City Council Memo

Crest Hill, IL

Meeting Date:	November 16, 2026
Submitter:	Ashley Monroe, Assistant City Administrator /HR Director Daniel Ritter, Community and Economic Development Director
Department:	Community Development & Administration
Agenda Item:	Resolution approving the appointment of Diego Ortegon to the position of full-time Building Inspector at an initial salary of $80,000 per year plus applicable benefits

Summary: Staff pursued continued recruitment of a full-time Building Inspector position in October, after the second of our two Inspectors left the City's employment. Based on direction from City Council to change the posted range for Building Inspector position and to make a conditional offer to the preferred candidate, the HR director made an offer of Full-Time Building Inspector, to Diego Ortegon, at an annual rate of $80,000.

The City's Inspector completes both building/permit inspections and property maintenance/code enforcement. Inspectors with ICC certifications are in high demand.

This position was budgeted as part of the FY27 budget that started May 1, 2026.

The preferred candidate, Diego Ortegon, comes to the City with a well-rounded background in emergency room nursing, volunteering on regional emergency response team, and working several years as a community service officer in a nearby community. He recently made a career change to inspection services, completed training with Building and Fire Code Academy, completed an inspector apprenticeship and has to-date achieved three ICC inspector credentials. Staff consulted with Mayor Soliman after interviews were completed and with direction by Council, an offer was made and accepted. All pre-employment screenings are complete. Pending approval, we anticipate the new employee's start date as November 30, 2026.

Financial Impact/Analysis:

Funding Source: General Fund
Vacated Salary: $75,060
Proposed Salary: $80,000 + applicable benefits (IMRF contribution, insurance elections, etc.)

Recommended Council Action: Approve the appointment of Diego Ortegon to the position of full-time Building Inspector at an initial salary of $80,000 per year plus applicable benefits.