



City Council Memo

Crest Hill, IL

Meeting Date:	May 4, 2026
Submitter:	Daniel Ritter, Community Development Director
Department:	Community Development
Agenda Item:	Promotion of Zoe Gates to Administrative Assistant for the Community Development Department

Summary: Zoe Gates has provided administrative support for the Building and Community Development Departments for over 23 years as an Administrative Clerk (before which she was with the Police Department in records for a short time). She has provided exceptional service and has extensive institutional knowledge of the Community Development Department and overall organization.

Zoe goes above and beyond by assisting in many different aspects of the Department over the years. She has largely focused on Building and Code Enforcement functions, including organizing administrative adjudication hearings. At times, that even included writing staff reports and attending Plan Commission meetings when needed. Zoe has the initiative to be successful in an Administrative Assistant role, and many of her responsibilities already match those of the Administrative Assistant position. In this role, she will be responsible for several projects in addition to improving and increasing operational efficiencies, especially for building permits. Project tasks will include reviews of new permitting software systems and working to transition between systems. Updates and coordination of new application forms, and assistance in coordinating Developer Deposits will be additional tasks for the Administrative Assistant position. She will also assist in code enforcement, planning/zoning, and economic development operations.

Additionally, the promotion creates a clear separation of duties and responsibilities between the Administrative Assistant and the Administrative Clerk. Having one of the positions requiring a higher level of Department experience and responsibilities is preferred. The Administrative Assistant job description is attached, along with the proposed updated. This position and applicable potential benefit costs were budgeted as a promotion, as part of the FY27 budget, that starts May 1, 2026.

Financial Impact/Analysis:

Funding Source: General Fund
Current Salary: \$61,984 (Local 150 Step 8 (Max))
Proposed Salary: \$70,415 + applicable benefits

Recommended Council Action: Approval of a promotion of Zoe Gates to Administrative Assistant for the Community Development Department, subject to acceptance of a formal offer letter.