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CHAPTER 3

APPOINTED POSITIONS. CITY ADMINISTRATION AND COMMISSIONS

ARTICLE 1

3.1.01: CORPORATE SEAL:

The Corporate Seal of the City shall be as follows:

ARTICLE 2

FISCAL YEAR

3.2.01:FISCAL YEAR: The Fiscal Year of the City shall begin on the first day of May of each year and end on the last day of April for the year following.

ARTICLE 3

APPOINTED PERSONS

- 3.3.01. EFFECT: The provisions of this article shall apply alike to the appointed positions of the City, regardless of the time of the creation of the office or position or of the time such appointment.
- 3.3.02. APPOINTMENTS: The Mayor, with the advice and consent of the City Council, shall make appointments to fill all appointive positions. Every appointive officer or employee of the City shall hold office for a term of one year or until his successor is appointed and qualified, with the exception of the City Manager who is a contractual employee, and unless it is otherwise provided by ordinance.
- 3.3.03. ASSIGNMENT OF DUTIES: The Mayor and the City Council shall have the power to assign to any appointive position any duty which is not assigned by ordinance to some other specific position, and shall determine disputes or questions relating to the respective powers or duties of such positions.
- 3.3.04. OATH: Every officer of the City shall, before entering upon his duties, take the oath prescribed in the Illinois Municipal Code.
- 3.3.05. BOND: Every appointed officer or employee shall, if required by the . Council, upon entering such office or position be bonded.
- 3.3.06. COMPENSATION: All appointed personnel of the City shall receive compensation for their services as indicated in Schedule 3.1. No appointee

receiving a salary from the City shall be entitled to retain any portion of any fees collected in the performance of official duties as a municipal officer or employee, in the absence of a specific ordinance provision to that effect.

SCHEDULE 3.1

COMPENSATION OF APPOINTED PERSONNEL ANNUAL SALARY OR RANGE

A. Appointees receiving semi-monthly payments based on a normal forty (40) hour work week:

City Manager \$ 74,880

Chief of Police \$ 82,109

B. Appointees receiving semi-monthly payments based, on a normal thirty-five (35) hour work week:

City Collector \$ 44,348

Deputy Clerk

C. Appointees receiving monthly payment:

Budget Director

Assistant Treasurer 600

3.3.07. INVENTORY OF PROPERTY: It shall be the duty of each appointed officer having municipal property in his custody or possession to keep an inventory of such property and to submit a written report of such inventory to the Mayor annually during the month of January.

3.3.08. TERMINATION OF OFFICE OR POSITION: Every appointed officer and employee of the City whose office or position or term therein shall be abolished or vacated shall deliver to his successor or to the Mayor or City Clerk, if no successor has been appointed, all books, records, papers, documents or other writings or other articles of property in his custody or possession, belonging to the City, or pertaining to the office or position he has held, excepting therefrom such expendable supplies of no value and copies of documents or records given to such officer during his term and incidental to his public duties.

3.3.09. RECOVERY OF PROPERTY: Within five (5) days after notification and request, such person who has been an appointed officer or employee of the City shall deliver to his successor or to the Mayor or City Clerk, if the office or position remains vacant or is abolished, all books, records, papers, documents or other writings, or other articles of property in his possession, belonging to the City or pertaining to the office or position he has held. Upon his refusal to do so, he shall be liable for all the damages caused thereby and shall be fined not less than two hundred (\$200.00) dollars for each offense. Each day upon which his refusal continues, shall constitute a separate offense.

ARTICLE 4

CONTRACTUAL SERVICES

3.4.01 CONTRACTUAL SERVICES: The Mayor, with the advice and consent of the City Council, may contract with or employ attorneys, engineers, health officials, and other persons or firms possessing professional or technical training or knowledge, based on written recommendations from the City Manager, to perform such professional or technical services for the City as may be required. The terms, conditions and compensation for such services shall be subject to approval by the Mayor and City Council. Failure by the City Manager to make a recommendation shall not preclude action by the Mayor and City Council to make such contractual arrangements.

ARTICLE 5

CITY MANAGER

3.5.01 CREATION OF POSITION: There is hereby created the position of City Manager. The City Manager shall be appointed by the Mayor with the advice and consent of the City Council. Except as may be otherwise provided in a contract of employment, the Manager shall serve for an indefinite term. He shall be chosen solely on the basis of his executive and administrative qualifications. At the time of his hiring, the Manager need not be a resident of the City but shall become so at the direction of the Council.

No elected official of the City is eligible for the position of City Manager during the term for which he has been elected unless he shall first resign from office.

3.5.02 TERMINATION OF EMPLOYMENT: Except as otherwise provided in an employment contract between the City and the Manager, the City Manager may be removed by the Mayor subject to approval by the City Council in accordance with the procedures set forth in 65 ILCS 5/3.13 5-25.

If requested, the Council shall grant him a public hearing within thirty (30) days following notice of removal. During the interim, the Mayor may suspend the Manager from duty, but shall continue his salary; and, if the removal becomes final, shall pay his salary for one (1) calendar month, following the final removal date.

The Manager may resign upon thirty (30) days prior written notice to the City Clerk, but shall receive no severance pay.

3.5.03 CONFLICT OF INTEREST PROHIBITED: The City Manager shall not be interested, directly or indirectly, in any contract, work or business of the City, in the sale of any article of the City, in the purchase of any property, belonging to the City, or sold for taxes or assessments, or sold by virtue of legal process at the suit of the City.

3.5.04 A. DUTIES:

The City Manager shall be the Chief Administrative officer of the City; and, shall be responsible to the Mayor and the City Council for the administration and operation of all the affairs and the departments of the City. As the Administrative officer, he shall have the administration and control of all matters and things pertaining to the operation and maintenance of the properties of the City; and, all of

the departments of the City including, but not limited to, the Department of Public Works, the Health Department, the Community and Economic Development Department, and the General offices of the City. He shall also have supervision of those administrative agencies, departments, and officers as may be hereafter created by the City Council, unless the administration and control of these departments and officers is expressly delegated elsewhere. He shall perform his duties in conformity with the rules of the Fire and Police Commission.

Specifically, but not in limitation of the above, he shall have the following additional powers and duties.

(1) He shall recommend to the Mayor and City Council the appointment of all officers of the City who are required by law to be appointed by the Mayor, with the advice and consent of the City Council, and he shall recommend to the Mayor the appointment of employees and officers who are required to be appointed by the Mayor. He shall further recommend the removal or suspension of any officer or employee when the removal or suspension shall be consistent with the best interests of the City. All recommendations for appointment or removal shall be based on merit and on the qualifications or disqualifications of the officer or employee, without regard to political belief or affiliation.

(2) He shall have the power to hire and to discharge any other employee of the City exclusive of employees and officers of the Police Department, and as to said excluded employees, he shall make his recommendations to the Fire and Police Commission. Upon

discharging any employee he shall submit to the City Council at the next meeting following such removal a statement concerning said removal and the reasons therefor.

B. GENERAL ADMINISTRATIVE DUTIES:

(1) The City Manager shall have custody and control of all documents, including debts, mortgages, leases, contracts, judgement orders, notes, bonds and evidence of indebtedness belonging to the City, except those directed by law or ordinance to be deposited elsewhere. He shall have supervision of the issuance and sale of all bonds, warrants and obligations, as well as supervision of the accounting work of the City.

(2) He shall purchase all materials, supplies or equipment to and pursuant to directives and appropriations made and provided by the Mayor and City Council and subject also to State Law pertaining to creation of liabilities against the City and pertaining to the expenditures or appropriation of the monies of the City.

(3) He shall, each month, cause to be prepared, and shall present to the City Council, a statement showing the exact financial condition of the City as of the end of the preceding month.

(4) He shall give any additional reports and information concerning the fiscal matters of the City as may from time to time be required by the City Council.

(5) He shall promote the efficient and uniform operation and

coordinate the work of all departments of the City and employees thereof.

(6) He shall administer all personnel rules and regulations and the enforcement thereof in coordination with the department involved.

(7) He shall attend all regular meetings of the City Council, unless excused, and special meetings upon request.

(8) He shall investigate all complaints in relation to matters concerning the administration of the government of the City and the services maintained and provided by the Public Utilities operating within the City.

(9) He shall enforce all franchises, permits and privileges granted by the City to the end that they are faithfully observed.

(10) He shall recommend to the Mayor the measures he deems necessary for the improvement of the administrative services of the City.

(11) He shall report to the City Council, at the second regular meeting of January of each year, as to the state of the City administration.

C. PREPARATION OF BUDGET:

(1) He shall prepare the budget annually in conjunction with the Budget Director and submit it to the City Council, together with a

message describing the important features, and be responsible for its administration after adoption.

(2) He shall prepare and submit to the City Council, as of the end of the fiscal year, a complete report on the finances and administrative activities of the City for the preceding year.

(3) He shall keep the City Council advised of the financial condition and future needs of the City and make such recommendations as may be deemed advisable.

ARTICLE 6

CHIEF OF POLICE

3.6.01.CHIEF OF POLICE: There is, hereby, created the position of Chief of Police, appointed by the Mayor, subject to Council concurrence, based on written recommendations from the City Manager. The Chief of Police shall be the Chief Officer of the Police Department, and he shall supervise and direct all of the officers and members thereof. Duties of the Chief of Police shall be found in Chapter 2, Article 1, Police and Fire Department.

3.6.02. COMPENSATION: Compensation of the Chief of Police shall be as stipulated in Schedule 3.1 of this chapter.

ARTICLE 7

CITY COLLECTOR

3.7.01 CREATION OF OFFICE: There is, hereby, created the office of City Collector.

3.7.02 DUTIES: The City Collector shall collect and properly account for collection of all revenues owing to the city including vehicle tax fees, building and zoning fees, subdivision plat fees, commercial license fees, dog license fees, peddler license fees, and all other revenues, payable to the City. Further, the Collector shall be the Collector of any special assessments; shall compute the interest required thereon; and shall be responsible for the safekeeping of records pertaining to such assessments. He shall perform such other duties as now or hereafter may be imposed upon him by statute or ordinance.

3.7.03 ACCOUNTING REPORTS: The City Collector shall make proper accounting of all fees and other collections received by his office and shall remit to the City Treasurer all revenues received by depositing them daily in a bank designated by the Council. He shall receive a receipt from the bank and shall immediately file same with the City Clerk and the City Treasurer.

The City Collector shall submit to the City Council once each month, at a time set by the council, a written report on all revenues received by his office. Following the close of the fiscal year, the City Collector shall file with the City Clerk a statement of (1) all the money collected by him during the fiscal year, (2) the particular warrant, special assessment, or account on which collected, (3) the balance of money uncollected on all warrants in his possession, and (4) the balance remaining uncollected at the time of the return on warrants which he returned to the City Clerk during the preceding

fiscal year. The City Clerk shall publish this statement at least once within ten (10) days in a newspaper of general circulation within the municipality.

3.7.04 CITY CLERK SERVING AS CITY COLLECTOR: Where the elected City Clerk is simultaneously appointed to the position of City Collector by the Mayor, with the advice and consent of the City Council, he or she may simultaneously receive the compensation appropriated for each office.

ARTICLE 8

DEPUTY CLERK

3.8.01 CREATION OF OFFICE: There is, hereby, created the office of Deputy Clerk.

3.8.02 DUTIES:The Deputy Clerk shall be under the direction of the City Clerk; and, shall act as an assistant to the City Clerk, and when the City Clerk is not available, take over the duties of the City Clerk as described in Chapter 1, Article 5, Section 1.5.04 of the Municipal Code of the City.

3.8.03 COMPENSATION: The Deputy Clerk shall receive compensation as established in Schedule 3.1 of this Chapter.

ARTICLE 9

ANNUAL BUDGETS AND BUDGET DIRECTOR

3.9.01 ANNUAL BUDGETS: Sections 8-2-9.1 and Sections 8-2-9.2 through Sections 8-2-9.10 of Chapter 24, Illinois Revised Statutes, as now in effect and as hereafter amended, providing for the adoption of an Annual Budget and providing for the designation of a Budget Director, be and they are hereby adopted and incorporated by reference for the City of Country Club Hills, Illinois.

3.9.02 POWERS AND DUTIES OF BUDGET DIRECTOR: The office of Budget Director is hereby established. The Budget Director shall have the powers and duties provided for in Section 8-2-9.2 and 8-2-9.3 of Chapter 24, Illinois Revised Statutes, now in effect and as hereafter amended.

ARTICLE 10

ASSISTANT TREASURER

3.10.01. CREATION OF OFFICE: There is, hereby, created the office of Assistant Treasurer, appointed by the Mayor, subject to the advice and consent of the City Council, based on written recommendations from the City Treasurer.

3.10.02 DUTIES: The Assistant Treasurer shall be under the direction of the Treasurer and shall have such duties as proscribed by the Treasurer.

3.10.03 COMPENSATION: The Assistant Treasurer shall receive compensation as established in Schedule 3.1 of this Chapter.

ARTICLE 11

COMMISSIONS

- 3.11.01 STANDING COMMISSIONS: There are, hereby, created the following Commissions: Plan Commission, Zoning Board of Appeals, Board of Fire and Police Commission, Blood and Organ Donor Commission, Economic Development Commission, Public Access Cable Commission, Electrical Commission, Youth Commission, 911 Emergency Telephone System Board, Cultural Arts Commission, Fish Commission, Senior Citizen Commission, Environmental Commission, Veterans Commission, and Pastoral Commission.
- 3.11.02 AD HOC COMMISSIONS: The Mayor may, from time to time, appoint such commissions as may be necessary to study an issue or issues and make recommendations regarding same to the Mayor and City Council. Such Commissions shall be Ad Hoc.
- 3.11.03 MEMBERSHIP: Any resident of the City of Country Club Hills ("City"), owner and/or employee of a business located within the corporate boundaries of the City, individual who is no longer a resident of the City but had previously served as a volunteer for the City and/or had served as a Commissioner on a prior or current City Commission, or any employee of a local government entity having jurisdiction within the City, including but not limited to the City of Country Club Hills, the Country Club Hills Park District, S.D. No. 227, S.D. No. 228, S.D. No. 160 and S.D. No 144, may be appointed as a member to any of the Standing or Ad Hoc Commissions, unless specifically set forth otherwise in the respective Commission Articles in Chapter 3. Members shall be appointed to said Commissions by the Mayor, with the advice and consent of the City Council.

3.11.04 EX OFFICIO MEMBER: An “Ex Officio Member” is an individual who is appointed to a Commission by the Mayor, with the advice and consent of the City Council. An Ex Officio Member serves only in an advisory capacity and is not a voting member of the Commission to which he/she is appointed.

3.11.05 ATTENDANCE AT COMMISSION MEETINGS: Commission members are expected to attend all Meetings of their Commission. Absence of Commission Members from three (3) consecutive meetings of their Commission will constitute resignation by the said Member of the Commission.

ARTICLE 12

PLAN COMMISSION

3.12.01 PLAN COMMISSION CREATED: There is, hereby, created a Plan Commission for the City of Country Club Hills, Cook County, Illinois.

3.12.02 APPOINTMENT: The members of the Plan commission shall be appointed by the Mayor with the advice and consent of the City Council. The Plan Commission shall consist of seven (7) members. One member of the Plan Commission shall be designated by the Mayor as Chairman. A member having been duly appointed shall continue to serve after the expiration of his/her term, until his/her successor has been appointed. All terms shall expire on April 30th, each given year.

3.12.03 QUALIFICATIONS OF MEMBERS: Each member of the Plan Commission shall be a resident of the City of Country Club Hills (“City”), owner and/or employee of a business located within the corporate boundaries of the City, individual who is no longer a resident of the City but had previously served as a volunteer for the City and/or had served as a Commissioner on a prior or current City Commission, or any employee of a local government entity having jurisdiction within the City, including but not limited to the City of Country Club Hills, the Country Club Hills Park District, S.D. No. 227, S.D. No. 228, S.D. No. 160 and S.D. No 144. Should a member of the Commission cease to be an owner and/or employee of a business located within the corporate boundaries of the City or an employee of a local government entity having jurisdiction within the City, his/her office shall become vacant.

3.12.04 TERMS OF OFFICE: Members of the Plan Commission shall serve a one (1) year term, expiring on April 30th in each given year.

3.12.05 COMPENSATION AND EXPENDITURES: Members of the Plan Commission shall serve without compensation. Expenditures for aerial or other maps, field studies, secretarial and technical assistance, professional service and for other commission needs maybe made or contracted for but only as provided for and approved by the City Council or a designated officer of the City.

3.12.06 VACANCY: Any member of the Commission may resign from his/her office. If a vacancy in office occurs by reason of death, resignation or removal from office, the vacancy shall be filled by appointment by the Mayor with the advice and consent of the City Council.

3.12.07 PLANNING - DUTIES: It is the duty of the Plan Commission:

(A) To study with the aid of maps of the City and contiguous unincorporated territory the following: Past growth and changes in land and building uses, present conditions and zoning, and trends of development which are especially pertinent to the Commission's work; and to estimate the probable amount, character and location of future growth.

(B) To determine and describe the kind of character of community that is desired by the citizens of the City and is feasible to achieve in major part, setting forth or outlining the policies and objectives with respect to public improvements and regulations which will bring about and maintain such a community.

(C) To prepare and recommend as a part of a comprehensive plan:
(1) a program of public improvements designed to meet the present and future needs of the City, including a schedule showing the approximate year or period when each improvement should be made, a rough estimate of cost and method or methods of financing, and
(2) additional and revised regulations governing development of private property, including subdivision development, zoning, building, redevelopment and maintenance.

The foregoing program and regulations shall be designed to further the policies and objectives desired by the city. Proposals therein shall be those for which authority and means of financing exist or could be obtained. The plan may be prepared and adopted in whole or separate geographical or functional parts.

Regulations and plans shall take into account, among other facts, existing public

and community water mains and sewers, the areas and population for which they were originally designed to serve, initial construction, later extension and expansions, further extensions possible and programmed, topographical and other facilities. Also to be taken into account are the suitability of land areas for residential and other development, including the character and dryness of the soil, the drainage of surface and storm water, height above floods, and the preservation by dedication and easement of sufficient rights of way for storm water drainage channels which will be needed ultimately to carry away the run-off from the higher parts of the watershed when fully developed.

As provided and governed by State Statute, the plan and regulations pertaining to the subdivision and resubdivision of land may be drawn to apply to land outside the corporate limits. In such case, they shall be drawn with due regard for the plans and subdivision and zoning regulations of the County and of nearby municipalities. However, the plan and subdivision regulations of Country Club Hills shall not be applicable to land outside its corporate limits until an official plan or part thereof has been enacted by the City council, nor shall they be applicable farther than 1-1/2 miles beyond such limits or within any other municipality. The administration of subdivision, zoning and other regulations shall be as provided by law and as set forth in the adopting ordinances.

(D) To consider and report on current or special matters relating to regulations and development within the City and contiguous unincorporated territory as may arise during the preparation of the comprehensive plan or which may be referred to the commission by the Mayor, the City Council, or other corporate authorities.

(E) To study all plats of subdivision within the City and all plats of subdivision within the unincorporated territory within one and one-half

(1-1/2) miles of the territorial limits of the City comprising the jurisdictional limits of said City as a procedural condition precedent to the acceptance, rejection or modification of such plats of subdivision to be determined subsequently by the City Council. Any powers or duties herein granted by this ordinance to the Plan Commission shall not carry the authority of the Plan Commission to accept, reject or modify and plats of subdivision which may be submitted to the Plan Commission for its consideration. The Plan Commission shall make recommendations for acceptance, rejection or modification of such plats.

(F) To initiate a hearing for the specific purpose of reviewing any PUD Ordinance or Annexation Agreement that has been in effect for five or more years. For purposes of this paragraph, the agreement or ordinance shall be deemed to be in effect from the date the agreement is signed or the effective date the enabling ordinance is approved by the City Council. The Plan Commission shall initiate subsequent hearings to review the entire agreement every five (5) years thereafter. The owner(s) and/or developer of the agreement shall be notified at least thirty (30) days prior to the date of the hearing that a review is being initiated under the provisions of this paragraph. As part of the hearing, the Plan Commission shall compare the Annexation Agreement or PUD Ordinance to all applicable ordinances in effect at the time of the hearing as well as the official Comprehensive Plan of the City. Input may be provided by the owner(s), developer, City Council, or any citizen of the City. Within forty-five (45) days after the completion of the hearing, the Plan Commission shall forward a written report to the City Council listing the comparisons made, the input received from anyone at the hearing and the recommendations of the Plan Commission on the Annexation Agreement or PUD Ordinance.

(G) To exercise such other duties germane to the duties granted by this ordinance as may be conferred by the City Council.

(H) The Commission shall be charged with administering the Architectural Appearance Code of the City of Country Club Hills in accordance with the duties and standards set forth therein.

3.12.08 ZONING - DUTIES: The Plan Commission shall receive copies of all applications for amendments or special uses which have been introduced into the City Council and submit reports to the Board of Appeals and the City Council setting forth its findings and recommendations in accordance with Chapter 15. The Plan Commission shall also initiate, direct and review, from time to time, studies of the provisions of the Zoning Code in Chapter 15 and make reports of its recommendations to the City Council not less frequently than once a year.

3.12.09 OFFICIAL PLAN: The Comprehensive Plan or any part thereof heretofore adopted by the city and known as the "Official Plan" or part thereof of the City shall continue in effect. From time to time thereafter the Plan Commission may prepare and recommend to the City Council and other corporate authorities changes in the official Plan or any of its parts, also plans for specific improvements in pursuance of the Official Plan. The Commission may further the making of such improvements, give aid to city officials charged with their direction, and generally may promote realization of the Official Plan.

3.12.10 MEETINGS: The Plan Commission meets on the first (1st) Tuesday of each month at 7:00 p.m. in City Hall or in some other suitable place.

ARTICLE 13

ZONING BOARD OF APPEALS

3.13.01 ZONING BOARD CREATED: There is hereby created a Zoning Board of Appeals pursuant to the provisions of the Zoning Ordinance of the City of Country Club Hills.

3.13.02 APPOINTMENT: All members shall be appointed by the Mayor with the advice and consent of the City Council. The members of the Board shall be those enumerated in the Zoning ordinance of the City' of Country Club Hills, Illinois.

3.13.03 QUALIFICATIONS OF MEMBERS: Each member of the Zoning Board of Appeals shall be a resident of the City of Country Club Hills ("City"), owner and/or employee of a business located within the corporate boundaries of the City, individual who is no longer a resident of the City but had previously served as a volunteer for the City and/or had served as a Commissioner on a prior or current City Commission, or any employee of a local government entity having jurisdiction within the City, including but not limited to the City of Country Club Hills, the Country Club Hills Park District, S.D. No. 227, S.D. No. 228, S.D. No. 160 and S.D. No 144. Should a member of the Commission cease to be an owner and/or employee of a business located within the corporate boundaries of the City or an employee of a local government entity having jurisdiction within the City, his/her office shall become vacant.

3.13.04 TERMS OF OFFICE: The term of office shall be as outlined in the Zoning

ordinance of the City of Country Club Hills, Illinois.

3.13.05 COMPENSATION: All members of the Zoning Board of Appeals shall serve without compensation.

3.13.06 VACANCY: Any member of the Zoning Board of Appeals may resign from his/her office. If a vacancy in office occurs by reason of death, resignation or removal from office, the vacancy shall be filled by appointment by the Mayor with the advice and consent of the City Council.

3.13.07 DUTIES: The duties shall consist of all those outlined and empowered by the Zoning Ordinance of the City of Country Club Hills, Illinois.

ARTICLE 14

BOARD OF FIRE AND POLICE COMMISSIONERS:

3.14.01 BOARD OF FIRE AND POLICE COMMISSIONERS CREATED: There is hereby created and established a Fire and Police Commission, consisting of five (5) members.

3.14.02 APPOINTMENT: Appointment of the members of the Commission shall be made by the Mayor with the advice and consent of the City Council. One member of the Board of Fire and Police Commissioners shall be designated by the Mayor as Chairman.

3.14.03 QUALIFICATION OF MEMBERS: Each member of the Commission shall be a qualified elector of the City of Country Club Hills and shall have resided therein at least one (1) year preceding his / her appointment Should a

member of the Commission cease to be a resident of the City, his/her office shall become vacant. There is no restriction in regard to appointing a member of the Board who is related, either by blood or marriage and up to the degree of first cousin, to any elected official of the City.

3.14.04 TERMS OF OFFICE: Each member shall serve a term of one (1) year, expiring April 30 of each given year, or until his/her successor is appointed and has been deemed duly qualified.

3.14.05 COMPENSATION: Expenditures for technical assistance, testing, professional service and other Commission needs may be made or contracted for but only as provided for and approved by the City Council or a designated officer thereof.

3.14.06 VACANCY: Any member of the Commission may resign from his/her office. If a vacancy in office occurs by reason of death, resignation or removal from office, the vacancy shall be filled by appointment by the Mayor with the approval of the City Council.

3.14.07 DUTIES: The Commission shall appoint all full-time officers and members of the Fire and Police Departments of the City with the exception of (i) the Chiefs of the Fire and Police who shall be appointed by the Mayor with the consent of the City Council: (ii) police lieutenants: (iii) firemen above the rank of lieutenant. and (iv) police and fire officers who are appointed in accordance with Section 2.1.01 of the City Code.

3.14.08 POWERS: The Board of Fire and Police Commissioners is responsible for the promotion, suspension and dismissal of all full-time Firefighters at the rank

of Lieutenant or below, and Police Officers under the rank of Lieutenant in addition to its appointment powers as aforesaid. In addition, the Board shall have the power and authority to make rules to carry out the purposes of "Division 2.1 Board of Fire and Police Commissioners Act," 65 ILCS 5/10-2.1, *et seq.*, and shall have the following powers and authority pursuant to the City's home rule powers:

- (a) To have the Board consist of five (5) members.
- (b) To designate an attorney of its own choosing to represent the Board with the advice and consent of the Mayor and City Council.
- (c) To establish age requirements, educational requirements, and other criteria at the time of examination for employment as a police officer or firefighter for the City of Country Club Hills.
- (d) To extend preference points as part of the original appointment process to applicants of the Fire and Police Departments.

- (e) To permit any person whose name is on the Final Eligibility Register to decline appointment.
- (f) To allow the Board to strike from or maintain upon the register the name of such candidate without otherwise altering the candidate's original position on the Final Eligibility Register.
- (g) To set qualifications, eligibility requirements, and examinations for lateral appointments to the Fire and Police Departments.
- (h) To extend veterans' preference points as part of the promotional appointments for the Fire and Police Departments.
- (i) To establish the duration of promotion lists.
- (j) To establish the rules and regulations pertaining to the conduct of hearings on charges brought against a member of the Fire or Police Department.
- (k) To establish the rules and regulations pertaining to the organization and administration of the Board.

ARTICLE 15

HOUSING AUTHORITY

3.15.01 HOUSING AUTHORITY: There is hereby created an advisory Housing Authority composed of five (5) members.

3.15.02 APPOINTMENT: The members of the Housing Authority shall be appointed by the Mayor with the advice and consent of the City Council.

3.15.03 QUALIFICATIONS OF MEMBERS: Each member of the Housing Authority shall be a resident of the City of Country Club Hills ("City"), owner and/or employee of a business located within the corporate boundaries of the City, individual who is no longer a resident of the City but had previously served as a volunteer for the City and/or had served as a Commissioner on a prior or current City Commission, or any employee of a local government entity having jurisdiction within the City, including but not limited to the City of Country Club Hills, the Country Club Hills Park District, S.D. No. 227, S.D. No. 228, S.D. No. 160 and S.D. No 144. Should a member of the Commission cease to be an owner and/or employee of a business located within the corporate boundaries of the City or an employee of a local government entity having jurisdiction within the City, his/her office shall become vacant.

3.15.04 TERMS OF OFFICE: Members of the Housing Authority shall serve a one

(1) year term, expiring on April 30th each given year.

3.15.05 COMPENSATION: Members of the Housing Authority Commission shall serve without compensation.

3.15.06 VACANCY: Any member of the Housing Authority may resign from his/her office. If a vacancy in office occurs by reason of death, resignation or removal from office, the vacancy shall be filled by appointment by the Mayor with the advice and consent of the City council.

3.15.07 DUTIES AND FUNCTIONS: The Housing Authority manages the Housing and Acquisition and Rehabilitation Program, sponsored by the U.S. Department of Housing and Urban Development (“HUD”), and promotes fair housing programs. In addition, the Housing Authority sponsors the City’s annual Residents’ Day Event.

3.15.08 MEETINGS: The Housing Authority meets on the third (3rd) Wednesday of every month at 5:00 p.m. in City Hall or in some other suitable place.

ARTICLE 16

BLOOD AND ORGAN DONOR COMMISSION

3.16.01 BLOOD AND ORGAN DONOR COMMISSION: There is hereby created a Blood and Organ Donor Commission for the City of Country Club Hills.

3.16.02 APPOINTMENTS: The members of the Commission shall be appointed by the Mayor with the advice and consent of the City Council. The Commission

shall consist of seven (7) members. The Mayor shall appoint one of such members as Chairman of said Commission.

3.16.03 QUALIFICATIONS OF MEMBERS: Each member of the Blood and Organ Donor Commission shall be a resident of the City of Country Club Hills ("City"), owner and/or employee of a business located within the corporate boundaries of the City, individual who is no longer a resident of the City but had previously served as a volunteer for the City and/or had served as a Commissioner on a prior or current City Commission, or any employee of a local government entity having jurisdiction within the City, including but not limited to the City of Country Club Hills, the Country Club Hills Park District, S.D. No. 227, S.D. No. 228, S.D. No. 160 and S.D. No 144. Should a member of the Commission cease to be an owner and/or employee of a business located within the corporate boundaries of the City or an employee of a local government entity having jurisdiction within the City, his/her office shall become vacant.

3.16.04 TERMS OF OFFICE: Members of the Blood and Organ Donor Commission shall serve a one (1) year appointment, expiring on April 30th in each given year.

3.16.05 COMPENSATION: Members of the Commission shall serve without compensation.

3.16.06 VACANCY: Any member of the Commission may resign from his office. If a vacancy occurs by reason of death, resignation or removal from office, the vacancy shall be filled by appointment by the Mayor with the advice and consent of the City Council.

3.16.07 DUTIES: The Commission shall arrange with a Certified Blood Agency to operate Blood Donor Days in the City of Country Club Hills. The Commission shall schedule the blood drives, recruit participants, publicize the drives, arrange locations, recruit volunteers to register donors, provide and serve refreshments and otherwise staff the blood drives and coordinate and cooperate with other agencies hosting blood drives in the City. The Commission shall also make efforts to recruit prospective blood/organ and tissue donors to publicize organ and tissue donor awareness activities, to provide the community with information on the agencies such as the "Regional Organ Bank of Illinois," and to work with such agencies to receive and provide community information regarding blood organ and tissue donation activities.

3.16.08 MEETINGS The Blood and Organ Donor Commission meets on the first (1st) Wednesday of each month at 7:00 p.m. in City Hall or in some other suitable place.

ARTICLE 17

ECONOMIC DEVELOPMENT COMMISSION

3.17.01 ECONOMIC DEVELOPMENT COMMISSION CREATED: There is, hereby, created an Economic Development Commission.

3.17.02 APPOINTMENTS: The members of said Commission shall be appointed by the Mayor with the advise and consent of the City Council. The Economic Development Commission shall consist of nine (9) members. The Mayor

shall appoint one (1) of such members as Chairman of said Commission.

3.17.03 QUALIFICATIONS OF MEMBERS: Each member of the Economic Development Commission shall be a resident of the City of Country Club Hills ("City"), owner and/or employee of a business located within the corporate boundaries of the City, an individual who is no longer a resident of the City but had previously served as a volunteer for the City and/or had served as a Commissioner on a prior or current City Commission, or any employee of a local government entity having jurisdiction within the City, including but not limited to the City of Country Club Hills, the Country Club Hills Park District, S.D. No. 227, S.D. No. 228, S.D. No. 160 and S.D. No 144. Should a member of the Commission cease to be an owner and/or employee of a business located within the corporate boundaries of the City or an employee of a local government entity having jurisdiction within the City, his/her office shall become vacant.

3.17.04 TERMS OF OFFICE: Members of the Economic Development Commission shall serve a one (1) year term, expiring on April 30th in each given year.

3.17.05 COMPENSATION: Members of the Economic Development Commission shall serve without compensation.

3.17.06 VACANCY: Any member of the Commission may resign from his/her office. If a vacancy in office occurs by reason of death, resignation or removal from office, the vacancy shall be filled by appointment by the Mayor with the advice and consent of the City Council.

3.17.07 DUTIES: The Commission shall cooperate with the Mayor, City Council, City

Officials and any other community groups in coordinating City activities for and fostering development and growth of commerce, light industry, office space, and retention of same within the territory of the City of Country Club Hills, and shall render its various responsibilities in the light of studies and recommendations of the Plan commission relating to over-all City Planning. The Commission shall further study the conditions and trends of development, advise the City Council of its growth and potential and set forth policies and objectives with regard to industrial, commercial and office development and its attendant problems relating to annexations, public utility arrangements, public improvements, zoning and other developmental bases. The Commission shall render an annual report and recommendation to the City Council and Plan Commission and shall exercise such other powers germane to the powers granted by this ordinance as may be conferred by the City Council.

3.17.08 MEETINGS: The Economic Development Commission meets on the third (3rd) Tuesday of each month at 7:00 p.m. in City Hall or in some other suitable place.

ARTICLE 18

PUBLIC ACCESS CABLE COMMISSION (PACC)

3.18.01 PUBLIC ACCESS CABLE COMMISSION CREATED: There is, hereby, created a Public Access Cable commission.

3.18.02 APPOINTMENT: The members of said Commission shall be appointed by the Mayor with the advice and consent of the City Council. The Public Access Cable Commission shall consist of nine (9) members. The Mayor

shall appoint one (1) of such members as chairman of said Commission.

3.18.03 QUALIFICATIONS OF MEMBERS: Each member of the Public Access Cable Commission shall be a resident of the City of Country Club Hills ("City"), owner and/or employee of a business located within the corporate boundaries of the City, individual who is no longer a resident of the City but had previously served as a volunteer for the City and/or had served as a Commissioner on a prior or current City Commission, or any employee of a local government entity having jurisdiction within the City, including but not limited to the City of Country Club Hills, the Country Club Hills Park District, S.D. No. 227, S.D. No. 228, S.D. No. 160 and S.D. No 144. Should a member of the Commission cease to be an owner and/or employee of a business located within the corporate boundaries of the City or an employee of a local government entity having jurisdiction within the City, his/her office shall become vacant.

It shall be a prerequisite requirement of assuming the position of member of the Public Access Cable Commission that the proposed members attend and successfully complete Local Access Courses given by a cable television franchise of the City. No person or employee with ownership interest in a cable television franchise of the city is eligible for membership.

Appointed members shall be reimbursed course fees paid by them for the Local Access Course which they successfully complete.

3.18.04 TERMS OF OFFICE: Members of the Public Access Cable Commission shall serve a one (1) year term, expiring on April 30th in each given year.

3.18.05 COMPENSATION: Members of the Public Access Cable Commission shall

serve without compensation.

3.18.06 VACANCY: Any member of the Commission may resign from his/her office.

 If a vacancy occurs by reason of death, resignation or removal from office, the vacancy shall be filled by appointment by the Mayor with the advice and consent of the City Council.

3.18.07 POWERS - DUTIES: The Commission shall have the following powers and duties:

A. To encourage, develop and nurture public access to cable communications and to secure diversity of programming and services to subscribers. To encourage access cablecasting and through positive actions by the Commission to publicize, promote and otherwise encourage the use of access facilities and the training of operators to use the access channels;

B. To administer and review public access equipment and channel user rules;

C. To establish community committees. Said committees shall provide information to the Commission on subjects such as institutional use of the cable system, access development, program diversity and services, and franchise evaluation and information of future applications;

D. To report annually to the Council summarizing the activities of the Commission during the past year. Final approval of the report shall be the responsibility of the full Commission; and

E. To coordinate the use of Cable Television programming equipment

with the governmental entities other than the City which exist within the area of the City franchise.

3.18.08 EXPENDITURES: All expenditures of the Public Access Cable Commission shall be made consistent with and following the City's purchase procedure, requiring submission of vouchers for expenditures prior to the commitment of city funds.

3.18.09 MEETINGS: The Public Access Cable Commission meets on the second (2nd) Monday of each month at 6:00 p.m. in City Hall or in some other suitable place.

ARTICLE 19

ELECTRICAL COMMISSION

3.19.01 ELECTRICAL COMMISSION CREATED: There is hereby created and established an Electrical Commission.

3.19.02 APPOINTMENT: All members of the Electrical Commission shall be appointed by the Mayor with the advice and consent of the City Council.

3.19.03 QUALIFICATIONS OF MEMBERS: The Electrical Commission shall consist of five (5) members as follows: the electrical inspector who shall be a member and ex-officio Chairman of the Commission, and four (4) members who shall be residents of the City of Country Club Hills ("City"), owner and/or employee of a business located within the corporate boundaries of

the City, individual who is no longer a resident of the City but had previously served as a volunteer for the City and/or had served as a Commissioner on a prior or current City Commission, or any employee of a local government entity having jurisdiction within the City, including but not limited to the City of Country Club Hills, the Country Club Hills Park District, S.D. No. 227, S.D. No. 228, S.D. No. 160 and S.D. No 144. Should a member of the Electrical Commission cease to be an owner and/or employee of a business located within the corporate boundaries of the City or an employee of a local government entity having jurisdiction within the City, his/her office shall become vacant. In addition, each member must have an electrical background, with either an electrical degree or electrical certification, or having worked or is currently working in the electrical field. For purposes of this Article 19, the ex-officio Chairman shall be a voting member of the Commission.

3.19.04 TERMS OF OFFICE: The members of the Electrical Commission shall serve concurrent, one-year (1) terms expiring on April 30th of each year. Members may be appointed to succeeding terms.

3.19.05 COMPENSATION: Members of the Electrical Commission shall serve without compensation.

3.19.06 VACANCY: Any member of the Electrical Commission may resign from office. If a vacancy in office occurs by reason of death, resignation or removal from office, the vacancy shall be filled by appointment by the Mayor with the advice and consent of the City Council.

3.19.07 POWERS AND DUTIES: The Electrical Commission shall possess all of the

powers and duties set forth in the Illinois Municipal Code, 65ILCS5/11-37-

3. In general, the Electrical Commission shall recommend:

1. Safe and practical standards and specifications for the installation, alteration and use of electrical equipment designed to meet the necessities and conditions of the particular locality.

2. Reasonable rules and regulations governing the issuance of permits by the electrical inspection department; and

3. Reasonable fees to be paid for the inspection by the inspection department of all electrical equipment installed or altered within the City.

3.19.08 MEETINGS: The Electrical Commission meets twice per year in City Hall or in some other suitable place.

ARTICLE 20

YOUTH COMMISSION

3.20.01 YOUTH COMMISSION : There is hereby created an advisory Youth Commission composed of five (5) members.

3.20.02 APPOINTMENT: The members of the Youth Commission shall be appointed by the Mayor with the advice and consent of the City Council. The Mayor shall appoint one (1) of such members as Chairman of said commission.

3.20.03 QUALIFICATIONS OF MEMBERS: Each member of the Youth Commission shall be a resident of the City of Country Club Hills ("City"), owner and/or

employee of a business located within the corporate boundaries of the City, individual who is no longer a resident of the City but had previously served as a volunteer for the City and/or had served as a Commissioner on a prior or current City Commission, or any employee of a local government entity having jurisdiction within the City, including but not limited to the City of Country Club Hills, the Country Club Hills Park District, S.D. No. 227, S.D. No. 228, S.D. No. 160 and S.D. No 144. Should a member of the Youth Commission cease to be an owner and/or employee of a local government entity having jurisdiction within the City, his/her office shall become vacant.

- 3.20.04 TERMS OF OFFICE: Members of the Youth Commission shall serve a one (1) year term, expiring on April 30th in each given year.
- 3.20.05 COMPENSATION:Members of the Youth Commission shall serve without compensation.
- 3.20.06 VACANCY: Any member of the Youth Commission may resign from his/her office. If a vacancy in office occurs by reason of death, resignation or removal from office, the vacancy shall be filled by appointment by the Mayor with the advice and consent of the City Council.
- 3.20.07 DUTIES AND FUNCTIONS:The Youth Commission serves the needs of the youth in the City by developing numerous programs for young people as positive alternatives. The Youth Commission hosts the yearly “Back to School Parade.”
- 3.20.08 MEETINGS: The Youth Commission meets on the second (2nd) Wednesday of each month at 7:00 p.m. in City Hall or in some other suitable place.

ARTICLE 21

911 EMERGENCY TELEPHONE SYSTEM BOARD

- 3.21.01 911EMERGENCY TELEPHONE SYSTEM BOARD CREATED: There is, hereby, created a City of Country Club Hills 911 Emergency Telephone System Board (the "Board"). This Board is established under the authority of the Illinois "Emergency Telephone System Act.
- 3.21.02 APPOINTMENTS: The members of the 911 Emergency Telephone System Board shall be appointed by the Mayor with the advice and consent of the City Council.
- 3.21.03 QUALIFICATIONS OF MEMBERS:The Board shall consist of five (5) members appointed on the basis of their ability and experience. Board members shall be representatives of the Public Safety Agencies participating in the 911 Emergency Telephone System. One member of the Board shall be a member of the general public who is a resident of the local exchange territory included in the 9-1-1 coverage area.
- 3.21.04 TERMS OF OFFICE: Each member of the 911 Emergency Telephone System Board shall be appointed to a one (1) year term.
- 3.21.05 COMPENSATION: All Board members shall serve without compensation for the duties performed as Board members, but shall be reimbursed for their actual and necessary expenses.
- 3.21.06 VACANCY: Any member of the 911 Emergency Telephone System Board may resign from his/her office. If a vacancy in office occurs by reason of

death, resignation or removal from office, the vacancy shall be filled by appointment by the Mayor with the advice and consent of the City Council.

3.21.07 POWERS AND DUTIES:The Board shall have the following powers and duties:

- (a) Plan a 911 System.

- (b) Coordinate and supervise the implementation upgrading or maintenance of this system, including the establishment of equipment specifications and coding systems;

- (c) Receive monies from the surcharge imposed under the authority of the Act and pursuant to ordinance No. O-1-89, and from any other source for deposit into the Emergency Telephone System Fund as established herein below;

- (d) Authorize all disbursements from the Fund;

- (e) Hire on a temporary basis any staff necessary for the implementation or upgrade of the system; and

- (f) Recommend to the City Council changes in the rate of the surcharge imposed so long as the proposed rate does not exceed the rate specified the referendum held pursuant to Ordinance No. O-189.

3.21.08 EMERGENCY TELEPHONE SYSTEM FUND:There is hereby established a "Country Club Hills Emergency Telephone System Fund." All monies

received by the Board pursuant to the Emergency Telephone System surcharge shall be deposited in this Fund. The City Treasurer shall be custodian of the Fund.

All interest accruing on the Fund shall remain in the Fund.

No expenditures may be made from such Fund except upon the direction of the Board by resolution passed by a majority of all of its members.

Expenditures may be made only to pay for the costs associated with the following:

- (a) The design of the Emergency Telephone System;
- (b) The coding of an initial master street address guide data base and update and maintenance thereof.;
- (c) The repayment of any monies advanced for the implementation of the system;
- (d) The charges for automatic number identification and automatic location identification equipment, and maintenance, replacement and update thereof;
- (e) The on-recurring charges related to installation of the Emergency Telephone System and the ongoing network charges; and
- (f) Other products and services necessary for the implementation, upgrade and maintenance of the system. However, such costs shall not include personnel or facilities, nor shall such costs include equipment which is not

directly associated with the 911 Emergency Telephone System.

3.21.09 RULES AND REGULATION: The Board is authorized to promulgate such rules and regulations as may be necessary to carry out the terms of this article.

ARTICLE 22

CULTURAL ARTS COMMISSION

3.22.01 CULTURAL ARTS COMMISSION:There is hereby created a Cultural Arts Commission composed of seven (7) members.

3.22.02 MEMBERSHIP:The members of the Cultural Arts Commission shall be appointed by the Mayor with the advice and consent of the City Council.

3.22.03 QUALIFICATIONS OF MEMBERS:Each member of the Cultural Arts Commission shall be a resident of the City of Country Club Hills ("City"), owner and/or employee of a business located within the corporate boundaries of the City, individual who is no longer a resident of the City but had previously served as a volunteer for the City and/or had served as a Commissioner on a prior or current City Commission, or any employee of a local government entity having jurisdiction within the City, including but not limited to the City of Country Club Hills, the Country Club Hills Park District, S.D. No. 227, S.D. No. 228, S.D. No. 160 and S.D. No 144. Should a member of the Youth Commission cease to be an owner and/or employee of a local government entity having jurisdiction within the City, his/her office shall become vacant.

3.22.04 TERM OF OFFICE: Members of the Cultural Arts Commission shall serve a one (1) year term, expiring on April 30th in each given year.

3.22.05 COMPENSATION: Members of the Cultural Arts Commission shall serve without compensation.

3.22.06 VACANCY:Any member of the Cultural Arts Commission may resign from his/her office. If a vacancy in office occurs by reason of death, resignation or removal from office, the vacancy shall be filled by appointment by the Mayor with the advice and consent of the City Council.

3.22.07 DUTIES AND FUNCTIONS: The purpose of the Cultural Arts Commission is to enhance the availability of cultural experiences in the City and enhance the community through the arts. The Commission is responsible for cataloging the paintings and various works of art in City Hall, and planning the Country Club Hills arts shows and cultural events.

3.22.08 MEETINGS:The Cultural Arts Commission meets on the first (1st) Wednesday of each month at 7:00 p.m. in City Hall or in some other suitable place.

ARTICLE 23

ENVIRONMENTAL COMMISSION

3.23.01 ENVIRONMENTAL COMMISSION CREATED: There is hereby created an Environmental Commission of the City of Country Club Hills.

- 3.23.02 APPOINTMENTS: The members of said Commission shall be appointed by the Mayor with the advice and consent of the City Council. The Environmental Commission shall consist of five (5) members. The Mayor shall appoint one (1) of such members as chairman of said commission.
- 3.23.03 QUALIFICATIONS OF MEMBERS: Each member of the Environmental Commission shall be a resident of the City of Country Club Hills (“City”), owner and/or employee of a business located within the corporate boundaries of the City, individual who is no longer a resident of the City but had previously served as a volunteer for the City and/or had served as a Commissioner on a prior or current City Commission, or any employee of a local government entity having jurisdiction within the City, including but not limited to the City of Country Club Hills, the Country Club Hills Park District, S.D. No. 227, S.D. No. 228, S.D. No. 160 and S.D. No 144. Should a member of the Environmental Commission cease to be an owner and/or employee of a local government entity having jurisdiction within the City, his/her office shall become vacant.
- 3.23.04 TERMS OF OFFICE: Members of the Environmental Commission shall serve a one (1) year term, expiring on April 30th in each given year.
- 3.23.05 COMPENSATION: Members of the Environmental Commission shall serve without compensation.
- 3.23.06 VACANCY: Any member of the Commission may resign from his/her office. If a vacancy in office occurs by reason of death, resignation or removal from office, the vacancy shall be filled by appointment by the Mayor with the advice and consent of the City Council.

3.23.07 POWERS - DUTIES: The Commission shall have the following powers and duties:

A. To encourage, develop and nurture public awareness of environmental concerns, through various educational outreach programs. To also publicize, promote and otherwise encourage the use of facilities or programs which promote the sensible use of natural resources, such as recycling and composting;

B. To review public facilities and to advise and assist the Mayor, City Council, and Administrative Staff for proper implementation of the sensible use of available resources, including but not limited to, municipal purchasing policies, municipal disposal practices, tree planting and maintenance, and public works operations;

C. To assist the Plan Commission and Zoning Board of Appeals by providing commentary and findings of facts for zoning and development Plan Review;

D. To report annually to the Council summarizing the activities of the Commission during the past year. Final approval of the report shall be the responsibility of the full Commission; and

E. To develop and coordinate a Beautification Awards Program which recognizes efforts of local residents in the continued beautification of the City.

3.23.08 MEETINGS:The Environmental Commission meets on the third (3rd)

Thursday of each month at 7:00 p.m. in City Hall or in some other suitable place.

ARTICLE 24

FISH COMMISSION

- 3.24.01 FISH COMMISSION: There is hereby created a Fish Commission composed of seven (7) members.
- 3.24.02 APPOINTMENT: The members of the Fish Commission shall be appointed by the Mayor with the advice and consent of the City Council.
- 3.24.03 QUALIFICATIONS OF MEMBERS: Each member of the Fish Commission shall be a resident of the City of Country Club Hills ("City"), owner and/or employee of a business located within the corporate boundaries of the City, individual who is no longer a resident of the City but had previously served as a volunteer for the City and/or had served as a Commissioner on a prior or current City Commission, or any employee of a local government entity having jurisdiction within the City, including but not limited to the City of Country Club Hills, the Country Club Hills Park District, S.D. No. 227, S.D. No. 228, S.D. No. 160 and S.D. No 144. Should a member of the Fish Commission cease to be an owner and/or employee of a local government entity having jurisdiction within the City, his/her office shall become vacant.
- 3.24.04 TERMS OF OFFICE: Members of the Fish Commission shall serve a one (1) year term, expiring on April 30th in each given year.
- 3.24.05 COMPENSATION: Members of the Fish Commission shall serve without

compensation.

3.24.06 VACANCY: Any member of the Fish Commission may resign from his/her office. If a vacancy in office occurs by reason of death, resignation or removal from office, the vacancy shall be filled by appointment by the Mayor with the advice and consent of the City Council.

3.24.07 DUTIES AND FUNCTIONS: The purpose of the Fish Commission is to study and chart the more that thirty (30) lakes and ponds in the City of Country Club Hills. With the knowledge of the different species of fish inhabiting each of these bodies of water, the Commission encourages clean family fun by working with the City, County, and State groups in co-ordinating City fishing programs.

3.24.08 MEETINGS:The Fish Commission meets on the third (3rd) Thursday of each month at 7:00 p.m. in City Hall or in some other suitable place.

ARTICLE 25

SENIOR CITIZEN COMMISSION

3.25.01 SENIOR CITIZEN COMMISSION:There is hereby created a Senior Citizen Commission composed of seven(7) members.

3.25.02 APPOINTMENT: The members of the Senior Citizen Commission shall be appointed by the Mayor with the advice and consent of the City Council.

3.25.03 QUALIFICATIONS OF MEMBERS:Each member of the Senior Citizen Commission shall be a resident of the City of Country Club Hills (“City”), owner and/or employee of a business located within the corporate boundaries of the City, individual who is no longer a resident of the City but had previously served as a volunteer for the City and/or had served as a Commissioner on a prior or current City Commission, or any employee of a local government entity having jurisdiction within the City, including but not limited to the City of Country Club Hills, the Country Club Hills Park District, S.D. No. 227, S.D. No. 228, S.D. No. 160 and S.D. No 144. Should a member of the Senior Citizen Commission cease to be an owner and/or employee of a local government entity having jurisdiction within the City, his/her office shall become vacant.

3.25.04 TERMS OF OFFICE: Members of the Senior Citizen Commission shall serve a one (1) year term, expiring on April 30th in each given year.

3.25.05 COMPENSATION: Members of the Senior Citizen Commission shall serve without compensation.

3.25.06 VACANCY: Any member of the Senior Citizen Commission may resign from his/her office. If a vacancy in office occurs by reason of death, resignation or removal from office, the vacancy shall be filled by appointment by the Mayor with the advice and consent of the City Council.

3.25.07 DUTIES AND FUNCTIONS: The purpose of the Senior Citizen Commission is to promote services for senior citizens in the community. It serves as a source of information for the City’s senior citizens and involves, engages and provides mechanisms for servicing the senior community.

3.25.08 MEETINGS: The Senior Citizen Commission meets on the second (2nd) Wednesday of each month at 10:00 a.m. in City Hall or in some other suitable place.

ARTICLE 26

VETERANS COMMISSION

3.26.01 VETERANS COMMISSION: There is hereby created a Veterans Commission composed of five (5) members.

3.26.02 APPOINTMENT: The members of the Veterans Commission shall be appointed by the Mayor with the advice and consent of the City Council.

3.26.03 QUALIFICATIONS OF MEMBERS: Each member of the Veterans Commission shall be a resident of the City of Country Club Hills ("City"), owner and/or employee of a business located within the corporate boundaries of the City, individual who is no longer a resident of the City but had previously served as a volunteer for the City and/or had served as a Commissioner on a prior or current City Commission, or any employee of a local government entity having jurisdiction within the City, including but not limited to the City of Country Club Hills, the Country Club Hills Park District, S.D. No. 227, S.D. No. 228, S.D. No. 160 and S.D. No 144. Should a member of the Veterans Commission cease to be an owner and/or employee of a local government entity having jurisdiction within the City, his/her office shall become vacant.

3.26.04 TERMS OF OFFICE: Members of the Veterans Commission shall serve a one (1) year term, expiring on April 30th in each given year.

3.26.05 COMPENSATION: Members of the Veterans Commission shall serve without compensation.

3.26.06 VACANCY: Any member of the Veterans Commission may resign from his/her office. If a vacancy in office occurs by reason of death, resignation or removal from office, the vacancy shall be filled by appointment by the Mayor with the advice and consent of the City Council.

3.26.07 DUTIES AND FUNCTIONS: The Veterans Commission is responsible for the development and promotion of activities for veterans of the armed services in the community. The Commission holds breakfasts for veterans, provides the community with a Veterans' Day Ceremony at the City Hall Memorial site and distributes flags for the Blue Star Program.

3.26.08 MEETINGS:The Veterans Commission meets on the first (1st) Tuesday of each month at 7:00 p.m. in City Hall or in some other suitable place.

ARTICLE 27

PASTORAL COMMISSION

3.27.01 PASTORAL COMMISSION:There is hereby created a Pastoral Commission.

3.27.02 APPOINTMENT: The members of the Pastoral Commission shall be

appointed by the Mayor with the advice and consent of the City Council.

3.27.03 QUALIFICATIONS OF MEMBERS: The Pastoral Commission shall consist of those members, being the pastor (or their designee) from each of the churches who own real property and are housed on said property located within the corporate limits of the City of Country Club Hills. One member of the Pastoral Commission shall be designated by the Mayor as Chairman.

3.27.04 TERMS OF OFFICE: Members of the Pastoral Commission shall serve a one (1) year term, expiring on April 30th in each given year.

3.27.05 COMPENSATION: Members of the Pastoral Commission shall serve without compensation.

3.27.06 VACANCY:Any member of the Pastoral Commission may resign from his/her office. If a vacancy in office occurs by reason of death, resignation or removal from office, the vacancy shall be filled by appointment by the Mayor with the advice and consent of the City Council.

3.27.07 DUTIES AND FUNCTIONS:The Pastoral Commission shall report to the Mayor and the City Council and work with community, county, state, and federal groups in coordinating City Programs and activities for the further development and enhancement of family and community relationships and assist with public social service issues within the community of Country Club Hills.

3.27.08 MEETINGS: The Pastoral Commission meets on the fourth (4th) Tuesday of each month at 11:00 a.m. in City Hall or in some other suitable place.

ARTICLE 28 – HISTORICAL COMMISSION

3.28.01 HISTORICAL COMMISSION :There is hereby created a Historical Commission composed of seven (7) members.

3.28.02 MEMBERSHIP:The members of the Historical Commission shall be appointed by the Mayor with the advice and consent of the City Council.

3.28.03 QUALIFICATIONS OF MEMBERS:Each member of the Historical Commission shall be a resident of the City of Country Club Hills (City), owner and/or employee of a business located within the corporate boundaries of the City, individual who is no longer a resident of the City but had previously served as a volunteer for the City and/or had served as a Commissioner on a prior or current City Commission, or any employee of a local government entity having jurisdiction within the City, including but not limited to the City of Country Club Hills, the Country Club Hills Park District, S.D. No. 227, S.D. No. 228, S.D. No. 160 and S.D. No 144. Should a member of the Historical Commission cease to be an owner and/or employee of a local government entity having jurisdiction within the City, his/her office shall become vacant.

3.28.04 TERM OF OFFICE: Members of the Historical Commission shall serve a one (1) year term, expiring on April 30th in each given year.

3.28.05 COMPENSATION: Members of the Historical Commission shall serve without compensation.

3.28.06 VACANCY:Any member of the Historical Commission may resign from

his/her office. If a vacancy in office occurs by reason of death, resignation or removal from office, the vacancy shall be filled by appointment by the Mayor with the advice and consent of the City Council.

3.28.07 DUTIES AND FUNCTIONS: The purpose of the Historical Commission is to protect, enhance, perpetuate, and preserve the historical elements of the City of Country Club Hills' cultural, social, economic and political history for the education, legacy, and welfare of the people of Country Club Hills and the surrounding community.

3.28.08 MEETINGS:The Historical Commission meets on the () of each month at 7:00 p.m. in City Hall or in some other suitable place.

ARTICLE 29 – DEPARTMENT OF FINANCE

3.29.01. CREATION OF OFFICE

There is, hereby, creating an Ordinance giving oversight to a consulting service in the Finance Department.

3.29.02 DUTIES

The Department of Finance shall establish and implement procedures and with the primary responsibility for the accounting management of the fiscal affairs of the City accordance with all applicable law, and control of the receipt and disbursement of City funds, including administration of the payroll and grants received by the City, as well as the

collection and assessment of taxes.

3.29.03 COMPOSITION

The Department of Finance shall be comprised of the finance Director and such other personnel as shall from time to time be designated by the Mayor with the consent of the City Council.

3.29.04 PERSONNEL

There is hereby assigned and transferred to said Department all of oversight operation of all employees, including but not limited to Payroll, Paycom System Control, Account Payable, Collector, Senior Accountant and all Financial Management

3.29.05 PROPERTY AND RECORDS

The Finance Director will have control and have access to all Department of Finance property, books, papers and records relating to any of the offices and other governmental agencies herein above all allocated and assigned to said Department. (Except such books, papers and records as are now required by law or ordinances of the City of Country Club Hills to be kept in the office of some other officer or department of the city government.)

3.29.06 SUPERVISOR

The Finance Director shall have oversight, supervision and give work direction to all employees in the Department of Finance.

3.29.07 GENERAL AUTHORITY OF THE FINANCE DIRECTOR

The Finance Director shall be head of the Department and, in

addition to the functions, powers and duties that are hereby or may hereafter be conferred and imposed upon him/her by law and the ordinances of the city, shall:

- 1) Exercise supervision and have general responsibility for all the operations of said Department and of the personnel employed herein.
- 2) Supervise the organization of the Department and changes in the organization thereof, and, to the extent to which the organization of his/her Department is not prescribed by law, he/she may organize his/her Department into such divisions and bureaus and make such assignment of powers and duties among them and, from time to time, change such organization or assignments as he/she may deem advisable, except that the boards, offices and other governmental agencies and positions hereby allocated and assigned to said Department shall be maintained.
- 3) Formulate and adopt rules and regulations for the efficient conduct of the work and general administration of the Department and the officers and employees thereof.
- 4) Make periodic reports with such recommendations as he/she deems appropriate to the City Council concerning the affairs of the Department under his/her jurisdiction.

ARTICLE 30

EDUCATION COMMISSION

3.30.01 EDUCATION COMMISSION: There is hereby created an Education Commission of the City of Country Club Hills.

3.30.02 APPOINTMENTS: The members of said Commission shall be appointed by the Mayor with the advice and consent of the City Council. The Education Commission shall consist of five (5) members. The Mayor shall appoint one (1) member as chairperson of the Commission.

3.30.03: QUALIFICATIONS OF MEMBERS: Each member of the Education Commission shall be a resident of the City of Country Club Hills ("City"), owner and/or employee of a business located within the corporate boundaries of the City, an individual who is no longer a resident of the City but had previously served as a volunteer for the City and/or had served as a Commissioner on a prior or current City Commission, or any employee of a local governmental entity having jurisdiction within the City, including but not limited to the City of Country Club Hills, the Country Club Hills Park District, S.D. No. 227, S.D. No. 228, S.D. No. 160 and S.D. No. 144. Should a member of the Education Commission cease to be an owner and/or employee of a local governmental entity having jurisdiction within the City, his/her office shall become vacant.

3.30.04. TERM OF OFFICE: Members of the Education Commission shall serve a one (1) year term, expiring April 30th in each given year.

3.30.05. COMPENSATION: Members of the Education Commission shall serve without compensation.

3.30.06. VACANCY: Any member of the Commission may resign from his/her

office. If a vacancy in office occurs by reason of death, resignation or removal from office, the vacancy shall be filled by appointment by the Mayor with the advice and consent of the City Council.

3.30.07. DUTIES AND FUNCTIONS: The purpose of the Education Commission is to offer help and assistance to School Districts Nos. 144, 160, 227 and 228 by:

- A. Offer speakers for career day;
- B. Assist and coordinate efforts for fund raising, publicize fund raising events by publicizing such events on the City's website and cable TV station;
- C. Offer mentoring to students as requested by the school districts;
- D. Meet with PTO/PTA representatives to update them on community activities;
- E. Work with the City administration to make city resources available for special school programs and field trips;
- F. Offer speakers and propose civic activities during Black History Month and school holidays;
- G. Assess the different ways the City can help with after school program;
- H. Increase awareness of how the City can help in crime

prevention;

- I. Offer Motivational Speakers;
- J. Develop leadership activities such as mock City Council meetings and other civic activities where students participate to help build the students' self esteem and self pride; and
- K. Network with the school districts by having the City Aldermen attend the various school board meetings to update city activities available to the Boards and students.

3.30.08. MEETINGS. The Education Commission meets on the _____ (___) _____ of each month at 7:00 p.m. in City Hall or in some other suitable place.

ARTICLE 31

MULTICULTURAL COMMISSION

3.31.01 MULTICULTURAL COMMISSION :There is hereby created a Multicultural Commission composed of five (5) members.

3.31.02 MEMBERSHIP:The members of the Multicultural Commission shall be appointed by the Mayor with the advice and consent of the City Council.

3.31.03 QUALIFICATIONS OF MEMBERS:Each member of the Multicultural

Commission shall be a resident of the City of Country Club Hills ("City"), owner and/or employee of a business located within the corporate boundaries of the City, individual who is no longer a resident of the City but had previously served as a volunteer for the City and/or had served as a Commissioner on a prior or current City Commission, or any employee of a local government entity having jurisdiction within the City, including but not limited to the City of Country Club Hills, the Country Club Hills Park District, S.D. No. 227, S.D. No. 228, S.D. No. 160 and S.D. No 144. Should a member of the Muticultural Commission cease to be an owner and/or employee of a local government entity having jurisdiction within the City, his/her office shall become vacant.

3.31.04 TERM OF OFFICE: Members of the Multicultural Commission shall serve a one (1) year term, expiring on April 30th in each given year.

3.31.05 COMPENSATION: Members of the Muticultural Commission shall serve without compensation.

3.31.06 VACANCY:Any member of the Multicultural Commission may resign from his/her office. If a vacancy in office occurs by reason of death, resignation or removal from office, the vacancy shall be filled by appointment by the Mayor with the advice and consent of the City Council.

3.31.07 DUTIES AND FUNCTIONS: The purpose of the Multicultural Commission is to improve and share the availability of the City of Country Club Hills' diverse cutural ttraditions and experiences with the residents of Country Club Hills and the surrounding community.

3.31.08 MEETINGS:The Multicultural Commission meets on the ()
of each month at 7:00 p.m. in City Hall or in some other suitable
place