

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 1.20 OF THE CODE OF ORDINANCES OF THE CITY OF CREST HILL, ILLINOIS.

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 City of Crest Hill has previously exercised said authority by adopting Chapter 1.20 Administrative Citations, and amending it from time to time; and

WHEREAS, The City Council has determined that it is necessary to amend the City of Crest Hill Code Chapter 1.20 Administrative Citations, as set forth in this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the City Council 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. Chapter 1.20 of the Crest Hill Code of Ordinances is hereby repealed and replaced in its entirety as follows:

CHAPTER 1.20: ADMINISTRATIVE CITATIONS

Section

- 1.20.010 Definition
- 1.20.020 Administrative citation
- 1.20.025 Administration of citation procedures
- 1.20.030 Compromise and payment of citation
- 1.20.040 Prosecution upon non-compliance
- 1.20.050 Exception

§ 1.20.010 DEFINITION.

As used in this chapter, **ADMINISTRATIVE CITATION** is defined as a written ticket served upon a person or entity who has offended one or more provisions of the code where the sworn police officer, Department Head or their designee detecting the offense or enforcing the relevant code provision elects not to arrest the offender and issue a formal complaint, but instead elects to issue the citation and invoke administrative enforcement without initially resorting to court process.

§ 1.20.020 ADMINISTRATIVE CITATION.

- (A) In lieu of initial prosecution of a violation of any provision of this code (other than parking tickets), any person or entity accused of such a violation may be issued an administrative citation which shall require the violator to:

- (1) Pay an administrative fee to the city within fifteen (15) calendar days of issuance of the citation, as a settlement and compromise of the claim against the violator, as set out below;
and
 - (2) Correct, repair, or rectify any condition which constitutes a continuing violation of a city ordinance or regulation within the period specified in the administrative citation.
- (B) The administrative citation shall be issued as a courtesy to the violator in lieu of instituting a prosecution for the alleged violations. If the person accused of the violation fails to settle and pay the claim within the period specified in the administrative citation, further administrative and judicial action by the city shall be in accordance with §§ 1.20.030 and 1.20.040 herein. The Chief of Police is authorized to promulgate administrative regulations to implement the administrative ticket program, including production of an appropriate form citation to be issued to the violator.

§ 1.20.025 ADMINISTRATION OF CITATION PROCEDURES.

- (A) Sworn police officers shall be empowered to administer administrative citations for all violations of this code and the Crest Hill Zoning Ordinance, being Ord. No. 789, amended by Ord. No. 1151, amended by Ord. No. 1778. The Community and Economic Development Director or their designee shall be empowered to issue administrative citations relating to building code violations, builders' and contractors' registration and/or permit violations, zoning ordinance violations, violations of any rental property or other real property inspection provisions contained in this code, public nuisances, illegally stored junk and illegally stored vehicles.
- (B) Any administrative citations issued by a sworn police officer will proceed for administration purposes through the Police Department. Any matter related to administrative citations issued by a Department Head or their designee shall proceed through the Community and Economic Development Department and the Community and Economic Development Department shall keep separate records concerning the administration of said code violations. Provided, however, once there has been failure or refusal of the violator to proceed with compromise and payment of a citation as specified in § 1.20.030, all further prosecution for noncompliance through the local court system shall fall under the administration of the Police Department under § 1.20.040.
- (C) Form citations under 1.20.020(B) shall be uniform as between the Police Department and the Community and Economic Development Department, and the Police Department shall provide standard form citations to the Community and Economic Development Department for issuance of the administrative citations. The regulations of the Chief of Police with respect to administrative tickets shall apply to the Community and Economic Development Department to the extent that they do not conflict with the provisions of this chapter.

§ 1.20.030 COMPROMISE AND PAYMENT OF CITATION.

- (A) Within fifteen (15) calendar days of issuance of the citation, or the next business day if the fifteenth day falls on a Saturday, Sunday or holiday observed by the city, the violator may settle and compromise the citation by paying the fine listed on the citation to the corresponding department.

(B) If the violator does not pay within the fifteen days set out in subsection (A) above, he or she may still settle and compromise the citation by payment of the listed fine plus an additional \$50 up to the date of the hearing listed on the citation.

§ 1.20.040 PROSECUTION UPON NON-COMPLIANCE.

If the recipient of the citation does not pay the administrative fee within the time period set out in § 1.20.030(B) above, the citation shall be subject to the hearing procedures set forth in Chapters 1.24 and 1.28.

§ 1.20.050 EXCEPTION.

This chapter shall not govern the issuance of citations with respect to parking tickets. Further, this chapter shall not apply to any provisions of the Illinois Motor Vehicle Code which may be required by that code to be prosecuted in court through issuance of a uniform traffic citation.

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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