



March 28, 2024

MEMO

TO: Mayor & City Council Members

FROM: Tony Graff, Interim City Administrator

SUBJECT: Administrator Report with Updates

Here is a summary of activities and updates regarding projects.

1. The following Job Announcements were posted. Interim HR Director reviewed the job descriptions and created updated announcement for the following positions (all position announcements has been posted on the city web site).
 - a. SUMMER LABORERS POSITION – The City of Crest Hill has several openings for temporary summer laborers that would work no more than 40 hours per week in the Public Works Department. The pay is \$16/hour. (
 - b. PART TIME JANITOR – The City of Crest Hill has an opening for a permanent part-time janitor that would work no more than 20 hours per week during normal business hours, 8 a.m. to 4:30 p.m., Monday through Friday. The pay is \$19/hour.
 - c. MAINTENANCE WORKER PUBLIC WORKS – This position is responsible performing general outdoor work to maintain the City’s infrastructure including but not limited to responding to water main breaks, snow removal, cleaning parkways, mowing grass, repairing streets and parkways, and installing traffic control signage. Providing excellent customer service when interacting with residents is required. Normal work hours are 7:30 am to 3:30 pm, Monday through Friday, and must be available for after-hours work as needed. Municipal public works experience preferred. The deadline to apply for this position is 4:30 p.m. on April 30, 2024; or when the position has been filled. Applications can be obtained at <https://www.cityofcresthill.com/> and once completed can be sent to HR@cityofcresthill.com or: City of Crest Hill – Human Resources 20600 City Center Blvd. Crest Hill, IL 60403
 - d. HR MANAGER – Deadline is March 31st.
2. Old City Hall – Phase 2 Environmental Study: The consultant completed their field work, and the consultant report should be completed within the next 60 days to be presented at a council work session.

3. Water Meter Replacement Project – The B-Box inspections have been completed and repairs are on-going with about 4-5 B-Boxes remaining. Still working with the last of the property owners to allow access to replace their meters. On schedule to complete the replacement by Early Summer 2024.
4. West Sanitary Sewer Treatment Project – Currently about 35% of the construction has been completed and on schedule for the plant to be completed in 2026. Will keep everyone posted.
5. Safe Step Program – contract documents completed and signed. The evaluation will begin Mid-April which will take about 10 days to complete the goal is the end of April. City Engineer Ron Wiedeman will present the evaluation report to the city council work session in May.
6. Lockport Township Park District Intergovernmental Agreement Update: The DRAFT agreement is still under review by the attorneys. The goal is to present the final draft at the April 29th work session for discussion and review. (City Center Municipal Park Project)
7. Continued to meet with department heads relating to the draft budget and coordinating with the treasurer's office updates and suggestions.
8. State of Illinois Crime Lab/State Police Headquarters Project - UPDATE: Civil Engineering Plans are under review and an update is planned to be presented at a April Workshop Meeting. City Engineer Ron Wiedeman is coordinating with the civil engineers for the Crime Lab Site with the design relating to the water and sewer connections along with the impact of the Statesville's proposed rebuild project. We will keep everyone posted.
9. Grand Prairie Water Commission (Lake Michigan Water Project): ON GOING: The Water Allocation per each community is under final review. Crest Hill staff have a follow up meeting with the project director on April 2nd to review the potential impact of the newly announced Stateville Rebuild Project, as it relates to the proposed water allocation formula/cap.
10. Employee Performance Evaluations once completed will be reviewed with the Interim HR Director, then an update with recommendations for salary adjustments to be presented to the city council at a April Work Session.