

ORDINANCE NO. 1637

AN ORDINANCE AMENDING TITLE 2: ADMINISTRATION AND PERSONNEL OF THE CITY OF CREST HILL CODE OF ORDINANCES FOR PURPOSES OF CREATING A DEPARTMENT OF PUBLIC WORKS

WHEREAS, The City of Crest Hill, after careful consideration and discussion, has reviewed the structure of various departments within the City; and

WHEREAS, the City of Crest Hill has determined that the Building Department, Water/Wastewater Department, Utility Billing Department, Community Development Department, and Street Department are best represented by a unified Public Works Department.

NOW THEREFORE, be it ordained by the City Council of the City of Crest Hill, Will County, Illinois, as follows:

SECTION 1: Chapter 2.50 of the Crest Hill Code of Ordinances shall be added as follows:

CHAPTER 2.50: DIRECTOR OF PUBLIC WORKS; PUBLIC WORKS DEPARTMENT¹

Section

2.50.010	Department of Public Works; Created
2.50.020	Department of Public Works; Functions; Responsibilities
2.50.030	Director of Public Works; Duties
2.50.040	Appointment and Salary of Director
2.50.050	Deputy Director of Public Works; Duties
2.50.060	Appointment and Salary of Deputy Director
2.50.070	Supervision of Employees

§ 2.50.010 PUBLIC WORKS DEPARTMENT; CREATED.

The Department of Public Works is hereby created and established. The Department of Public Works shall consist of the Director of Public Works and all secretarial & administrative staff positions authorized by the City Council. The following departments shall constitute the subordinate departments of the Department of Public Works:

- 1) Water and Sewer Department
- 2) Utility Billing Department
- 3) Street Department
- 4) Community Development Department
 - a. Building Department

§ 2.50.020 DEPARTMENT OF PUBLIC WORKS; FUNCTIONS; RESPONSIBILITIES.

The Department of Public Works shall have such functions and responsibilities as are provided generally by this code.

§ 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 and shall also serve as the City Engineer.

(B) The Director of Public Works shall exercise control over all subordinate departments as set forth in the creation of the Department of Public Works.

(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 principal 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 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, or his designee, shall administer the City's planning and zoning activities and enforce all codes relating hereto.

(I) The Director of Public Works shall administer the City's building code activities.

(J) The Director of Public Works shall have the authority to administer all tickets relating to all violations as described in the City Code of Ordinances and the City Zoning Ordinance.

(K) 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.

(L) The Director of Public Works shall perform all duties required in connection with the Annual Motor Fuel Tax Budget and projects.

(M) 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.

(N) The director may at his discretion assign employees to such duties and responsibilities within the above named departments as are required.

(O) 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.

(P) The Director of Public Works shall define organizational areas of research, information and data required to aid various managerial decision-making processes.

(Q) The Director of Public Works shall direct budget preparation and expenditure of agency appropriations; make recommendations to the director regarding changes in funding and human resource allocations.

(R) The Director of Public Works shall represent the office at city council and committee meetings and at various professional and community functions.

(S) Such other duties as may be assigned by the Mayor and/or City Administrator.

§ 2.50.040 APPOINTMENT AND SALARY OF DIRECTOR.

(A) The Department of Public Works shall be appointed by the Mayor, with the majority consent of the City Council.

(B) The Director's salary shall be as determined by the City Council from time to time.

§ 2.50.050 DEPUTY DIRECTOR OF PUBLIC WORKS; DUTIES.

Under general direction from the Director of Public Works, the Deputy Director shall assist in planning, organizing, directing and supervising the activities of the Public Works Department. The Deputy Director shall provide expert professional assistance to the Director and other Departments in areas of expertise, including but not limited to, engineering, municipal water, sewer collection, and street and landscape maintenance, and perform such other duties as may be assigned by the Mayor, City Administrator and/or Director of Public Works.

§ 2.50.060 APPOINTMENT AND SALARY OF DEPUTY DIRECTOR.

(A) The Deputy Director of Public Works shall be appointed by the Mayor upon recommendation by the Director of Public Works, with the majority consent of the City Council.

(B) The Deputy Director's salary shall be as determined by the City Council from time to time.

§ 2.50.070 SUPERVISION OF EMPLOYEES.

The Director of Public Works through the authority of the Mayor and City Council shall have the responsibility to oversee and direct the Public Works employees and equipment in order to carry out the projects and job assignments as these projects and assignments are scheduled.

The following employees shall also report to the Director of Public Works: Community Development Director, Deputy Director of Public Works, Utility Billing Supervisor and Building Commissioner.

¹For statutory provisions authorizing the appointment of a Director of Public Works, see ILCS Ch. 65, Act 5, 3.1-30-5 et seq.

SECTION 2: Chapter 2.52 of the Crest Hill Code of Ordinances shall be modified by replacing it in its entirety as follows:

CHAPTER 2.52: STREET DEPARTMENT

Section

2.52.010	Street Department; Created
2.52.020	Street Department; Functions; Responsibilities
2.52.030	Street Department; Hiring of Additional Employees
2.52.040	Use of Street Department Employees
2.52.050	Supervision of Street Maintenance and Repair

§ 2.52.010 STREET DEPARTMENT; CREATED.

A Street Department is created. The Street Department shall be responsible for supervising the repair and maintenance of existing streets and the construction of new streets.

§ 2.52.020 STREET DEPARTMENT; FUNCTIONS; RESPONSIBILITIES.

The Street Department shall have such functions and responsibilities as are provided generally by this code.

§ 2.52.030 STREET DEPARTMENT; HIRING OF ADDITIONAL EMPLOYEES.

Additional employees shall be hired from time to time upon the recommendation of the Director of Public Works with the consent of the City Council.

§ 2.52.040 USE OF STREET DEPARTMENT EMPLOYEES.

It shall be the duty of the Director of Public Works to make recommendations and suggestions to the City Council regarding the use of employees and the amount of money needed to carry out the functions of the Street Department. Employees shall only be employed, and their salaries fixed, as the City Council shall direct by motion.

§ 2.52.050 SUPERVISION OF STREET MAINTENANCE AND REPAIR.

All maintenance and repair of public streets, alleys, sidewalks, and other public ways shall be under the supervision of the head of the Department. He shall be charged with the enforcement of all ordinance provisions relating to such public places (except traffic ordinances) and is authorized to enforce such ordinances.

SECTION 3: Chapter 2.54 of the Crest Hill Code of Ordinances shall be modified by replacing it in its entirety as follows:

CHAPTER 2.54: WATER AND WASTEWATER DEPARTMENT

Section

- 2.54.010 Water and Wastewater Department
- 2.54.020 Duties of the Water and Wastewater Department

§ 2.54.010 WATER AND WASTEWATER DEPARTMENT.

There is created a water and wastewater department. The Department shall have such functions and responsibilities as are provided generally by this Code and specifically by Chapter 2.54.

§ 2.54.020 DUTIES OF THE WATER AND WASTEWATER DEPARTMENT.

The Water and Wastewater Department, through the head of the Department, shall have duties including but not limited to the following:

(A) Operate and maintain the wells and wastewater treatment plants within the city which service the city. As to the maintenance of the wells and treatment plants, compliance with all state and federal guidelines, including guidelines set by the Federal Environmental Protection Agency, the Illinois Environmental Protection Agency and the U.S. Army Corps of Engineers.

(B) Submit all required reports to the Illinois and the Federal Environmental Protection Agencies.

(C) Subject to the supervision of the Mayor, set the long-range and short-range goals to be met by the department.

(D) Subject to the supervision of the Mayor, suggest job qualifications for the employees of the Department, including the positions of potable water operator, assistant operator and maintenance assistant, should these positions be created by the City Council. Further cooperate with the Crest Hill Civil Service Commission concerning the receipt of applications for positions in the Department, and the interview and testing of applicants.

(E) Report to the City Council as the Council deems advisable, and in the absence of any other direction to the contrary by the Council, shall report at each regularly scheduled City Council meeting.

SECTION 4: Chapter 2.40 of the Crest Hill Code of Ordinances shall be modified by replacing Section 2.40.030 in its entirety as follows:

§ 2.40.030 OFFICE CREATED; APPOINTMENT.

There is created the Office of Building Commissioner. The Office of Building Commissioner shall be by the appointment of the Mayor with the majority consent of the City Council. The Building Commissioner shall report to and take direction from the Community Development Director.

SECTION 5: Any references to the "Building Commissioner," "Zoning Officer," "Building Commissioner/Zoning Officer" or "Building Inspector" in Titles 1, 5, 6, 7, 12, 13 shall be replaced with "Director of Public Works or his designee."

SECTION 6: Ordinance 1633 shall be amended by replacing the attached "Exhibit A" thereto with the "Exhibit A" attached hereto.

SECTION 7: Severability. If any section, paragraph, clause or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION 8: Repealer. All ordinances or parts thereof in conflict herewith be and the same are hereby repealed.

SECTION 9: This Ordinance shall be in full force and effect upon its passage and public according to law.

PASSED THIS 5th DAY OF AUGUST, 2013.

AYES: Dyke, Vershaw, Sklare, Gayed, O'Martin, Thuringer, Conway and Inman

NAYS: None

ABSENT: None

Vicki Hackney
Vicki Hackney, City Clerk

APPROVED THIS 5th DAY OF AUGUST, 2013.

Raymond R. Soliman
Raymond R. Soliman, Mayor

ATTEST:

Vicki Hackney
Vicki Hackney, City Clerk

"EXHIBIT A"

**City of Crest Hill
1610 Plainfield Road
Crest Hill, IL 60403
(815) 7241-5100
www.cityofcresthill.com**

**TITLE: COMMUNITY DEVELOPMENT DIRECTOR
DEPARTMENT: COMMUNITY DEVELOPMENT
REPORTS TO: CITY ADMINISTRATOR**

This is responsible administrative work related to the management of the City of Crest Hill economic development program, plans and services. Duties are performed with a considerable amount of independence under the general supervision of the City Administrator. This position is part of the management team. Work includes administration of all Planning and Economic Development within the City of Crest Hill, the creative development of systems, material, programs and plans to promote business development and retention within the City, oversees completion of the Comprehensive Zoning Plan, as well as providing staff support to the Mayor and City Council

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Aggressively recruits new industrial and commercial businesses for the community. Serves as the public relations and economic development liaison to the local, regional and national press.
- Plans, evaluates and implements activities which foster economic development in the City of Crest Hill and its planning area.
- Plans and implements projects which promote existing vacancies in industrial parks.
- Assists existing commercial and retail developers, center owners and operators in establishing programs to retain existing businesses, attract new businesses, and rehabilitate properties as needed. Develops working relationships with development professionals to enhance business development opportunities.
- Formulates and implements short and long range community & economic development goals for the City. Coordinates activities with other Departments and agencies as needed. Provides recommendations regarding business attraction and business retention activity.
- Prepares and administers plans and/or zoning codes within the policies of the Planning Commission and the City Council and proposes new policies and/or operating guidelines for adoption. Oversees the development and/or revision of the City's Comprehensive Zoning Plan.

- Facilitates community development meetings, assists business owners in the identification of community-wide problems and assists in recommending resolutions to said problems. Lead facilitator in developing and maintaining lines of communication between the City and community business in order to create a public/private partnership environment.
- Performs various public relation activities to promote the City of Crest Hill at local, regional and state levels. Represents the City at trade associations and seminars.
- Develops and maintains a comprehensive inventory of available buildings and sites, in and adjacent to the community for economic development purposes. Maintains contact with land owners, brokers, developers, local banking institutions, Chambers of Commerce, etc. regarding available properties suitable for business development.
- Conducts proactive marketing of the community to businesses, brokers, site selectors and other economic development professionals. Attends trade events and other outside functions for purposes of marketing the City which may lead to business development within the community. Responsible for web site development and enhancement as well as managing the City's social media accounts.
- Responsible for administration of all Planning, Building Department matters, Zoning and Economic Development within the City including assigning staff to the development of major planning projects within the City.
- Conducts research of incentive alternatives in surrounding communities. Evaluates incentive opportunities and performs research and sensitivity analyses concerning potential incentive scenarios.
- Prepares reports for the Mayor, City Council and City Administrator as requested and works with the City Council Economic Development Committee.
- Performs other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical: Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Customer Service: Manages difficult or emotional customer situations; responds promptly to customer needs; solicit customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Planning/Organizing: Prioritize the plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.

Adaptability: Adapts to change in the work environment; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality: Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability: Follows management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Independent Motivation: Possesses initiative to act to improve the operations of the department.