



City Council Memo

Crest Hill, IL

Meeting Date:	May 4, 2026
Submitter:	Daniel Ritter, Community Development Director
Department:	Community Development
Agenda Item:	Promotion of Jacob Poor to Full-Time Inspector

Summary: Jacob Poor has provided building and code enforcement inspection services on a part-time basis since March 2025 for the Community Development Department. Mr. Poor has provided exceptional service and has extensive knowledge of inspection services. He has shown a dedication to learning and growth within the field and has been recommended for a promotion to full-time.

Jacob has worked in the same position part-time for more than a year, showing his knowledge and background in construction and building code requirements. He has continued to grow his knowledge and ICC certifications in that time and improved in his customer service skills. The promotion to full-time benefits the department and the city by retaining an existing high-performing employee, as well as setting the position up for more successful hiring in the future. The Inspector position is uniquely set up, as the Inspector completes both building/permit inspections and property maintenance/code enforcement. While it is efficient to have inspectors work on both tasks, inspectors with ICC certifications and experience to do building inspections are in high demand; finding a long-term hire in a part-time role has proven difficult.

The additional time from the full-time position will be used to continue expanding inspections on the record number of permits and code violation cases. The Department issued more permits and citations in 2025 than in any other year on record (since at least 2008). 2026 has started even busier with more permits, code cases, and large new construction projects expected to demand more inspections and pay large permit fees (USCD/Mather, Quick Trip, Seasons, Extra Space, 1714 Russ Way, etc.) Revenues continue to grow along with the increased number of Inspector work items completed, with additional permit fees, inspection fees, rental registration fees, and code enforcement fines being collected.

This position was budgeted as part of the FY27 budget that starts May 1, 2026. The change would result in two full-time inspectors, and the resulting vacant part-time inspector position will not be filled in FY27.

Financial Impact/Analysis:

Funding Source: General Fund

Current Salary: \$33,150 (\$34,642 proposed as of 5/1/26)

Proposed Salary: \$75,060 + applicable benefits

Recommended Council Action: Approval of a promotion of Jacob Poor to a Full-time Inspector, subject to acceptance of a formal offer letter.