected by the City Clerk, if any, and deposit all monies received to the credit of the City accounts as directed by the City Council.

(D) All duties of the City Collector stated in Title VII of the City Code.

**32-88: SURETY BOND.** The Administrative Officer shall furnish and execute a bond in the penal sum of One Hundred Thousand Dollars (\$100,000.00) with surety of some company or corporation, lawfully authorized by the laws of the State of Illinois to act as surety thereon for the faithful performance of his duties and for accounting and payment of all monies collected and received by him in the performance of such duties as Administrative Officer as required by City Code, Ordinances or laws of the State of Illinois as in such case is by statute made and provided. The premium for such surety on such bond shall be paid by the City.

**32-89 TO 32-92 RESERVED.**

**SECTION 3:** This Ordinance supersedes all Ordinances or parts of Ordinances adopted prior hereto that are in conflict herewith, to the extent of such conflict.

**SECTION 4:** This Ordinance shall be in full force and effect from and after its passage, approval, and signature by the Mayor.

PASSED BY THE CITY COUNCIL this 1st day of April, 2024.

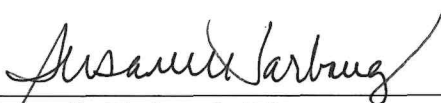
YEAS: J. DeMond, R. Nevois, K. Donjon, A. Piel, C. Guebert, M. Rheinecker,  
B. Hanebutt

NAYS:

ABSTAINED:

ABSENT: B. Schwartzkopf

APPROVED BY THE MAYOR this 1st day of April, 2024.

  
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Susan L. Harbaugh, Mayor

ATTEST:

  
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Joanne Cowell, City Clerk