

Special City Council Work Session Crest Hill, IL January 11, 2024 7:00 PM

Council Chambers 20600 City Center Boulevard, Crest Hill, IL 60403

Agenda

- 1. Call to Order
- 2. GovHR-Proposal to Conduct Recruitment
- 3. Executive Session 5ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
- 4. Public Comments
- 5. Adjournment

The Agenda for each regular meeting and special meeting (except a meeting held in the event of a bona fide emergency, rescheduled regular meeting, or any reconvened meeting) shall be posted at the City Hall and at the location where the meeting is to be held at least forty-eight (48) hours in advance of the holding of the meeting. The City Council shall also post on its website the agenda for any regular or special meetings. The City Council may modify its agenda for any regular or special meetings. The City Council may modify its agenda before or at the meeting for which public notice is given, provided that, in no event may the City Council act upon any matters which are not posted on the agenda at least forty-eight (48) hours in advance of the time for the holding of the meeting.



POSITION ANNOUCEMENT

City Administrator – Crest Hill, IL

CREST HILL, IL (20,837) Strategically located community with developable commercial land, beautiful open space and strong neighborhoods seeks candidates to serve as its next City Administrator. Located in Will County, approximately 40 miles southwest of Chicago, Crest Hill comprises nine (9) square miles and is located between the bustling I-80 corridor and route 55 making it a prime location in which to live and work. Additional developable land is along Route 30, Route 53 and Weber Road corridors.

- Crest Hill is home to an expanding business park as well as Carillon Lakes, a highly
 desirable senior living community. Hill is proactive in economic development
 efforts and looks forward to working with the next City Administrator to continue
 these efforts. Stateville Prison is also located in Crest Hill.
- Crest Hill is a full-service, stand-alone community with a \$44 million budget and 64 full time employees. The City provides the following municipal services: Police, Public Works, Wastewater Treatment (two facilities), Building, Community Development and Finance. Fire protection and emergency medical services are provided by Lockport Township Fire Protection District and Plainfield Township Fire Protection District. The City has invested in its public facilities and plans to open a new 40,000 square foot City Center later this year that will house its Administrative offices and Police Department.
- The position is appointed by and reports to the Mayor and eight alderpersons.
 The Mayor is in his fourth term. The previous City Administrator served the City
 for 18 months. The prior Administrator served for eight years, the last four as
 City Administrator.
- Position requires four to six seven to ten years of increasingly responsible management experience in a community or organization of comparable size and complexity. A bachelor's degree with a focus on public administration, business administration, planning or a related field is required. Master's degree (MPA or MBA) or other advanced degree, strongly desired. Residency is not required.

Successful candidates will have experience in economic development, fiscal administration and maintaining positive working relationships with elected officials, staff, other units of government and the business community. Candidates must possess excellent interpersonal skills and demonstrate an approachable, welcoming style with the community, elected officials and staff.

Salary: \$165,000 - \$185,000 170,000-210,000+/- DOQ with excellent benefits. Interested candidates should apply by February 15, 2024 with a cover letter, resume, and contact information for at least three (3) professional references to www.GovHRjobs.com to the attention of Ryan Cotton, Consultant, MGT/GovHR USA, 630 Dundee Road, Suite 225 Northbrook, IL 60062. The City of Crest Hill is an equal opportunity employer.

Click Here to Apply! (Link not active yet)



Avoid These Five Mistakes When Recruiting for Talent

GovHR USA is often contacted by clients who have tried to recruit for positions on their own but have been unsuccessful – here are some common issues we've seen with unsuccessful recruitment processes.

- 1. Overly Restrictive Job Descriptions Does the person really need a bachelor's degree or 5-10 years' experience in local government to effectively perform the duties? Using words like "preferred" or "ideally" when possible can open up your candidate pool to those with transferrable skills. Take a close look at your job description before you advertise for the position to ensure you are as flexible as you can be. And, if you have a residency requirement, you need to seriously rethink it.
- 2. Cutting Back on Advertising Sometimes organizations try to save money by cutting back on advertising. This is a mistake using social media sites like LinkedIn can improve your candidate pool. LinkedIn captures candidates who are not actively looking for a position but might be interested in your job. Be sure and use your community's social media to announce positions. If you are interested in diversifying your candidate pool, place your job announcements on NFBPA.org, LGHN.org, League of Women in Government.org, ELGL.org, etc. Also look for more career specific job boards like the National Association for Black Accountants https://nabacareercenter.nabainc.org/ and the National Association of African Americans in Human Resources https://careerconnection.naaahr.org/. There are many, many more a simple Google search can provide your organization with more locations. Expect to spend approximately \$2,500 for higher level executive recruitment advertising.
- **3. Regional Restrictions on Candidate Pool:** Clients often prefer candidates from their state or region. Understandably, they do not want to incur relocation costs and want the candidate to have familiarity with the state laws. Local governments no longer have this luxury. The competition for key positions in finance, engineering, information technology and many other specialty fields is fierce. By only advertising locally, you could miss the candidate who wants to come home.

Potential candidates now more than ever are reevaluating where they want to live and are often choosing to be closer to family. Using video interviewing technology can reduce interview costs until the very end of the process. A one-time expenditure for some or all moving and packing expenses can be less expensive than hiring temporary or contract help while you try to find a local candidate.

- **4. Failure to Advertise the Salary Range:** This is a critical misstep. Making candidates call for the salary range is unnecessary, and you could miss out on the person who is happy where they are and yet intrigued by your position they will get back to work on Monday and may never get around to calling you. Salary information is public information include the salary range you are willing to pay in the job announcement. If you include the full range but would never start someone at the highest end of the range, you will frustrate candidates and could fail to reach agreement on compensation at the end of the process. When you do not put in a pay range, candidates assume the pay is low and most likely will not apply. Also, when not including a range, you are asking them to possibly put their current position at risk without full knowledge of the opportunity. Candidates who are concerned with confidentiality will not likely call your human resources department for salary or other important information.
- **5.** Complicated and/or Delayed Application Processes: Hopefully, every local government has at least a basic electronic applicant tracking system for candidates to use when applying for positions. A community's outward facing technology will be noticed by potential applicants. Acknowledging their application and advising them of the conclusion of the process is important. If they have a positive experience with your process (even if they do not get the position) they may feel encouraged to apply again.

To successfully compete for talent, local governments need to put their best foot forward, look for transferrable skills and be open to candidates who may have not had a "traditional" career path in the employer's view. These candidates can bring new perspectives and important skills to your organization.



Type

Ad Budget

City, StateCrest Hill, ILJob TitleCity AdministratorConsultantJim Arndt

Full **Over/Under Budget** \$2,500.00 **-\$2,500.00**

Prepared by: Kathy Faulkner *Ads placed in 2024 may be subject to a price increase.

Approved by: Date:

OO NOT EDIT THE PROVIDED SOURCES

Source Name	Post Fee	Approved	Proposed Cos	
LinkedIn	\$399.00		\$0.00	
Strategic Government Resources	\$50.00	FALSE	\$0.00	
GovernmentJobs.com/NeoGov	\$100.00	FALSE	\$0.00	
WI City/County Management Assn				
(WCMA)	\$50.00	FALSE	\$0.00	
Illinois City/County Management				
Association	\$100.00	FALSE	\$0.00	
Careers in Government	\$295.00	FALSE	\$0.00	
International City/County Management				
Assoc ICMA	\$450.00	FALSE	\$0.00	
Iowa League of Cities	\$140.00	FALSE	\$0.00	
Michigan Municipal League	\$127.50	FALSE	\$0.00	
National Forum for Black Public				
Administrators - NFBPA	\$400.00	FALSE	\$0.00	
League of Women in Government -				
LWG	\$175.00	FALSE	\$0.00	
Illinois Municipal League	\$45.00	FALSE	\$0.00	
League of Wisconsin Municipalities	\$150.00	FALSE	\$0.00	
Engaging Local Government Leaders	\$0.00	FALSE	\$0.00	
Greener Grass (KU Alumni Newsletter)	\$0.00	FALSE	\$0.00	
HotJobs.vet	\$0.00	FALSE	\$0.00	
VeteranJobListings.com	\$0.00	FALSE	\$0.00	
MN City/County Mgt Assoc	\$0.00	FALSE	\$0.00	
CONSULTANT ADDED SOURCES				
		FALSE	\$0.00	
		FALSE	\$0.00	
TOTAL		FALSE	\$0.00	
TOTAL: \$0.00				

If Client should receive the Member Rate please correct the pricing under Proposed Cost to reflect that.



CLIENT: Crest Hill, IL

JOB TITLE: City Administrator

CONSULTANT Jim Arndt

TYPE: Full

AD BUDGET: \$2,500.00
PREPARED BY: Kathy Faulkner

					Form of
					Payment -
			Proposed	Date Ad	Bulk, CC or
Source Name	Post Fee	Approved	Cost	posted	Invoice
LinkedIn	\$399.00	FALSE	\$0.00		Bulk
Strategic Government Resources	\$50.00	FALSE	\$0.00		Bulk
GovernmentJobs.com/NeoGov	\$100.00	FALSE	\$0.00		Bulk
WI City/County Management Assn (WCMA)	\$50.00	FALSE	\$0.00		INVOICE
Illinois City/County Management Association	\$100.00	FALSE	\$0.00		INVOICE
Careers in Government	\$100.00	FALSE	\$0.00		INVOICE
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Iowa League of Cities	\$140.00	FALSE	\$0.00		CC
Michigan Municipal League	\$127.50	FALSE	\$0.00		CC
National Forum for Black Public	,		·		
Administrators - NFBPA	\$400.00	FALSE	\$0.00		CC
League of Women in Government - LWG	\$175.00	FALSE	\$0.00		
Illinois Municipal League	\$45.00	FALSE	\$0.00		СС
League of Wisconsin Municipalities	\$150.00	FALSE	\$0.00		CC
Engaging Local Government Leaders	\$0.00	FALSE	\$0.00		NC
Greener Grass (KU Alumni Newsletter)	\$0.00	FALSE	\$0.00		NC
HotJobs.vet	\$0.00	FALSE	\$0.00		NC
VeteranJobListings.com	\$0.00	FALSE	\$0.00		NC
MN City/County Mgt Assoc	\$0.00	FALSE	\$0.00		NC
CONSULTANT ADDED SOURCES					

Item 2.

		FALSE	\$0.00		
		FALSE	\$0.00		
		FALSE	\$0.00		
Total:	\$2,481.50		\$0.00	-\$2,500.00	Over Budget

RC:

Ads posted by:

Final Total \$0.00

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Screenshots	Notes	Final Total	Updates
	If Client uses NeoGov they can post on their own for free		
	Free for member // Email wcma@niu.edu		
	\$50 member Rate / \$100 non Member rate // Email dpeters@niu.edu		
	\$225 Dept Head/\$450 CM or CAO (NOT for FC or COP)		
	YM Careers/Dean		
	\$35 In State / \$45 Out of State		
	Free for Members // email: classified@lwm-info.org		
N/A	Email Josh joshnavarro@ku.edu		
Member Only	email Charlene Stevens cstevens@govhrusa.com		



CITY ADMINISTRATOR





CITY OF CREST HILL CITY ADMINISTRATOR

GovHR USA, LLC is pleased to announce the recruitment and selection process for the City Administrator for the City of Crest Hill, IL. This is an exciting opportunity for local government leaders interested in leading a full-service City that is taking advantage of its strategic location to pursue its economic development goals. This brochure provides background information on Crest Hill as well as the requirements and expected qualifications for the City Administrator's position. Additional information about Crest Hill can be found on the City's website.

Candidates interested in applying for the position should electronically submit their résumé and cover letter, along with contact information for five (5) work-related references by September 17, 2021, at www.GovHRUSA.com. Questions regarding this opportunity may be confidentially directed to the executive recruiter working with the City of Crest Hill:

GovHRUSA

Heidi Voorhees, President Phone: 847-380-3240

Email: HVoorhees@GovHRUSA.com

THE CITY

The <u>City of Crest Hill</u> (Pop. 20,376) is a strategically located community of strong neighborhoods, bustling commercial districts and beautiful open space in Will County that was incorporated in 1960 to preserve its small-town character. The City is located about 40 miles southwest of Chicago and is bordered by Romeoville to the north and Joliet to the south, with close access to I-55, I-80 and I-355. Crest Hill is home to Carillon Lakes, a highly desirable senior living community with 1,100 homes; Stateville Prison; and two active TIF Districts, with developable land in the Weber Road TIF District, and a third district in process.

Year-round recreational opportunities are provided by the Lockport Park District. Residents can enjoy an 18-hole golf course, recreational programming, a community center, pool and numerous playgrounds spread throughout the community. Residents and visitors alike flock to Siegel's Cottonwood Farm, which hosts an annual Pumpkin Patch, Corn Maze and other seasonal activities.



DEMOGRAPHICS

Population: 20,376

Number of Households: 7,194

Owner occupied housing units (%): 66.5%

Land area: 9 square miles

Median Household Income (2019 dollars):

\$56,616

Median Home Value: \$169,200

(Source: U.S. Census, QuickFacts, 2019 estimated)







BUSINESS AND ECONOMIC DEVELOPMENT

Located in desirable Will County, 40 miles from Chicago, Crest Hill is the first choice for many businesses looking to locate in the premiere transportation and logistics corridor in the Midwest. The community is strategically located in the center of the dynamic Interstate 80 and Interstate 55 Corridors, allowing business to take advantage of a regional population of 9.4 million people. Metro Chicago is one of the world's finest transportation centers and Crest Hill provides convenient access to O'Hare International Airport, Midway International Airport, Lewis University Airport, the CenterPoint Properties Intermodal Centers in Elwood and Joliet, and the Metra Rock Island Line and Heritage Corridor Line railroads. The City's largest employer is Stateville Prison, which is within the City limits and has a population of approximately 3,000. The City is also home to a 125-acre business park which includes Aaron Thomas Packaging, Dayton Freight, and Rich Foods, among other corporations, including an Amazon package sorting center opened in 2017 and has 2,500 employees. There are three major corridors within Crest Hill on Route 30. Weber Road and Route 53, with developable land still available primarily along Weber Road. The Stateville Prison Property also has developable land, and the City has been actively seeking the state's cooperation in rezoning the property. Crest Hill is home to numerous smaller commercial areas which have thriving small businesses.









CITY OF CREST HILL MISSION STATEMENT

The City of Crest Hill is committed to enhancing the quality of life for its residents and businesses by providing essential infrastructure, public safety services, and thoughtful, planned development that ensures fiscal responsibility and promotes ethical stewardship of the City's resources.

64 full-time employees

\$44.6 million total budget

Currently constructing a 400,000 square foot new government complex

The City's water is provided through

1 wells. Crest Hill owns

2 wastewater treatment plants

The City has very healthy reserves, at 40% of operational budget

'AA' bond rating



City Hall Construction

CITY GOVERNMENT

The City of Crest Hill is a non-home rule community that operates under an Administrator form of government. The current City Administrator has served the community for 13 years, the last five as Administrator. She recently accepted a City Administrator position in a larger community. The eight-member City Council is elected by wards with staggered elections occurring every four years. The Mayor (recently re-elected to his fourth term) is elected at large and serves for four years. The City Administrator provides daily supervision over the City's operations and collaborates with the Mayor and City Council on the appointment of all City department heads.

Crest Hill is a full-service community with a \$44.6 million total budget (including a \$10.3 million General Fund). The City Administrator oversees a staff of 64 full-time employees (66 FTEs) in the departments of Building, Community Development, Police, Public Works & Streets, Water & Wastewater, and Treasurer and Finance. Fire and emergency medical services are provided by two outside Fire Protection Districts, primarily the Lockport Fire Protection District with a small portion of the City covered by Plainfield Township Fire Protection District. Two groups of employees in the Police and Public Works Departments are currently unionized and are governed by a Civil Service Commission consisting of three residents appointed by the Mayor and City Council. The City's water is provided through 11 wells. Crest Hill owns two wastewater treatment plants and they are currently undergoing significant improvements. The City is a member of a regional risk management association and a regional health insurance cooperative.

The City is currently constructing a 40,000 square foot new government complex, which will encompass a city hall, council chambers/community center, police department, police/military memorial garden, library, indoor and outdoor recreation areas, and walking and bike trails. The project is expected to be completed by the end of 2021.

The City has very healthy reserves, currently exceeding the city's reserve policy (40% of operational budget), a 'AA' bond rating from Standard & Poor's Rating Agency, and low bonded debt. The City has received the Government Finance Officers Association's Certificate of Achievement several times in recent years.

The City has a non-home rule sales tax in place, which is used to fund a property tax rebate program, debt service payments, and Police Department operating expenditures, among other items. The City also maintains a Capital Project Fund in an effort to take a longer-term approach to the systematic replacement of vehicles, building, technology, computers and building maintenance for the City.



CITY ADMINISTRATOR POSITION

The City Administrator is appointed by the Mayor with the consent of the City Council. The Administrator works closely with the elected officials on the City's strategic initiatives. The City Administrator leads the staff in effectively administering City operations and in the development and administration of the annual budget. While the Mayor and City Council officially appoint department heads, the City Administrator is an integral part of the recruitment and selection process.



KEY PROJECTS AND CHALLENGES

Crest Hill is a pro-business community that is undergoing significant economic development. The next City Administrator is expected to be actively engaged in economic development with a passion for promoting the City and ensuring that the City's interests are represented. The City has two Tax Increment Financing (TIF) Districts and has a third TIF underway. The next City Administrator will the lead process for an open Economic Development Officer position.

The City of Crest Hill has invested in its public facilities, recently opening a new 40,000 square foot Public Works facility this past May and then opening a new City Hall/Police Department later this year. A \$36 million rehabilitation effort is underway for the City's west wastewater treatment plant. The next City Administrator will be involved in planning the City's move to its new location and ensuring that the contractual obligations for the new and rehabbed facilities are met.

POSITION REQUIREMENTS

The City is seeking an experienced and collaborative leader for its next City Administrator. The successful candidate will have:

- Bachelor's degree in public administration, planning, business or related field.
- Master's degree in public policy, business or related field is highly desired.
- Seven to ten years progressively responsible management experience in a community or organization of comparable size and complexity.
- Strong organizational leadership skills with experience in oversight of a full range of municipal operations.
- Be skilled in building consensus with elected officials and providing the elected officials with the information and professional guidance they need to move forward on the City's goals.

- Have demonstrated experience in economic development with a passion for the recruitment and retention of businesses to Crest Hill.
- Bring innovation and creativity to the administration of municipal services, always seeking to improve processes and customer service.
- Have a strong interest and ability to supervise employees creating an environment of trust, integrity, and mentorship where employees respect one another and where the municipal organization consistently functions at a high level of customer service.
- Have proven verbal communication and listening skills, both one-on-one and in group settings, treating everyone in a professional and respectful manner.
- Possess strong presentation experience and have excellent writing and interpersonal skills.





THE IDEAL CANDIDATE

- Genuine passion for public service and a dedication to the City as it grows and develops.
- Be innately collaborative with the ability to bring differing points of view together in a cohesive, strategic direction.
- Be a strategic thinker with the ability to foresee issues and provide the elected officials with a variety of policy options to consider.
- Highly motivated, goal-oriented leader with a proven ability to be seen as credible and reliable, gain cooperation and communicate clear direction.
- Creative in solving problems, encouraging and empowering employees to find new and better ways to get work done.
- High energy level and enthusiasm for meeting the challenges and responsibilities of the Director's position; have a strong work ethic and be able to work independently with sound judgement.





COMPENSATION AND BENEFITS

The anticipated starting salary range is \$165,000 - \$185,000 +/- DOQ. A comprehensive benefits package includes participation in the Illinois Municipal Retirement Fund (IMRF), health insurance including medical, dental, and vision coverage (also available to dependents), and life insurance. The City also offers paid vacation, holidays and sick leave. The City does not have a residency requirement.

SELECTION PROCESS

Apply online at www.govhrjobs.com with a resume, cover letter and contact information for five professional references by September 17, 2021. Confidential inquiries are encouraged and should be directed to Heidi Voorhees, President, GovHR USA, HVoorhees@govhrusa.com, or by phone at 847-380-3240.

The City of Crest Hill is an Equal Opportunity Employer.



16



City Administrator Search

Dates	Steps	Notes
Week of January 8th Stakeholder Interviews	Designation of a Point of Contact with approval authority on Jan. 11 th and start the official Recruitment Stakeholder group and individual Interviews (as preferred): 1. Mayor 2. Alderman 3. Leadership Team 4. Others internal or external? Ryan Cotton will follow-up with virtual interviews/phone calls on these stakeholders and any others. (Names and emails needed if not available on January 11 th or 12th)	GovHR Recruiter In-person of Virtual
Week of Jan. 15th	Advertisements posted and networking begins. (Recommended advertisement deadline of February 16th.)	GovHR nationally (at least 12 sources); Crest Hill web site locally
Week of Jan. 15th	Recruitment Brochure (RB) draft provided, edits received, and RB Layout ready for approval by the Point of Contact or at a City Council Special meeting	GovHR Recruiter Virtual
End of Feb./Early March	GovHR networking, answering candidate questions, preliminary phone interviews, etc. Virtual interviews with the recruiter throughout the advertising process as quality candidates apply. Reference checks started.	GovHR Recruiter Virtual
Thursday, Feb. 15th	Deadline for applications. Gov HR Candidate in-depth due diligence begins with key candidates (as ranked by Recruiter after virtual interviews)	GovHR staff
Week of Feb. 26th	Electronic books for the best candidates Prepared and delivered	GovHR Office staff
Week of March 4th	Presentation to the Interview Team/City Council of the best candidates. (GovHR Due diligence social media, and other media checks, first reference checks, etc. completed).	GovHR Recruiter Virtual or In- Person
Week of March 11 th	Interview Team/City Council conducts first In-Person Interviews (6-hour meeting). All candidates be given promotional "goodie bags." The Interview Team selects the top candidates plus one (1) alternate candidate. GovHR conducts reference checks and orders formal background checks. Monday, March 11th is suggested.	GovHR Recruiter Virtual or In- Person
Week of March 25 th	Provide community windshield tours in advance of Second Interview along with anonymous comment cards. Meet with Key staff and elected/appointed officials. Background check result. Employment agreement offer. Monday, March 25th is suggested.	GovHR Recruiter Virtual or In- Person
Week of March 25th	GovHR conducts additional Due Diligence, as requested. Employment Agreement approved April 1st (target)	GovHR staff and Recruiter

