

RESOLUTION NO. _____

**A RESOLUTION APPROVING A NEW POLICY REGARDING ATTENDANCE AT
WEEKLY STAFF MEETINGS CALLED BY THE CITY ADMINISTRATOR**

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 of the City of Crest Hill in 2020 adopted an Employee Handbook, which has been amended from time to time; and

WHEREAS, the Corporate Authorities of the City of Crest Hill have also adopted certain policies, rules and regulations governing Open Meetings of the City Council and the City's Commissions and Boards, which have been amended from time to time; and

WHEREAS, the Corporate Authorities of the City of Crest Hill have also adopted and established policies regarding the efficient day-to-day running of the City's Affairs, which have also been amended from time to time; and

WHEREAS, the Corporate Authorities of the City of Crest Hill have determined to establish in writing a policy regarding attendance at weekly Crest Hill Staff Meetings called by the City Administrator.

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 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: POLICY ADOPTED. There is hereby established a policy regarding attendance at weekly Crest Hill Staff Meetings called by the City Administrator, as follows:

CITY OF CREST HILL WEEKLY STAFF MEETING POLICY

Whenever possible, the City Administrator shall call and conduct a weekly staff meeting of Department Heads, or in their absence, their designee. The weekly staff meetings shall be attended only by staff, and no elected officials shall be allowed to attend. If the Office of City Administrator is vacant, then the Mayor shall, when necessary, call and conduct the weekly staff meetings, and the elected Treasurer and City Clerk may attend or send a representative from their respective departments to those staff meetings conducted if the City Administrator Office is vacant.

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 publication according to law.

[Intentionally Blank]

PASSED THIS 16TH DAY OF OCTOBER 2023

	Aye	Nay	Absent	Abstain
Alderman John Vershay	_____	_____	_____	_____
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 16TH DAY OF OCTOBER 2023

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk