



Agenda Memo

Crest Hill, IL

Meeting Date:	February 23, 2026
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Ordinance Amendment Assistant City Administrator/HR Director

Summary: Per City Council's earlier direction, Attorney Stiff and HR have drafted the updated ordinance amendment for the Assistant City Administrator/HR Director position and the updated job description.

These are needed to be approved prior to the planned appointment on March 2, 2026.

Recommended Council Action: Discussion and request for approval on March 2, 2026.

Financial Impact:

Funding Source: General Fund

Budgeted Amount: Current HR Consultant

Cost: Approximately \$26,000 + Benefits for the remainder of FY 2026