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**Subject:** Council Approval – What Requires Council Approval  
**Policy No.:** 000-0007  
**Effective Date:** Revised 12/14/2020

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**Background:** The City of Woodstock operates under a Council-Manager form of Government. Under this form of Government, the City Council provides the primary policy-making role and an appointed City Manager provides the primary executive role. It combines the strong political leadership of the elected Mayor and Council with the strong managerial experience of an appointed Local Government Manager. The City Council establishes the City’s policies, while a professional City Manager, hired by the City Council, is charged with implementing the Council’s policies.

The following is a “snap-shot” list of general matters that shall be submitted to Council for consideration or approval prior to implementation, action or enforcement by City staff. The list includes, *but is not limited to*:

**1. FINANCE MATTERS (Cross Reference Purchasing Policy CPM #200-0006)**

- a) Annual Operating Budget
- b) Major Budget Amendments
- c) Millage Rate
- d) Implementation of Grants that Impact the Budget or Services
- e) Lawsuit Settlements – Council notified upon service of lawsuit
- f) Fee Schedule and Amendments to Fee Schedule
- g) Water, Sewer or Stormwater Rate Increases.  
Waiver of Fees in Fee Schedule. (i.e., tap fees, stormwater fees, etc.)

**2. PLANNING AND ZONING/PUBLIC WORKS/PUBLIC SAFETY MATTERS**

- a) Annexation and Zoning Requests
- b) Zoning Variances, Conditional Use Permits, Sign Waivers
- c) City Charter, General Code of Ordinances and Land Development Ordinances and Amendments
- d) Zoning Map
- e) Easements. (ROW, W/S, Ingress/Egress, Temporary Construction, Construction, etc. and Vacating of Easements.) (Council must approve all easements not covered by the Land Development Ordinance platting approval process per City Attorney.)
- f) Right of Way Acquisitions. (Agreements/Payment of)
- g) Vacating/Abandonment of Right-of-Ways.
- h) Warranty, Quit-Claim, ROW Deeds.
- i) Street Name Changes
- j) Local Assistance Road Paving Requests Submitted to DOT. ( LMIG Program)
- k) Speed Limits on City Streets.
- l) Watering Ban Restrictions. (Emergency)
- m) Adoption of Building, Plumbing, Fire, Life Safety and Other Codes.
- n) Acceptance of Streets and Right-of-Ways for Public Safety, Maintenance or Jurisdictional Purposes.

### 3. HUMAN RESOURCE MATTERS

- a) Pay Scale for City Employees, Amendments to Pay Scale.
- b) Salary Increases (COLA).
- c) Salary Increases – Above and beyond the General Merit Increase of 2.5% or an increase that was **not** requested **and** approved during the budget process. All of these type requests will be made through the City Manager as a recommendation to the Mayor and Council for approval.
- d) Creation of New Positions. (Not to include changes in job descriptions.)
- e) Confirmation of Hiring/Firing of Department Directors.
- f) Salaries and Salary Increases for Department Directors (Can be done in budget process. If not done in budget process, the City Manager shall make a recommendation to Council for approval of change.)
- g) Appointment and Salary of City Manager/Annual Performance Evaluation.
- h) Appointment and Salary of City Clerk
- i) Appointment of City Attorney.
- j) Grievance Appeals. (Council’s discretion as to whether or not to hear an appeal.)
- k) Organizational Structure or Changes to the Organizational Structure.
- l) Additional Compensation for Services Rendered. (End of Year)
- m) Employee Benefits and Percentage the City Will Pay.
- n) Position Control Amendments (except for amendments that **do not** require a budget amendment. These can be approved solely by the City Manager.)

### 4. GENERAL ADMINISTRATION

- a) All Contracts, Agreements, or Change Orders that Change the Scope of Work, or Affect the Amount Approved in the Original Contract. Charter Amendment Requests Sent to State Legislators. (Pursuant to Guidelines in the Purchasing Policy – CPM #200-0006)
- b) Ward Districts.
- c) Alcohol License Requests.
- d) Creation of Committees/Boards and Appointment/Removal of Members.
- e) Appointment of Mayor Pro-tem and Other Council Committee Appointments.
- f) Mayor and Council Expense Reimbursement.
- g) Mayor and Council Request for Travel Outside of State.
- h) Records Retention Schedule.
- i) Records Destruction.
- j) Intergovernmental Agreements and Memorandums of Understanding
- k) Legal Organ for City of Woodstock.
- l) Council Policy Manual and Amendments.
- m) Call for Municipal General and Special Election or Requests for Referendums.
- n) City Logo, Branding.
- o) Confirmation or Agreement with New Services/Programs/Fees for Constituents or Changes to Existing Services/Programs/Fees for Constituents.

### 5. Any other item not included in this list but addressed in the form of an Ordinance, Resolution or by City Charter or State/Federal Law.

### 6. Exceptions to This Policy:

When the City experiences unpermitted discharges (i.e. sewer spills) we are required by law to notify the State EPD. Upon doing so, a “Proposed Expedited Enforcement Compliance Order”

(EECO) is issued along with a Settlement Agreement that informs us of our fines. The fines and agreement to correct the violations are due back to the State within 30 days of receipt. Failure to do so leads to further enforcement actions and possible pulling of our permit to discharge.

Because of the possibility that we cannot make the deadline due to timing of Council Meetings and the time it takes to process checks, the City Manager is authorized to have the Mayor execute these agreements and for fines to be issued upon receipt. The conditions are as follows:

- 1) ALL EPD settlement agreements (no matter the amount) will be placed on the next available agenda as an informational item; and
- 2) Only fines up to \$5000 will be sent through without Council's prior approval. Should a fine/agreement be issued over the \$5000 threshold, the City Manager will put on the next available agenda as an emergency item or I will ask for a called meeting to be held so that approval can be obtained; and
- 3) The Public Works Director shall notify the Mayor, Council and City Manager at the same time EPD is notified of any and all spills that occur.