



Agenda Memo

Crest Hill, IL

Meeting Date:	July 8, 2024
Submitter:	Ronald Mentzer, Interim Community and Economic Development Director
Department:	Community Development
Agenda Item:	Potential Organizational Chart and City Code Revisions to Reflect Current Community Development Department Staffing and Operational Responsibilities

Background: Community Development Department staff are in the process of conducting a detailed audit of the City Code to identify sections and provisions that refer to staff positions that no longer exist and/or allocate responsibilities to individual positions and departments in a manner that is inconsistent with the organization's current list of budget positions and operational structure.

Through this audit, staff has identified numerous sections of the City Code that should be updated to eliminate inconsistencies and conflicts that have, over time, been inadvertently codified into the City Code. Many of these inconsistencies stem from City Code amendments that have been made to establish new positions, programs, or code requirements. In many cases, it appears as if the focus has been to adopt the new provisions without a thorough and careful evaluation of what existing City Code provisions may need to be revised or eliminated to ensure correlation and avoid conflicts between existing and new City Code provisions.

One example of an area of inconsistencies involves the position of the Building Commissioner. According to various current sections of the City Code, this position, and the associated responsibilities of the City's building permit process, currently fall under the oversight and responsibility of the Public Works Director. While this may have made sense before the creation and staffing of the Community Development Director position, it is inconsistent with how the City currently functions and operates.

Over the next several months, Community Development Department staff will be working with the Administration Department and the Interim HR Representative to bring forward a series of proposed City Code amendments that would eliminate these inconsistencies and align the

provisions of the City Code with the current staffing and operational structure within the City's Community Development Department.

Recommended Council Action: None. This is an information-only item at this time.

Funding Source: N/A

Budgeted Amount: N/A

Cost: N/A