



## City Council Agenda Memo

Crest Hill, IL

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**Meeting Date:** 09/03/2024

**Name:** Ronald Mentzer, Interim Community & Economic Development Director  
Zoe Gates, Administrative Clerk

**Department:** Community Development

**Topic:** Update of Chapters 1.20 Administrative Citations, 1.24 Hearing Procedures, and 1.28 Administrative Adjudication of Code Violations of the City Code

**Summary:** Community Development and the Police Department staff are proposing revisions to the three Chapters of the City Code that govern the City's administrative citations and administrative hearing processes.

These three Chapters have not been updated in at least eleven years. The proposed revisions include updating department names, references to individual positions, and procedure requirements to reflect the current organizational structure, systems and processes, and new software the City utilizes to administer its adjudication hearing processes.

Legal has combined the changes into one ordinance reflecting all changes to the three Chapters.

**Recommended Council Action:** Approve the ordinance revising Chapters 1.20, 1.24, and 1.28 of the City Code as discussed at the 08/26/24 Work Session.

**Financial Impact:** N/A

**Funding Source:**

**Budgeted Amount:**

**Cost:**

**Attachments:** Copy of the proposed ordinance that reflects the revisions to Chapters 1.20, 1.24, and 1.28 of the City Code.