

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTIONS 2.50.010 (DEPARTMENT OF PUBLIC WORKS; CREATED), 2.50.030 (DIRECTOR OF PUBLIC WORKS; DUTIES), AND 2.50.090 (DIRECTOR OF CITY SERVICES; DUTIES) OF CHAPTER 2.50 (DIRECTOR OF PUBLIC WORKS; PUBLIC WORKS DEPARTMENT) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE CITY OF CREST HILL CODE OF ORDINANCES

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 to amend those ordinances from time to time as it sees fit; and

WHEREAS, the City Council previously created the Department of Public Works along with the Office of Director of Public Works, with specific sections outlining the functions of the department and the duties of the Director of Public Works, all of which are codified in Chapter 2.50 of the City of Crest Hill Code of Ordinances; and

WHEREAS, on June 3, 2019, by passage of Ordinance 1811, the City Council created the office of Community Development Director; and

WHEREAS, the Building Commissioner; Zoning Officer position is currently listed in Chapter 2.50 as reporting to and being supervised by the Director of Public Works; and

WHEREAS, it was the intent of the City Council when creating the Office of Economic Development Director that the Building Commissioner; Zoning Officer, as well as employees of the Building Department, including staff and the Building Inspectors, be supervised and report to the Economic Development Director; and

WHEREAS, the City Council now desires to amend certain sections of the Crest Hill Code of Ordinances to reflect that intent and to bring the Code in line with the City's current organizational structure and practice; and

WHEREAS, the City Council has determined to amend Chapter 2.50, specifically Sections 2.50.010 (Department of Public Works; Created), Section 2.50.030 (Director of Public Works; Duties), and 2.50.090 (Director of City Services; Duties) to be consistent with the amendments to Sections 2.40.010, 2.40.020, 2.40.030, 2.40.040, and 2.40.050 which are also being approved by a separate Ordinance.

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 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 2.5 (Director of Public Works; Public Works Department) Sections 2.50.050 and 2.50.060 of the Crest Hill City Code, are hereby repealed in their entirety and replaced, as follows:

CHAPTER 2.50: DIRECTOR OF PUBLIC WORKS; PUBLIC WORKS DEPARTMENT¹

§ 2.50.010 DEPARTMENT OF PUBLIC WORKS; CREATED.

The Department of Public Works is hereby created and established. The Department of Public Works shall consist of the Director of Public Works, the Assistant to the Director of Public Works, and all other public works employees and administrative staff positions authorized by the City Council. The following departments shall constitute subordinate departments of the Department of Public Works:

(A) Water and Wastewater Department;

(B) Street Department.

(Ord. 1637, passed 8-5-13; Am. Ord. 1677, passed 12-1-14; Am. Ord. 1702, passed 12-21-15)

§ 2.50.030 DIRECTOR OF PUBLIC WORKS; DUTIES.

(A) The Director of Public Works shall have those powers prescribed by law and by ordinance of the city.

(B) The Director of Public Works shall exercise control over the Public Works Department and all subordinate departments of the Department of Public Works;

¹ For statutory provisions authorizing the appointment of a Director of Public Works, see 65 ILCS 5/3.1-20-5 et. seq.

- (C) The Director of Public Works shall have all charge and supervision over all property, buildings and equipment assigned to the Department of Public Works and its subordinate departments. Except as otherwise provided, the Director of Public Works shall be deemed the head of all subordinate departments;
- (D) The Director of Public Works shall have charge of all public works and public improvements unless otherwise designated by ordinance;
- (E) The Director of Public Works shall undertake the construction, reconstruction and repair of all city streets, alleys, sidewalks, bridges and sewer unless otherwise designated by ordinance;
- (F) The Director of Public Works shall review and make recommendations to the City Council on matters pertaining to subdivision regulations and annexations;
- (G) The Director of Public Works shall administer traffic regulatory functions of the city;
- (H) The Director of Public Works shall have the authority to administer all citations relating to all violations as described in the city Code of Ordinances and the City Zoning Ordinance;
- (I) The Director of Public Works shall have the authority to full access to all financial information and financial programs relating to the Department of Public Works and all subordinate departments;
- (J) The Director of Public Works shall perform all duties required in connection with the annual motor fuel tax budget and projects;
- (K) The Director of Public Works shall supervise and issue all permits that are related to the Public Works Department and projects of the Public Works Department;
- (L) The Director of Public Works may at his or her discretion assign employees to such duties and responsibilities withing the above referenced subordinate departments as may be required;
- (M) The Director of Public Works shall formulate and develop ordinances focused on the needs of the office and its programs; provide management direction in the implementation of agency policies and rules; approve development or revision of operational methods and procedures;
- (N) The Director of Public Works shall define organizational areas of research, information and data required to aid various managerial decision making processes;
- (O) The Director of Public Works shall direct budget preparation and expenditure of agency appropriations; make recommendations to the City Administrator regarding changes in funding and human resource allocations;
- (P) The Director of Public Works shall represent the office at City Council meetings, City Council work sessions as needed, and at various professional and community functions;
- (Q) Such other duties as may be assigned by the Mayor and/or City Adminstrator.

(Ord. 1637, passed 8-5-13)

§ 2.50.090 DIRECTOR OF CITY SERVICES; DUTIES.

Under general direction from the Director of Public Works, the Director of City Services shall assist in planning, organizing, directing and supervising the activities of the Public Works Department. The Director of City Services shall provide expert professional assistance to the Director of Public Works and other Departments in areas of expertise, including but not limited to construction engineering, building/development reviews, garbage collection, utility billing and such other duties as may be assigned by the Mayor, City Administrator and/or Director of Public Works.

(Ord. 1677, passed 12-1-14, Am. Ord. 1702, passed 12-21-15)

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 the end of the current fiscal year as provided by law.

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PASSED THIS 4TH DAY OF NOVEMBER, 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 4TH DAY OF OCTOBER 2024.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk