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## Agenda Memo

Crest Hill, IL

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<b>Meeting Date:</b>	February 23, 2026
<b>Submitter:</b>	Blaine Wing, City Administrator
<b>Department:</b>	Administration
<b>Agenda Item:</b>	Approve an Ordinance Amending Title 2 (Administration and Personnel), Chapter 2.30 (Employee Relations Manager/Assistant to the Finance Director) of the Crest Hill City Code

**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.

Prior to the planned appointment of the new Assistant City Administrator/HR Director on March 2, 2026, the City Code needs to be amended.

**Recommended Council Action:** Approve the updated City Code language as discussed on February 23, 2026, at the beginning of the March 2<sup>nd</sup> meeting.

**Financial Impact:**

**Funding Source:** General Fund

**Budgeted Amount:** Current HR Consultant

**Cost:** \$155,000 + Benefits