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 Don Seeman to the newly created position of Chief Building Official for the City of Crest Hill at an initial salary of $112,000 per year plus applicable benefits

Summary: The duties and responsibilities of the position of Building Commissioner has been evaluated for consistency with current and desired City practices. In coordination with the Department, Human Resources prepared research and analysis related to common job responsibilities of a Commissioner versus a Chief Official, as well as an analysis of comparative pay for such positions. This information was presented in closed session to City Council. Based upon direction from City Council, the City Attorney proposed amendments to the City Code. Pending approval of those changes, the employee appointment to Chief Building Official is the next step.

The City's Chief Building Official conducts and supervises building/permit inspections and property maintenance/code enforcement operations and requires a high level of development knowledge and experience. The Chief Building Official is supervised by the Director of Community Development. Although the two positions work cooperatively in executing Department objectives, this individual is the principal authority in building division operations. The ability to give direction and make departmental decisions is established within job description and organization chart.

Funds for a change to this position were anticipated and budgeted as part of the FY27 budget that started May 1, 2026.

Donald Seeman, is the City's current Building Commissioner. His conduct has been exemplary and he and is well-prepared to take on the responsibility of this promoted role.

Financial Impact/Analysis:

Funding Source: General Fund
Current Salary and Merit Anniversary: $103,894 / Annually May 1st
Proposed Salary and Merit Anniversary: $112,000 / Annually November 17th

Recommended Council Action: Approve the appointment of Don Seeman to the newly created position of Chief Building Official for the City of Crest Hill at an initial salary of $112,000 per year plus applicable benefits.

Attachment:
Resolution
Job Description – Exhibit A
Department Organization Chart – Exhibit B