

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL),  
CHAPTER 2.22 (CITY ADMINISTRATOR) OF THE CREST HILL CITY CODE**

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**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**, pursuant to Section 3.1-30-5(a) of the Illinois Municipal Code (65 ILCS 5/3.1-30-5(a)), the Mayor is authorized to appoint, subject to the advice and consent of the City Council, any and all officers necessary to carry into effect the powers conferred upon the City by the constitution and laws of the State of Illinois; and

**WHEREAS**, the Mayor and City Council previously exercised this grant of authority to create the office of City Administrator for the City of Crest Hill, as set forth in Title 2 (Administration and Personnel), Chapter 2.22 (City Administrator); and

**WHEREAS**, the Corporate Authorities of the City are empowered to amend its Code of Ordinances from time to time, as necessary to further the best interests of the City of Crest Hill and its residents; and

**WHEREAS**, the Corporate Authorities of the City have determined that it is in the best interests of the City and its citizens to amend the Ordinance relating to the position of City Administrator in Title 2, Chapter 22 of the City Code as set forth herein.

**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 of 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2:** Title 2 (Administration and Personnel), Chapter 22 (City Administrator) of the Crest Hill City Code is hereby repealed and replaced, in its entirety, with the following:

**CHAPTER 22: CITY ADMINISTRATOR**

*Section*

*2.22.010 Creation of office; appointment; term*

*2.22.020 Qualifications; Removal*

*2.22.030 General Duties*

*2.22.040 Salary*

#### **§ 2.22.010 CREATION OF OFFICE; APPOINTMENT; TERM.**

The office of City Administrator is created. The City Administrator shall be appointed by the Mayor with the advice and consent of the City Council for an indefinite term. The City Administrator serves at the pleasure of the Mayor and City Council. An annual job performance evaluation of the City Administrator shall be conducted by the Mayor and upon completion of the annual job performance evaluation, the Mayor shall report the completion to the City Council for input.

(Ord. 1401, passed 5-15-06)

#### **§ 2.22.020 QUALIFICATIONS; REMOVAL.**

The City Administrator shall be chosen on the basis of her or his executive and administrative qualifications, with particular reference to actual experience or knowledge of accepted practices in respect to the duties of the office. The City Administrator need not be an actual resident of the city but proximity and accessibility to the city may be an element in the selection of the City Administrator. The City Administrator may be removed from office at any time by the Mayor pursuant to 65 ILCS 5/3.1-35-10.

(Ord. 1401, passed 5-15-06)

#### **§ 2.22.030 GENERAL DUTIES.**

The City Administrator shall be the Chief Administrative Officer of the city, and reports to the Mayor who is the Chief Executive Officer of the city. The City Administrator is responsible to the Mayor and the City Council. The City Administrator shall be responsible for and direct the efficient and productive administration of all city departments, under the direction of the Mayor. The duties and responsibilities of the Administrator shall include, but are not limited to the following:

- (A) The enforcement and administration of all laws, ordinances and city policies.
- (B) The direction and supervision of all city departments, as delegated by the Mayor and City Council; the Administrator has the duty and responsibility to direct and coordinate all city-wide and interdepartmental projects, programs, policies, and administrative matters which are applicable to all departments.
- (C) Facilitate the facts and evidence to the Civil Service Commission for the hiring, promotion, discipline, and discharge of any non-department head employee of the city (except Police Department employees) unless otherwise provided by the Statutes of Illinois.
- (D) Conduct the selection processes and recommend only to the Mayor the appointment, suspension, or removal of all department heads.
- (E) Conduct annual performance evaluations of all appointed department heads and other city employees who report to the City Administrator, and, in the absence of a department head due to a vacancy of that position, conduct annual performance evaluations

for that department. The City Administrator shall report the completion of the annual department head evaluations to the City Council.

(F) Prepare the budget annually with the cooperation and assistance of other city staff and submit it to the Mayor and City Council together with a message describing the important features and be responsible for budget administration after adoption.

(G) Recommend to the Mayor and City Council personnel policies and a standard schedule of pay for each job classification in the city service and coordinate with union negotiations and make recommendations to the Mayor and City Council.

(H) Recommend to the Mayor and City Council adoption of such measures as may be deemed necessary or expedient for the health, safety, and welfare of the community or for the improvement of administrative services.

(I) Responsibility for handling and following up inquiries and/or requests for public services from elected and/or appointed officials of the city as well as from the public at large.

(J) Represent the city at any community or intergovernmental functions as may be directed by the Mayor and City Council.

(K) The attendance at City Council meetings and committee meetings, unless excused by the Mayor, and the right to take part in the discussions at said meetings, but with no right to vote.

(L) The production of required studies and recommendations for the improvement or change of existing or proposed city services or policies.

(M) The City Administrator shall perform additional duties as described specifically in the city's job description for the City Administrator position or may be assigned by the Mayor and/or City Council from time to time.

(N) The City Administrator shall have experience (including grants-in-aid) and procurement of alternate sources of financing in order to continue to provide a high level of municipal services, facilities and infrastructure in a cost-effective manner.

(Ord. 1401, passed 5-15-06)

#### **§ 2.22.040 SALARY.**

The annual salary of the City Administrator shall be in an amount as fixed by the City Council.

**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 its passage, approval and publication in pamphlet form as provided by law.

*[ Left Intentionally Blank ]*

PASSED THIS 3<sup>rd</sup> DAY OF OCTOBER 2022.

	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 3<sup>RD</sup> DAY OF OCTOBER 2022.

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Raymond R. Soliman, Mayor

ATTEST:

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Christine Vershay-Hall, City Clerk