



City Council Work Session

Crest Hill, IL

October 28, 2024

7:00 PM

Council Chambers

20600 City Center Boulevard, Crest Hill, IL 60403

Agenda

1. A Resolution Eliminating the Position of Public Works Administrative Assistant Previously Held by Adalberta Martino
2. An Ordinance Repealing the Position of Assistant Director of Public Works as Codified in Sections 2.50.050 and 2.50.060 of Chapter 2.50(Director of Public Works; Public Works Department) of Title 2(Administration and Personnel) of the City of Crest Hill Code of Ordinance and Creating the Position of Assistant Director of Public Works to Replace Sections 2.50.050 and 2.50.060 and Amending Section 2.50.070 to Include the Newly Creating Position within the Supervision of the Director of Public Works
3. An Ordinance Amending Sections 2.40.010 (Reference; Duties Generally), 2.40.020 (Salary), 2.40.030(Office Created; Appointment), 2.40.040(Qualifications for Appointment), and 2.40.050(Duties) of Chapter 2.40(Building Commissioner; Zoning Officer)of Title 2(Administation and Personnel) of the City of Crest Hill Code of Ordinances
4. An Ordinance Amending Sections 2.50.010 (Department of Public Works; Created), 2.50.030 (Director of Public Works; Duties), and 2.50.090 (Director of City Services; Duties) of Chapter 2.50 (Director of Public Works; Public Works Department) of Title 2 (Administration and Personnel) of the City of Crest Hill Code of Ordinances
5. An Ordinance Amending Section 2.72.040(Membership, Compensation) of Chapter 2.72 (Civil Service Commission) of Title 2 (Administration and Personnel) of the City of Crest Hill Code of Ordinances
6. Public Comments
7. Mayor's Updates
8. Committee/Liaison Updates
9. City Administrator Updates

The Agenda for each regular meeting and special meeting (except a meeting held in the event of a bona fide emergency, rescheduled regular meeting, or any reconvened meeting) shall be posted at the City Hall and at the location where the meeting is to be held at least forty-eight (48) hours in advance of the holding of the meeting. The City Council shall also post on its website the agenda for any regular or special meetings. The City Council may modify its agenda for any regular or special meetings. The City Council may modify its agenda before or at the meeting for which public notice is given, provided that, in no event may the City Council act upon any matters which are not posted on the agenda at least forty-eight (48) hours in advance of the time for the holding of the meeting.

SPESIA & TAYLOR

MEMO

To: Mayor and City Council
From: Michael R. Stiff, Spesia & Taylor
Date: October 28, 2024
Re: Assistant to Director of PW/Code Cleanup

Mayor Soliman and City Council,

At the 10/21/24 Council Meeting, I explained that there were some questions and clean-up issues with respect to the Ordinance which repeals the Assistant Public Works Director and creates the new position of Assistant to the Director of Public Works. This position, when created, will be filled by promoting Ada Martino. The Resolution accomplishing that was tabled until the November 4 meeting.

In tonight's packet you will find the Draft Ordinance Repealing the Assistant PW Director position and creating the new Assistant to the Director of PW. In addition to doing those two things, the Ordinance amends Section 2.50.070 to make clear that the new position will be supervised by and will report to the Director of PW.

As I mentioned during the 10/21 meeting, one other issue I noted was that Section 2.50.070 also had the Building Commissioner and Building Inspector also reporting to the Director of PW, which was not the City Council's intent back in 2019 when it passed Ordinance 1811 creating the Economic Development Director position. Per the Council's direction, I removed that language from the version of the Ordinance included in tonight's packet.

This last change led to a further review of the PW Director Ordinance as well as the Building Commissioner Ordinance. Ron Mentzer determined that additional changes needed to be made to Chapter 2.50 as well as Section 2.40. Those changes are included in redline in your packet.

I separated out these changes into two separate ordinances, for a total of 3 ordinances which modify those two chapters. The proposed changes were vetted by Don Seeman and Dave Strahl.

In conducting this review, I note that Chapter 2.50 still contains the currently vacant positions of Director of City Services and Director of Water and Wastewater, each of which report to and are supervised by the Director of Public Works. I believe the recommendation from City Staff is to not repeal those positions at present since there may be a need for them in the future. If the City Council determines to leave these two sections on the books, then there are a couple of cleanup issues (highlighted in yellow on the draft) which should be discussed at tonight's meeting.

MRS

RESOLUTION NO. _____**A RESOLUTION ELIMINATING THE POSITION OF PUBLIC WORKS
ADMINISTRATIVE ASSISTANT PREVIOUSLY HELD BY ADA MARTINO**

WHEREAS, the Corporate Authorities of the City of Crest Hill, Will County, Illinois, have the authority to adopt resolutions and to promulgate rules and regulations that pertain to the City's government and affairs and protect the public health, safety, and welfare of its citizens; and

WHEREAS, the Corporate Authorities have approved and passed Ordinance _____, AN ORDINANCE REPEALING THE POSITION OF ASSISTANT DIRECTOR OF PUBLIC WORKS AS CODIFIED IN SECTIONS 2.50.050 AND 2.50.060 OF CHAPTER 2.50 (DIRECTOR OF PUBLIC WORKS; PUBLIC WORKS DEPARTMENT) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE CITY OF CREST HILL CODE OF ORDINANCE AND CREATING THE POSITION OF ASSISTANT TO DIRECTOR OF PUBLIC WORKS TO REPLACE SECTIONS 2.50.050 AND 2.50.060 AND AMENDING SECTION 2.50.070 TO INCLUDE THE NEWLY CREATED POSITION WITHIN THE SUPERVISION OF THE DIRECTOR OF PUBLIC WORKS; and

WHEREAS, the Corporate Authorities have also approved and passed Resolution _____, A RESOLUTION APPROVING THE PROMOTION OF ADA MARTINO TO THE NEWLY CREATED POSITION OF ASSISTANT TO THE DIRECTOR OF PUBLIC WORKS AND SETTING THE INITIAL SALARY FOR THAT POSITION; and

WHEREAS, the Corporate Authorities have also determined that following the passage of Ordinance _____ and Resolution _____, the position of Administrative Assistant in the Public Works Department, previously held by Ada Martino, is no longer necessary for the effective operation of the City of Crest Hill Public Works Department and should be eliminated.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crest Hill, Illinois, pursuant to its statutory authority, as follows:

SECTION 1: PREAMBLE. The City Council hereby finds that all of the recitals contained in the preamble to this Resolution are true, correct and complete and are hereby incorporated by reference thereto and made a part hereof.

SECTION 2: POSITION ELIMINATED. The City Council hereby eliminates the position of Administrative Assistant in the Public Works Department, previously held by Ada Martino. For clarity, this resolution does not affect the position of Administrative Assistant which is budgeted to any other City Department other than the position previously held by Ada Martino in the Public Works Department.

SECTION 3: SEVERABILITY. If any section, paragraph, clause or provision of this Resolution is held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any other provision of this Resolution.

SECTION 4: REPEALER. All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Resolution, are to the extent of such conflict hereby repealed.

SECTION 5: EFFECTIVE DATE. This Resolution shall be in full force and effect immediately upon its passage and approval, as provided by law.

[Intentionally Blank]

PASSED THIS 4TH DAY OF NOVEMBER, 2024.

	Aye	Nay	Absent	Abstain
Alderwoman Jennifer Methvin	_____	_____	_____	_____
Alderman Scott Dyke	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderperson Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS 4TH DAY OF NOVEMBER, 2024.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

ORDINANCE NO. _____

AN ORDINANCE REPEALING THE POSITION OF ASSISTANT DIRECTOR OF PUBLIC WORKS AS CODIFIED IN SECTIONS 2.50.050 AND 2.50.060 OF CHAPTER 2.50 (DIRECTOR OF PUBLIC WORKS; PUBLIC WORKS DEPARTMENT) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE CITY OF CREST HILL CODE OF ORDINANCE AND CREATING THE POSITION OF ASSISTANT TO DIRECTOR OF PUBLIC WORKS TO REPLACE SECTIONS 2.50.050 AND 2.50.060 AND AMENDING SECTION 2.50.070 TO INCLUDE THE NEWLY CREATED POSITION WITHIN THE SUPERVISION OF THE DIRECTOR OF PUBLIC WORKS

WHEREAS, the City Council of the City of Crest Hill has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens; and

WHEREAS, on September 7, 2021 by Ordinance 1874 the City Council created the position of Assistant Public Works Director, with duties codified in Section 2.50.050 and the appointment and salary for said position codified in Section 2.50.060 of the City of Crest Hill Code of Ordinances; and

WHEREAS, since February 2024, the City of Crest Hill has been without the services of a permanent Public Works Director, and since November 2023 the position of Assistant Public Works Director has also been vacant; and

WHEREAS, the City Council has determined that the position of Assistant Public Works Director is currently unnecessary, expedient or advantageous to the best interests of the City and its Citizens and has determined to replace that position with a newly created position titled Assistant to the Director of Public Works, with duties as outlined in the job description attached hereto as Exhibit A, and which may be amended from time to time; and

WHEREAS, the City Council has determined that it is necessary, expedient, and in the best interests of the City and its citizens to create the position of Assistant to the Director of Public Works and to set out the duties, employment and salary for the position, as set forth in this Ordinance.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:

SECTION 1: The City Council hereby finds that all the recitals contained in the preamble to this Ordinance are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

SECTION 2: Title 2 (Administration and Personnel), Chapter 2.5 (Director of Public Works; Public Works Department) Sections 2.50.050 and 2.50.060 of the Crest Hill City Code, are hereby repealed in their entirety and replaced, as follows:

CHAPTER 2.50: DIRECTOR OF PUBLIC WORKS; PUBLIC WORKS DEPARTMENT

Section

2.50.010 Department of Public Works; created
 2.50.020 Department of Public Works; functions; responsibilities
 2.50.030 Director of Public Works; duties
 2.50.040 Appointment and salary of Director
 2.50.050 Assistant to the Director of Public Works; duties
 2.50.060 Assistant to the Director of Public Works; hiring and salary
 2.50.070 Supervision of employees
 2.50.080 Director of City Services; creation of office; appointment; salary
 2.50.090 Director of City Services; duties
 2.50.100 Director of Water and Wastewater; creation of office; appointment; salary
 2.50.110 Director of Water and Wastewater; duties

§ 2.50.050 ASSISTANT TO THE DIRECTOR OF PUBLIC WORKS; DUTIES

The position of Assistant to the Director of Public Works is hereby created. This position shall be exempt, at-will position. The Assistant to the Director of Public Works shall be a salaried employee who shall not be entitled to overtime or comp time.

The Duties and Responsibilities of the Assistant to the Director of Public Works shall be as set forth in the current Job Description, as established by the City Council and which may be amended from time to time.

(Ord. 1637, passed 8-5-13; Am. Ord. 1677, passed 12-1-14; Am. Ord. 1874, passed 9-7-21)

§ 2.50.060 ASSISTANT TO THE DIRECTOR OF PUBLIC WORKS; SALARY

In the case of a vacancy, the Assistant to the Director of Public Works shall be approved by a majority of the City Council, upon the recommendation of the Director of Public Works. The salary of the Assistant to the Director of Public Works shall be determined by the City Council.

(Ord. 1637, passed 8-5-13; Am. Ord. 1677, passed 12-1-14; Am. Ord. 1874, passed 9-7-21)

§ 2.50.070 SUPERVISION OF EMPLOYEES

- (A) The Director of Public Works through the authority of the Mayor and City Council shall have the responsibility to oversee and direct the Public Works employees and equipment in order to carry out the projects and job assignments as these projects and assignments are scheduled.
- (B) In addition to the employees of the Public Works Department, the following Public Works management employees shall also report to and will be supervised by the Director of Public Works: Assistant to the Director of Public Works, Director of City Services, and Director of Water and Wastewater.
- (Ord. 1637, passed 8-5-13; Am. Ord. 1677, passed 12-1-14; Am. Ord. 1702, passed 12-21-15).

SECTION 3: In the event that any provision or provisions, portion or portions, or clause or clauses of this Ordinance shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Ordinance that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

SECTION 4: That all ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Ordinance, are hereby repealed to the extent of the conflict.

SECTION 5: That the City Clerk is hereby directed to publish this Ordinance in pamphlet form.

SECTION 6: That this Ordinance shall be in full force and effect from and after the end of the current fiscal year as provided by law.

[left intentionally blank]

PASSED THIS 4TH DAY OF NOVEMBER, 2024.

	Aye	Nay	Absent	Abstain
Alderwoman Jennifer Methvin	_____	_____	_____	_____
Alderman Scott Dyke	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderperson Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS 4TH DAY OF NOVEMBER, 2024.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

Exhibit A

(Assistant to the Director of Public
Works job description)

DRAFT

Position: Assistant to the Director of Public Works

Department: Public Works

Status: Exempt

Last Updated: 08/28/2024

General Purpose:

Assists the Public Works Director in planning, organizing, and directing the programs and operations of the department. Providing support in coordinating the management and maintenance of two wastewater treatment plants, directing a comprehensive public works program for municipal water distribution, streets, and infrastructure. Position reports to the Director of Public Works

Supervision Received:

The Assistant to the Public Works Director works under the immediate supervision of the Director of Public Works.

Essential Duties & Responsibilities:

- Assists the Public Works Director to plan, organize, and direct the programs and operations of the Department including the management and maintenance of two wastewater treatment plants, well houses, stormwater and sanitary sewers, street, sign and infrastructure construction and maintenance, snow and ice removal, City forestry, maintenance and repair of City-owned vehicles and equipment.
- Coordinates sampling results related to daily, monthly and yearly report as required by Illinois and U.S. EPA for water and wastewater activities and assists with completing forms providing lab results.
- Responds to requests for fire hydrant flow tests and manages the logging of data from such tests.
- Assists Director of Public Works in drafting strategic planning Department's management, staffing, organization, budget, and capital improvements including goal setting, forecasting, and planning for extreme weather events.
- Schedule meetings, prepare and post agendas, record minutes of meetings.
- Process payroll and maintain calendar of work schedules including time off and overtime.
- Receive the public; greets customers in person and on the telephone.
- Respond to telephone and customer inquiries; redirect calls to appropriate personnel for response and resolution.
- May coordinate work activities of Public Works personnel related to operational support of the Department, as directed by the Public Works Director.
- Complete purchase orders, maintain office equipment, and order office supplies.
- Process invoices and run reports for budgeting purposes; assist in forecasting anticipated budgetary needs.
- Deliver mail, messages, and faxes to personnel.
- Perform office related tasks including filing, photocopying, and assembling paper records.
- Compose, type, edit, and proofread correspondence, memorandums, and email communications with attention to accuracy and completeness.

- Interacts with and provides direction to engineers, contractors, consultants, and developers as necessary.
- Responds to public inquiries and interacts with the public regarding Public Works activities, projects, policies, and procedures.
- Provides support and assistance to the Director of Public Works and other Departments advising on projects, programs, and developments.
- Assists in coordinating the Department budget process, evaluating needs, making purchase recommendations, and controlling for expenditures within the Departmental budget, manages projects to remain within the budget and make recommendations for budget revisions.
- Prepares and submits reports maintaining compliance with state and federal agencies.
- Prepares memorandums for Council consideration, as directed.
- Performs other duties as assigned.

Desired Minimum Qualifications

Education & Experience:

- Five years progressively responsible experience in municipal public works or closely related field.
- Valid Driver's license, CDL preferred.

Knowledge, Skills, and Abilities:

- Ability to act ethically and exhibit integrity in interactions with staff, Council, and members of the public.
- Knowledgeable of collective bargaining practices and effective administration in a union environment.
- Moderate knowledge of water and wastewater treatment operations.
- Moderate knowledge of the principles and practices of supervision, administration, personnel management, municipal civil engineering, accounting, and budgeting.
- Ability to read, clearly speak, and legibly write the English language.
- Excellent customer service skills.
- Ability to apply critical attention to detail to ensure accuracy in recording and reporting data.
- Ability to prepare reports and properly maintain and organize office files and records.
- Ability to prepare and operate within the constraints of a budget.
- Ability to respond to email requests in a timely manner.
- Knowledge of Microsoft Word, Excel, Access, and Outlook as well as Adobe Acrobat, GIS, and the ability to learn other software as needed.
- Ability to communicate effectively both verbally and in writing, using complex sentences, proper punctuation, spelling, and grammar.
- Ability to apply common sense understanding to carry out detailed instructions, make responsible decisions, prioritize multiple tasks and work independently to meet deadlines.
- Ability to perform basic math skills, use decimals to compute ratios and percentages, and tabulate data to create spreadsheets.
- Ability to enhance relations with coworkers and the public with a professional demeanor, sensitivity, and tactfulness.

- Ability to acquire and apply thorough knowledge of City and Department policies and procedures.

Tools & Equipment, Physical Demands, Working Conditions

Tools and Equipment:

The following list of tools and equipment is a representative and not necessarily all-inclusive inventory of items needed to successfully perform the essential job duties:

Telephone, facsimile, photocopier, printer, document scanner, personal computer, calculator, and audio/visual equipment.

Physical Demands:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time, possess average ordinary visual acuity necessary to prepare or inspect documents or operate office equipment, talk reach with hands and arms, walk, run, drive, climb and descend stairs, bend, crouch, lift and/or move up to 25 pounds. Frequent and regular movements are required using wrists, hands, and fingers to feel, handle, or operate office equipment, tools, or controls. Effective audio-visual discrimination and perception to make observations quickly and accurately, correctly identify red, yellow, blue, green, distance and peripheral vision, depth perception and the ability to adjust focus is also required. Hearing must be sufficient for average or normal conversations, to understand verbal direction, and to detect abnormal equipment operation and alarms.

Working Conditions:

Work activities are conducted primarily in a commercial office garage setting. Occasional work is performed in an office setting where noise levels are consistent with normal office machinery and environment. This position routinely uses standard office equipment including computers, phones, photocopiers, filing cabinets, adding machines, and fax machines.

The weekly work schedule is normally 40 hours in duration, Monday through Friday and may be extended in the event of an emergency, disaster, workload, or the need to complete time-sensitive work. Employees working in this position may be requested to attend evening meetings and work on some Saturdays, Sundays, and holidays.

Performance Measurements & Selection Guidelines

- Regularly arrives for work on time prepared to perform the duties of the job.
- Practices and sets an example of ethical conduct.
- Possess a professional manner and appearance.
- Avoids politics and partisanship.
- Ensures reliability and consistency of services provided by the Department.

- Assists Public Works Director in drafting Department goals and objectives.
- Adheres to City and Department policies and procedures.
- Investigates and appropriately responds to complaints in a timely and consistent manner.
- Drafts thorough and complete reports and memoranda reviewing for errors in work product.
- Sets a standard of excellence in customer service and staff support.
- Consistently produces accurate work and meets deadlines.
- Uses available methods to track on-going or semi-regular tasks and project deadlines.
- Completes routine or regular tasks without being directed by others.
- Displays composure, friendliness, and respect in treatment of the public and coworkers.
- Respects the confidential nature of many aspects of the position.
- Adapts to changes in the work environment and manages competing demands.
- Has a thorough knowledge of City and Department's policies, procedures, rules, regulations, structure, and operations and uses it appropriately to resolve problems and crises.

An employee in this position is also evaluated upon the general observations of the ability to perform all the essential responsibilities and duties.

Selection Guidelines:

Formal application; evaluation of education and experience; oral interview, reference check, background investigation; post-offer medical physical including drug and alcohol screening; job related tests may also be required.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Department Head Signature

Date

Employee Signature

Date

Department Head Printed Name

Date

Employee Printed Name

Date

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTIONS 2.40.010 (REFERENCE; DUTIES GENERALLY), 2.40.020 (SALARY), 2.40.030 (OFFICE CREATED; APPOINTMENT), 2.40.040 (QUALIFICATIONS FOR APPOINTMENT), AND 2.40.050 (DUTIES) OF CHAPTER 2.40 (BUILDING COMMISSIONER; ZONING OFFICER) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE CITY OF CREST HILL CODE OF ORDINANCES

WHEREAS, the City Council of the City of Crest Hill has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens, and to amend those ordinances from time to time as it sees fit; and

WHEREAS, the City Council previously created the Office of Building Commissioner and Zoning Officer, with specific sections outlining the duties generally, salary, appointment process and qualifications and specific duties, all of which are codified in Chapter 2.40 of the City of Crest Hill Code of Ordinances; and

WHEREAS, on June 3, 2019, by passage of Ordinance 1811, the City Council created the office of Community Development Director; and

WHEREAS, the Building Commissioner; Zoning Officer position is currently reporting to and being supervised by the Director of Public Works; and

WHEREAS, it was the intent of the City Council when creating the Office of Economic Development Director that the Building Commissioner; Zoning Officer, as well as employees of the Building Department, including staff and the Building Inspectors, be supervised and report to the Economic Development Director; and

WHEREAS, the City Council now desires to amend certain sections of the Crest Hill Code of Ordinances to reflect that intent and to bring the Code in line with the City's current organizational structure and practice; and

WHEREAS, the City Council has determined to amend Chapter 2.40, specifically Sections 2.40.010 (Reference; Duties generally), 2.40.020 (Salary), 2.40.030 (Office Created; Appointment), 2.40.040 (Qualifications for Appointment), and 2.40.050 (Duties) of Chapter 2.40 to be consistent with the amendments to Sections 2.50.010 and 2.50.030 of Chapter 2.50 which are also being approved by separate Ordinance.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:

SECTION 1: The City Council hereby finds that all the recitals contained in the preamble

to this Ordinance are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

SECTION 2: Title 2 (Administration and Personnel), Chapter 2.4 (Building Commissioner; Zoning Officer) Sections 2.40.010 (Reference; Duties Generally), 2.40.020 (Salary), 2.40.030 (Office Created; Appointment), 2.40.040 (Qualifications for Appointment), and 2.40.050 (Duties) are hereby repealed in their entirety and replaced, as follows:

CHAPTER 2.40: BUILDING COMMISSIONER

Section

2.40.010 Duties Generally
 2.40.020 Salary
 2.40.030 Office Created; Appointment
 2.40.040 Qualifications for Appointment
 2.40.050 Duties

2.40.010 DUTIES GENERALLY.

The Building Commissioner shall have such duties as are provided by this code, including but not limited to, this chapter and Chapters 2.44, 2.48, and 2.80.

2.40.020 SALARY.

The salary for the Building Commissioner shall be as determined by the City Council.

2.40.030 OFFICE CREATED; APPOINTMENT.

There is created the Office of Building Commissioner. The Office of Building Commissioner shall be by the appointment of the Mayor with the majority consent of the City Council. The Building Commissioner shall report to and take direction from the Director of Community and Economic Development or his or her designee.

2.40.040 QUALIFICATIONS FOR APPOINTMENT.

To occupy the Office of Building Commissioner, the person appointed shall have at least ten years of experience in any one or more of the three following occupations:

- (A) Architectural or structural design in a recognized professional office;
- (B) Field superintendence of construction projects for one or more reputable contractors;

- (C) Field superintendence and inspection for a recognized professional architect or structural engineer.
- (D) In the alternative, the City Council may consider as qualified to hold the office of Building Commissioner a candidate who has had at least two years of experience as a Building Commissioner, Deputy Building Commissioner, or Interim Building Commissioner with any municipality within a space of ten years before his permanent appointment with the city.

2.40.050 DUTIES.

The Building Commissioner shall have the following duties:

- (A) Act in the official capacity as the “Building Official” and “Fire Code Official” under the building and fire related codes adopted by the city and oversee the interpretation, administration, and enforcement of those codes;
- (B) Counsel the public on all matters of building code requirements, building permit processes, code enforcement actions, and the like;
- (C) Supervise the review of all applications for building permits as to adequacy and compliance with all ordinances, and issue permits;
- (D) Have conducted building inspections of general architectural nature and supervise full and part-time Building Inspectors, Plumbing Inspectors, Electrical Inspectors, and the work of outside consultants and independent contractors the City contracts with to perform building plan reviews and provide building, electrical, and plumbing inspections;
- (E) Coordinate the review of commercial building permit applications with the overlapping Fire Protection Districts that serve the City;
- (F) Make up and keep master lists of architectural and mechanical building inspections;

- (G) Meet with and discuss various building and code enforcement matters with committees of the City Council who are designated to study these matters;
- (H) Have periodic tours of the city conducted to observe (as much as possible) the general character of building activity and note the display of permits (also a duty of the police);
- (I) Oversee the preparation and issuance of building and occupancy permits;
- (J) Oversee the City's Code enforcement activities including the administration and enforcement of the Housing Code, Electrical Code, Sign Code, Fire Code and other miscellaneous provisions of the City Code of Ordinances;
- (K) Attend and provide testimony at City Administrative Adjudication Code Hearings;
- (L) Oversee the employment of and duties of a sign inspector; supervise the employment of and duties of the Building Inspector;
- (M) Attend public meetings of the city Plan Commission and directed by the City Administrator or Community and Economic Development Director.

SECTION 3: In the event that any provision or provisions, portion or portions, or clause or clauses of this Ordinance shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Ordinance that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

SECTION 4: That all ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Ordinance, are hereby repealed to the extent of the conflict.

SECTION 5: That the City Clerk is hereby directed to publish this Ordinance in pamphlet form.

SECTION 6: That this Ordinance shall be in full force and effect from and after the end of the current fiscal year as provided by law.

PASSED THIS 4TH DAY OF NOVEMBER, 2024.

	Aye	Nay	Absent	Abstain
Aldерwoman Jennifer Methvin	_____	_____	_____	_____
Alderman Scott Dyke	_____	_____	_____	_____
Aldерwoman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Aldерperson Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS 4TH DAY OF NOVEMBER, 2024.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

CHAPTER 2.40: BUILDING COMMISSIONER

Section

2.40.010	Duties generally
2.40.020	Salary
2.40.030	Office created; appointment
2.40.040	Qualifications for appointment
2.40.050	Duties

2.40.010 DUTIES GENERALLY.

The Building Commissioner shall have such duties as are provided by this code, including but not limited to, this chapter and Chapters 2.44 and 2.48.

2.40.020 SALARY.

The salary for the Building Commissioner shall be as determined by the City Council.

2.40.030 OFFICE CREATED; APPOINTMENT.

There is created the Office of Building Commissioner. The Office of Building Commissioner shall be by the appointment of the Mayor with the majority consent of the City Council. The Building Commissioner shall report to and take direction from the ~~Director of Public Works~~ **Community and Economic Development Director** or his or her designee.

2.40.040 QUALIFICATIONS FOR APPOINTMENT.

To occupy the Office of Building Commissioner, the person appointed shall have at least ten years of experience in any one or more of the three following occupations:

- (A) Architectural or structural design in a recognized professional office;
- (B) Field superintendence of construction projects for one or more reputable contractors;
- (C) Field superintendence and inspection for a recognized professional architect or structural engineer.
- (D) In the alternative, the City Council may consider as qualified to hold the office of Building Commissioner a candidate who has had at least two years of experience as a Building Commissioner, Deputy Building Commissioner, or Interim Building Commissioner with any municipality within a space of ten years before his permanent appointment with the city.

2.40.050 DUTIES.

The Building Commissioner shall have the following duties:

- (A) Act in the official capacity as the “Building Official” and “Fire Code Official” under the building and fire related codes adopted by the city and oversee the interpretation, administration, and enforcement of those codes;
- (B) Counsel the public on all matters of zoning variances, building code requirements, setbacks, and the like;
- (C) Supervise the review of all applications for building permits as to adequacy and compliance with all ordinances, and issue permits;
- ~~(D) Review and counsel public on matters relating to nonconforming zoning uses;~~
- ~~(E) Be available and discuss various possibilities with prospective businessmen who wish to locate in the city as regards to zoning and building regulations and also possible rezoning and any other matters brought up by prospective business or professional people;~~
- (D) Have conducted building inspections of general architectural nature and supervise full and part-time Building Inspectors, Plumbing Inspectors, Electrical Inspectors, and the work of outside consultants and independent contractors the City contracts with to perform building plan reviews and building, electrical, and plumbing inspections;
- (E) Coordinate the review of commercial building permit applications with the overlapping Fire Protection Districts that serve the city;
- (F) Make up and keep master lists of architectural and mechanical building inspections;
- (G) Meet with and discuss various building and code enforcement matters with committees of the City Council who are designated to study these matters;
- ~~(H) Be alert at all times to the possibility of attracting business and industry to the city and be prepared to discuss intelligently the advantages of such a move to these people;~~
- (H) Have periodic tours of the city conducted to observe (as much as possible) the general character of building activity and note the display of permits (also a duty of the police);
- (I) Oversee the preparation and issuance of building and occupancy permits;

(J) Oversee the City's Code enforcement activities including the administration and enforcement of the Housing Code, Electrical Code, Sign Code, Fire Code, and other miscellaneous provisions of the City Code of Ordinances;

(K) Attend and provide testimony at City Administrative Adjudication Code Hearings

(L) Attend ~~all~~ public meetings of the City Plan Commission ~~and City Council as necessary when such meetings deal with zoning appeals.~~ and directed by the City Administrator or Community and Economic Development Director.

*Per M. Suggested Revisions/deletions
from a Community Development Department
perspective*

CHAPTER 2.50: DIRECTOR OF PUBLIC WORKS; PUBLIC WORKS DEPARTMENT¹

Section

2.50.010	Department of Public Works; created
2.50.020	Department of Public Works; functions; responsibilities
2.50.030	Director of Public Works; duties
2.50.040	Appointment and salary of Director
2.50.050	Assistant Director of Public Works; duties
2.50.060	Appointment and salary of Assistant Director
2.50.070	Supervision of employees
2.50.080	Director of City Services; creation of office; appointment; salary
2.50.090	Director of City Services; duties
2.50.100	Director of Water and Wastewater; creation of office; appointment; salary
2.50.110	Director of Water and Wastewater; duties

§ 2.50.010 DEPARTMENT OF PUBLIC WORKS; CREATED.

The Department of Public Works is hereby created and established. The Department of Public Works shall consist of the Director of Public Works and all secretarial and administrative staff positions authorized by the City Council. The following departments shall constitute the subordinate departments of the Department of Public Works:

(A) Water and Wastewater Department.

(B) Street Department.

~~(C) Building Department.~~

(Ord. 1637, passed 8-5-13; Am. Ord. 1677, passed 12-1-14; Am. Ord. 1702, passed 12-21-15)

§ 2.50.020 DEPARTMENT OF PUBLIC WORKS; FUNCTIONS; RESPONSIBILITIES.

The Department of Public Works shall have such functions and responsibilities as are provided generally by this code.

(Ord. 1637, passed 8-5-13)

§ 2.50.030 DIRECTOR OF PUBLIC WORKS; DUTIES.

(A) The Director of Public Works shall have those powers prescribed by law and by ordinance of the city.

For statutory provisions authorizing the appointment of a Director of Public Works, see ILCS Ch. 65, Act 5, § 3.1-30-5 et seq.

Crest Hill - Administration and Personnel

(B) The Director of Public Works shall exercise control over all subordinate departments as set forth in the creation of the Department of Public Works.

(C) The Director of Public Works shall have all charge and supervision over all property, buildings and equipment assigned to the Department of Public Works and its subordinate departments. Except as otherwise provided, the Director of Public Works shall be deemed the head of all principal subordinate departments.

(D) The Director of Public Works shall have charge of all public works and public improvements unless otherwise designated by ordinance.

(E) The Director of Public Works shall undertake the construction, reconstruction and repair of all city streets, alleys, sidewalks, bridges and sewer unless otherwise designated by ordinance.

(F) The Director of Public Works shall review and make recommendations to the Council on matters pertaining to subdivision regulations and annexations.

(G) The Director of Public Works shall administer traffic regulatory functions of the city.

~~(H) The Director of Public Works, or his designee, shall administer the city's planning and zoning activities and enforce all codes relating hereto.~~

~~(I) The Director of Public Works shall administer the city's building code activities.~~

(J) The Director of Public Works shall have the authority to administer all tickets relating to all violations as described in the city Code of Ordinances and the city Zoning Ordinance.

(K) The Director of Public Works shall have the authority to full access to all financial information and financial programs relating to the Department of Public Works and all subordinate departments.

(L) The Director of Public Works shall perform all duties required in connection with the annual motor fuel tax budget and projects.

(M) The Director of Public Works shall supervise and issue all permits that are related to the Public Works Department and projects of the Public Works Department.

(N) The Director may at his discretion assign employees to such duties and responsibilities within the above named departments as are required.

(O) The Director of Public Works shall formulate and develop ordinances focused on the needs of the office and its programs; provide management direction in the implementation of agency policies and rules; approve development or revision of operational methods and procedures.

(P) The Director of Public Works shall define organizational areas of research, information and data required to aid various managerial decision-making processes.

(Q) The Director of Public Works shall direct budget preparation and expenditure of agency appropriations; make recommendations to the director regarding changes in funding and human resource allocations.

(R) The Director of Public Works shall represent the office at City Council and committee meetings and at various professional and community functions.

Director of Public Works; Public Works Department

34C

(S) Such other duties as may be assigned by the Mayor and/or City Administrator.
(Ord. 1637, passed 8-5-13)

§ 2.50.040 APPOINTMENT AND SALARY OF DIRECTOR.

(A) The Department of Public Works shall be appointed by the Mayor, with the majority consent of the City Council.

(B) The Director's salary shall be as determined by the City Council from time to time.
(Ord. 1637, passed 8-5-13)

§ 2.50.050 ASSISTANT DIRECTOR OF PUBLIC WORKS; DUTIES.

Under general direction from the Director of Public Works, the Assistant Director shall have the following duties:

(A) Assists to plan, organize, and direct the programs and operations of the Department including the management and maintenance of two wastewater treatment plants, well houses, stormwater and sanitary sewers, street, sign and infrastructure construction and maintenance, snow and ice removal, city forestry, maintenance and repair of city-owned vehicles and equipment.

(B) Establishes and maintains inventory control system and accurate record keeping procedures.

(C) Creates and executes a safety training program, promoting safe work practices and compliance with the Occupational Safety and Health Administration regulations.

(D) Provides input on strategic planning for the Department's management, staffing, organization, budget, and capital improvements including goal setting, forecasting, and planning for extreme weather events.

(E) Administers Department policies and procedures, including overseeing the direction, training, supervision, evaluation, and discipline of union and non-union personnel.

(F) Interacts with and provides direction to engineers, contractors, consultants, and developers as necessary.

(G) Responds to public inquiries and interacts with the public regarding Public Works activities, projects, policies, and procedures.

(H) Provides support and assistance to the Director of Public Works and other departments advising on projects, programs, and developments.

(I) Assists in coordinating the Department budget process, evaluating needs, making purchase recommendations, and controlling for expenditures within the Departmental budget, manages projects to remain within the budget and make recommendations for budget revisions.

(J) Prepares and submits reports maintaining compliance with state and federal agencies.

(K) Prepares memorandums for Council consideration.

34D

Crest Hill - Administration and Personnel

(L) Performs other duties as assigned.

(M) Attend and present material at City Council meetings and work sessions when necessary or in the absence of the Director of Public Works.

(Ord. 1637, passed 8-5-13; Am. Ord. 1677, passed 12-1-14; Am. Ord. 1874, passed 9-7-21)

§ 2.50.060 APPOINTMENT AND SALARY OF ASSISTANT DIRECTOR.

(A) The Assistant Director of Public Works shall be appointed by the Mayor upon recommendation by the Director of Public Works, with the majority consent of the City Council.

(B) The Assistant Director's salary shall be determined by the City Council from time to time.

(Ord. 1637, passed 8-5-13; Am. Ord. 1677, passed 12-1-14; Am. Ord. 1874, passed 9-7-21)

§ 2.50.070 SUPERVISION OF EMPLOYEES.

(A) The Director of Public Works through the authority of the Mayor and City Council shall have the responsibility to oversee and direct the Public Works employees and equipment in order to carry out the projects and job assignments as these projects and assignments are scheduled.

(B) The following employees shall also report to the Director of Public Works: Director of City Services, Director of Water and Wastewater, ~~Building Commissioner and Building Inspector~~.

(Ord. 1637, passed 8-5-13; Am. Ord. 1677, passed 12-1-14; Am. Ord. 1702, passed 12-21-15)

§ 2.50.080 DIRECTOR OF CITY SERVICES; CREATION OF OFFICE; APPOINTMENT; SALARY.

The office of Director of City Services is hereby created. The Director of City Services shall be appointed by the Mayor with the confirmation of the City Council by a majority vote thereof and shall report directly to the Director of Public Works. The salary of the Director of City Services shall be determined by Council.

(Ord. 1677, passed 12-1-14)

§ 2.50.090 DIRECTOR OF CITY SERVICES; DUTIES.

Under general direction from the Director of Public Works, the Director of City services shall assist in planning, organizing, directing and supervising the activities of the Public Works Department. The Director of City Services shall be the head of the Street Department and the ~~Building Department~~. The Director of City Services shall provide expert professional assistance to the Director and other Departments in areas of expertise, including but not limited to, construction engineering, building/development reviews, garbage collection, utility billing and such other duties as may be assigned by the Mayor, City Administrator and/or Director of Public Works.

(Ord. 1677, passed 12-1-14; Am. Ord. 1702, passed 12-21-15)

§ 2.50.100 DIRECTOR OF WATER AND WASTEWATER; CREATION OF OFFICE; APPOINTMENT; SALARY.

The office of Director of Water and Wastewater is hereby created. The Director of Water and Wastewater shall be appointed by the Mayor with the confirmation of the City Council by a majority vote

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTIONS 2.50.010 (DEPARTMENT OF PUBLIC WORKS; CREATED), 2.50.030 (DIRECTOR OF PUBLIC WORKS; DUTIES), AND 2.50.090 (DIRECTOR OF CITY SERVICES; DUTIES) OF CHAPTER 2.50 (DIRECTOR OF PUBLIC WORKS; PUBLIC WORKS DEPARTMENT) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE CITY OF CREST HILL CODE OF ORDINANCES

WHEREAS, the City Council of the City of Crest Hill has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens, and to amend those ordinances from time to time as it sees fit; and

WHEREAS, the City Council previously created the Department of Public Works along with the Office of Director of Public Works, with specific sections outlining the functions of the department and the duties of the Director of Public Works, all of which are codified in Chapter 2.50 of the City of Crest Hill Code of Ordinances; and

WHEREAS, on June 3, 2019, by passage of Ordinance 1811, the City Council created the office of Community Development Director; and

WHEREAS, the Building Commissioner; Zoning Officer position is currently listed in Chapter 2.50 as reporting to and being supervised by the Director of Public Works; and

WHEREAS, it was the intent of the City Council when creating the Office of Economic Development Director that the Building Commissioner; Zoning Officer, as well as employees of the Building Department, including staff and the Building Inspectors, be supervised and report to the Economic Development Director; and

WHEREAS, the City Council now desires to amend certain sections of the Crest Hill Code of Ordinances to reflect that intent and to bring the Code in line with the City's current organizational structure and practice; and

WHEREAS, the City Council has determined to amend Chapter 2.50, specifically Sections 2.50.010 (Department of Public Works; Created), Section 2.50.030 (Director of Public Works; Duties), and 2.50.090 (Director of City Services; Duties) to be consistent with the amendments to Sections 2.40.010, 2.40.020, 2.40.030, 2.40.040, and 2.40.050 which are also being approved by a separate Ordinance.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:

SECTION 1: The City Council hereby finds that all the recitals contained in the preamble to this Ordinance are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

SECTION 2: Title 2 (Administration and Personnel), Chapter 2.5 (Director of Public Works; Public Works Department) Sections 2.50.050 and 2.50.060 of the Crest Hill City Code, are hereby repealed in their entirety and replaced, as follows:

CHAPTER 2.50: DIRECTOR OF PUBLIC WORKS; PUBLIC WORKS DEPARTMENT¹

§ 2.50.010 DEPARTMENT OF PUBLIC WORKS; CREATED.

The Department of Public Works is hereby created and established. The Department of Public Works shall consist of the Director of Public Works, the Assistant to the Director of Public Works, and all other public works employees and administrative staff positions authorized by the City Council. The following departments shall constitute subordinate departments of the Department of Public Works:

(A) Water and Wastewater Department;

(B) Street Department.

(Ord. 1637, passed 8-5-13; Am. Ord. 1677, passed 12-1-14; Am. Ord. 1702, passed 12-21-15)

§ 2.50.030 DIRECTOR OF PUBLIC WORKS; DUTIES.

(A) The Director of Public Works shall have those powers prescribed by law and by ordinance of the city.

(B) The Director of Public Works shall exercise control over the Public Works

¹ For statutory provisions authorizing the appointment of a Director of Public Works, see 65 ILCS 5/3.1-20-5 et. seq.

- Department and all subordinate departments of the Department of Public Works;
- (C) The Director of Public Works shall have all charge and supervision over all property, buildings and equipment assigned to the Department of Public Works and its subordinate departments. **Except as otherwise provided, the Director of Public Works shall be deemed the head of all subordinate departments;**
 - (D) The Director of Public Works shall have charge of all public works and public improvements unless otherwise designated by ordinance;
 - (E) The Director of Public Works shall undertake the construction, reconstruction and repair of all city streets, alleys, sidewalks, bridges and sewer unless otherwise designated by ordinance;
 - (F) The Director of Public Works shall review and make recommendations to the City Council on matters pertaining to **subdivision regulations and annexations;**
 - (G) The Director of Public Works shall administer traffic regulatory functions of the city;
 - (H) The Director of Public Works shall have the authority to administer all citations relating to all violations as described in the city Code of Ordinances and the **City Zoning Ordinance;**
 - (I) The Director of Public Works shall have the authority to full access to all financial information and financial programs relating to the Department of Public Works and all subordinate departments;
 - (J) The Director of Public Works shall perform all duties required in connection with the annual motor fuel tax budget and projects;
 - (K) The Director of Public Works shall supervise and issue all permits that are related to the Public Works Department and projects of the Public Works Department;
 - (L) The Director of Public Works may at his or her discretion assign employees to such duties and responsibilities withing the above referenced subordinate departments as may be required;
 - (M) The Director of Public Works shall formulate and develop ordinances focused on the needs of the office and its programs; provide management direction in the implementation of agency policies and rules; approve development or revision of operational methods and procedures;
 - (N) The Director of Public Works shall define organizational areas of research, information and data required to aid various managerial decision making processes;
 - (O) The Director of Public Works shall direct budget preparation and expenditure of agency appropriations; make recommendations to the **director** regarding changes in funding and human resource allocations;
 - (P) The Director of Public Works shall represent the office at City Council meetings, City Council work sessions as needed, and at various professional and community functions;
 - (Q) Such other duties as may be assigned by the Mayor and/or City

Adminstrator.

(Ord. 1637, passed 8-5-13)

§ 2.50.090 DIRECTOR OF CITY SERVICES; DUTIES.

Under general direction from the Director of Public Works, the Director of City Services shall assist in planning, organizing, directing and supervising the activities of the Public Works Department. **The Director of City Services shall be the head of the Street Department.** The Director of City Services shall provide expert professional assistance to the Director of Public Works and other Departments in areas of expertise, including but not limited to construction engineering, building/development reviews, garbage collection, utility billing and such other duties as may be assigned by the Mayor, City Administrator and/or Director of Public Works.

(Ord. 1677, passed 12-1-14, Am. Ord. 1702, passed 12-21-15)

SECTION 3: In the event that any provision or provisions, portion or portions, or clause or clauses of this Ordinance shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Ordinance that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

SECTION 4: That all ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Ordinance, are hereby repealed to the extent of the conflict.

SECTION 5: That the City Clerk is hereby directed to publish this Ordinance in pamphlet form.

SECTION 6: That this Ordinance shall be in full force and effect from and after the end of the current fiscal year as provided by law.

[left intentionally blank]

PASSED THIS 4TH DAY OF NOVEMBER, 2024.

	Aye	Nay	Absent	Abstain
Alderwoman Jennifer Methvin	_____	_____	_____	_____
Alderman Scott Dyke	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderpersion Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS 4TH DAY OF OCTOBER 2024.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

ORDINANCE NO. _____

**AN ORDINANCE AMENDING SECTION 2.72.040 (MEMBERSHIP;
COMPENSATION) OF CHAPTER 2.72 (CIVIL SERVICE COMMISSION) OF TITLE 2
(ADMINISTRATION AND PERSONNEL) OF THE CITY OF CREST HILL CODE OF
ORDINANCES**

WHEREAS, the City of Crest Hill is authorized by its adoption of Division 1 to create and appoint members of a Civil Service Commission pursuant to Section 10-1-1 of the Illinois Municipal Code (65 ILCS 5/10-1-1) and

WHEREAS, the City of Crest Hill has previously exercised said authority by adopting Title 2, Chapter 2.72, Sections 2.72.010 through 2.72.040 creating a Civil Service Commission; and

WHEREAS, Section 2.72.040 of the Crest Hill Code governs the membership, attendance, and compensation of the City's Civil Service Commission members; and

WHEREAS, pursuant to its express authority granted by the Illinois Municipal Code, the City of Crest Hill has from time to time deemed it necessary to amend its Code of Ordinances; and

WHEREAS, the Corporate Authorities have determined that Section 2.72.040 should be amended to increase the compensation for Civil Service Commission Members and to replace references to "Chairman" with "Chairperson"; and

NOW, THEREFORE, BE IT ORDAINED by the Corporate Authorities of the City of Crest Hill, Illinois, as follows:

SECTION 1: PREAMBLE. The preamble of this Ordinance is declared to be true and correct and is incorporated by reference as if fully set forth in this Section 1.

SECTION 2: APPROVAL.

Section 2.72.040 (Membership; compensation) of Chapter 2.72 (Civil Service Commission) of Title 2 (Administration and Personnel) of the City of Crest Hill Code of Ordinances is hereby repealed in its entirety and replaced as follows, with all other sections of Chapter 2.72 remaining unchanged:

§ 2.72.040 MEMBERSHIP; COMPENSATION.

(A) The Civil Service Commission of the city shall consist of three members as provided by law. The members shall elect a chairperson to preside over the meetings. The Commission shall be governed by their own by-laws.

(B) The Chairperson of the Civil Service Commission shall be paid the sum of \$60 per regular meeting attended. The Chairperson of the Civil Service Commission shall be allowed one (1) absence from meetings per calendar year. Additional absences beyond one (1) per calendar year shall be unpaid. If the Chairperson is

absent for more than _____() scheduled meetings in a calendar year, it may result in removal from the Civil Service Commission. Additionally, the Chairperson of the Civil Service Commission shall be paid \$60 per special meeting attended.

(C) The regular members of the Civil Service Commission shall be paid the sum of \$50 per regular meeting attended . The regular members of the Civil Service Commission shall be allowed one (1) absence from meetings per calendar year. Additional absences beyond one (1) per calendar year shall be unpaid. If a regular member is absent for more than _____() scheduled meetings in a calendar year, it may result in removal from the Civil Service Commission. Additionally, the regular members of the Civil Service Commission shall be paid \$50 per special meeting attended

('78 Code, § 2.72.040) (Ord. 1093, passed 5-17-99)

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

SECTION 4: REPEALER. All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

SECTION 5: EFFECTIVE DATE. This Ordinance shall be in full force and effect immediately upon its passage and publication according to law.

[LEFT INTENTIONALLY BLANK]

PASSED THIS ____ DAY OF _____, 2024.

	Aye	Nay	Absent	Abstain
Alderwoman Jennifer Methvin	_____	_____	_____	_____
Alderman Scott Dyke	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderperson Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS ____ DAY OF _____, 2024.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

RULES OF THE CIVIL SERVICE COMMISSION

CREST HILL, ILLINOIS

Last updated May 7, 2018

Rule I: Appointment of Officers

Upon the appointment of Commissioners to the Civil Service Commission and thereafter regularly as the Commission deems necessary, the Commission shall elect from among themselves a Chairperson and Secretary.

The Commission shall also appoint a Chief Examiner/Ex-Officio Secretary as authorized by the Civil Service Act.

Rule II: Classification

Pursuant to the Civil Service Act, the Civil Service Commission of Crest Hill shall classify all offices and places of employment except as modified and abrogated by the Illinois Civil Service Commission Act, 65 ILCS 5/10-1-17.

Employees certified and hired to work in any such office may be required to perform duties in two or more departments as may be necessary or proper for the efficient and economical conduct of City business.

Rule III: Divisions of Classified Services

- A) Administration
- B) Police Department
- C) Public Works Department
- D) Treasurer's Office/Finance Department
- E) Building Department
- F) City Clerk's Office

Rule IV: Applications

Persons wishing to apply and test for placement on the List of Eligibles Register shall make application to the City in the manner and form deemed appropriate by the City of Crest Hill.

All other required criteria as set forth in the Civil Service Act shall apply.

Rule V: Examinations

Section 1: General Scope

The general scope of all examinations may include the subjects upon which the applicants are to be examined, with the weight given to each subject to represent its value in determining general average. The subjects may include duties of positions, educational tests, practical tests, personality tests, courtesy and discipline tests, statements of experience, tests of knowledge of civil government, tests of knowledge of the City of Crest Hill, tests of knowledge of laws and ordinances, ascertained merit or efficiency, physical agility tests, or any combination of such subjects given in the form of a physical, written, oral test, subjective evaluation or practical demonstration, or any combination of such tests.

Section 2: Ratings and Averages

Each subject of examination shall be rated independently on the scale of 100. The rating of each subject shall be multiplied by the weight assigned to each subject. For example, a written exam may be worth 60 percent and an oral exam worth 40 percent. Both exams are rated on a 100-point scale but the written exam may be worth more than the oral in totaling the combined score. Failing to achieve a passing score on any portion of the examination as required shall be sufficient cause to reject the applicant from the whole examination. Meaning, if an applicant passes one portion of the exam, but fails another portion of the exam, regardless of the weight assigned to that exam, he fails the entire examination. The Commission shall determine the relative weight of each subject of the examination prior to conducting any examination process.

Section 3: Eligibles Register

The list of eligibles register shall be compiled from the averages computed according to the preceding section and the name of no person shall be entered on an eligible register resulting from an examination whose general average shall be less than 70 percent proficiency in the subjects of examination taken as a whole. The names of eligibles shall be entered upon registers in the order of their average percentage. Whenever two or more eligibles shall have the same average percentage, priority in time of filing of application shall determine their respective standing. For promotional examinations, Rule VIII shall govern.

Section 4: Military Preference

In examinations, the names of all persons who were engaged in the active naval or military service of the United States, for a period of at least one year and who have attained a standing sufficient to entitle them to be placed on the eligibles register, shall have five (5) preference points added to their final grade average. The term "active military service" shall have the meaning as defined in Section 16 of the Civil Service Commission Act, 65 ILCS 5/10-1-16, Proof of military or naval service by virtue of which an eligible is entitled to claim preference shall be

furnished by the applicant or eligible. In the absence of such proof, no preference shall be awarded. Such preference shall be awarded pursuant to the Civil Service Act.

Section 6: Fraud in Examination

Any person who shall in any examination or in any document signed or furnished for or in connection with any examination, by the person or in cooperation with one or more persons, make any false representation regarding the person or any of the applicants, or by impersonating someone else or by allowing someone else to impersonate him, or who uses or aids someone in using any information surreptitiously obtained, or who uses or aids someone else in using any memoranda, printed or written, whereby an advantage is obtained over other competitors at such examination, shall be excluded from examination and the person's name stricken from any eligible list upon which it may appear.

Section 7: Notice of Results in Examination

Each applicant will be notified in due course of the result the person has obtained on examination. If the person failed to obtain the average of 70 percent, notice shall read to that effect. If the person's average exceeds 70 percent, the person shall receive notice that he has been placed on the list of eligibles register for the position sought.

Rule VI: Requisition & Certification

Section 1: Filling of Vacancies

When a vacancy is to be filled in the classified service, the respective City Department Head shall make a requisition to the Commission for the certification of the first available name on the list of eligibles register. The City Department Head shall notify the Commission of each position to be filled. The Commission shall, unless the place is to be filled by promotion or reinstatement, certify the name and address of the candidate ranked highest on the list of eligibles register for the class, division, or grade to which said position belongs and such person shall be appointed by the City Department Head.

Section 2: Waiver of Certification or Reinstatement

An eligible who has been certified or tendered reinstatement may waive certification or reinstatement, upon giving reason satisfactory to the Commission without losing one's place upon the register. If the reasons assigned are not satisfactory to the Commission, or the eligible refuses to accept an appointment tendered, then his name shall be removed from the eligibles register. All waivers must be filed with the Commission. In the absence of such waiver the eligible shall be removed from the register and the next person certified. Upon the next requisition for certification the highest ranked candidate should be certified, including those who have previously waived certification. An eligible candidate may waive certification a total of one (1) time on any list of eligibles register.

Rule VII: Appointments

Section 1: Emergency Appointments

To prevent the stoppage of public business, or to meet extraordinary exigencies, any City Department Head may, with the approval of the Commission, make a temporary appointment to remain in force not exceeding 120 days and only until a regular appointment can be made under these rules. Any person whose name is on the list of eligibles register for a position in the classified service may accept a temporary appointment to a position in the classified service other than that for which the person was examined and is eligible without losing his place upon such register.

Section 2: Restoration to Register

Should the work for which an eligible who has been certified prove temporary and the person laid off without fault or delinquency on his part, he shall be restored to his proper place on the eligibles register.

Section 3: Assignment to Duty

All persons appointed to, or promoted in the classified service, shall be assigned to and perform the duties of the position to which appointed or promoted. In case of exigency an employee may be temporarily assigned additional duties without extra pay.

Section 4: Probationary Period

The first six (6) months of an employee's service with the City, be it by original appointment, transfer, or promotion is considered probationary. During this time period the employee's aptitude for the position is evaluated. A newly-hired employee may be dismissed at any time with or without cause during the probationary period. A promoted employee who does not successfully complete the period of probation for that promotion shall return to the rank from which they were promoted. The probationary period may be altered by the terms of a collective bargaining agreement.

Section 5: Change of Address

It is incumbent upon applicants and persons whose names are placed upon an eligibles register to notify the Commission in writing of any change of address while they are applicants or their names remain on such register.

Section 6: Expiration of Registers

No name shall remain upon a list of eligibles register for more than two (2) years.

Section 7: Recall

Employees laid off with good employment records may be recalled for employment by the Commission without re-examination.

RULE VIII: Promotions

Section 1: Eligibility

No person shall be examined for promotion in the classified service until the individual has served at least two years in the rank from which promotion is sought over and above that of one's period of probationary employment.

Section 2: Method of Promotion

Promotions in the classified service shall be made on the basis of ascertained merit, seniority in service, examination, and military preference as hereinafter provided. All examinations for promotions shall be competitive among such members of the next lower rank as desire to submit themselves to such examination. In all cases where it is practicable vacancies in the rank higher than the lowest shall be filled by promotion.

Section 3: Military/Naval Preference

Persons entitled to military/naval preference in promotion examinations shall submit proof of service and the duration of the same. Candidates are permitted to use military preference points both during initial entry to the organization via eligibility list testing, and once during his career for promotional appointment. The credit shall be added to the general average standing of the person. Preference for active military service shall be awarded as provided in Section 16 of the Civil Service Commission Act, 65 ILCS 5/10-1-16. Proof of active military service shall be furnished by the applicant in such form as the Civil Service Commission may require.

Section 4: Seniority

Credit for seniority shall be given only for full-time, actual service as an employee of the respective department from which promotion is sought regardless of the position held. Seniority points shall be awarded one (1) point for each five (5) years of service up to a maximum of twenty-five (25) years of service or a maximum of five (5) total preference points.

Section 5: Merit

The Department Head shall award up to a maximum of five (5) merit points for the position held by each candidate of the department who submits to testing for promotion.

Section 6: Certification

In certifying from the list of eligibles register for promotion, when two or more eligible have the same general average, preference shall be given in the order of seniority of service.

Section 7: Selection for Promotion

In selecting a candidate for promotion from the list of eligibles register the Department Head shall have the ability to utilize the 'Rule of 3' for selection among the three highest ranked candidates. The Civil

Service Act grants the Department Head, for purposes of promotion, the authority to select any candidate for promotion from among the three highest ranked candidates. In making a selection the Department Head shall not pass over the person having the highest rating in the original register more than once and shall not pass over the person having the second highest rating in the original register more than twice.

Rule X: General Provisions

Section 1

All employees in the classified civil service shall adhere to the rules and regulations as set forth by the Commission, the City of Crest Hill, and the respective department.

The City of Crest Hill and respective Department Heads have sole and absolute authority over personnel administration as it relates to employee performance review and discipline. Should an employee who is appointed under these rules and the Civil Service Commission Act be subject to termination or suspension of more than 30 days, procedures for such discipline shall be as provided in Section 18 of the Civil Service Commission Act, 65 ILCS 5/10-1-1. Applicable collective bargaining agreements may provide exception to these rules and employees subject to such agreements should consult them for further guidance.

Section 2

All procedures not covered by these Rules shall be governed by the Civil Service Act. In the event one or more of these Rules should be in conflict with the Civil Service Act, the Civil Service act's provisions may prevail.

Amendments to these Rules may be proposed and adopted by the Commission at any time. A record of these rules and amendments made shall be published and maintained by the Commission and made available for public inspection.

Approved and adopted this ____ day of _____ 2018.

Chairman

Commissioner

Commissioner

