

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: IB

Title:

Recommendation from Mayor Lora Vitek to approve the appointment of Heather McGuire as the City Administrator of the City of St. Charles, effective July 26, 2021

Presenter:

Mayor Lora Vitek

Meeting: City Council

Date: June 21, 2021

Proposed Cost: N/A

Budgeted Amount: N/A

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

On June 11, 2021, Mayor Vitek made an offer for the position of City Administrator to Heather McGuire and she accepted. Heather holds a Bachelor of Arts from DePaul University in Psychology and her Juris Doctor from Northern Illinois University. She has been working in local government for eleven years, first as a municipal attorney, then as an Assistant City Administrator, and currently as City Administrator of Crest Hill, Illinois. She is a member of the International City/County Management Association (ICMA), the Illinois City/County Management Association (ILCMA), and the Illinois State Bar Association. She is bringing to the City of St. Charles experience in economic development, budgeting and financial management, capital projects, risk management, and labor and personnel.

**Attachments** *(please list):*

- Heather McGuire's resume

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to approve the appointment of Heather McGuire as the City Administrator of the City of St. Charles, effective July 26, 2021, and subject to approval and execution by the parties of the City Administrator Employment Agreement presented immediately hereafter.

# Heather M. McGuire



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April 11, 2021


Heidi Voorhees, President  
GovHR USA  
630 Dundee Road, Suite 130  
Northbrook, IL 60062

Ms. Voorhees:

My career as a City Administrator provides the opportunity to solve problems, manage risk and challenge myself daily and I relish the opportunity to continue to do so as City Administrator for the City of St. Charles. My experience and training allow me to effectively communicate with diverse groups of people to produce desirable results.

I am a key member of the collaborative management structure at the City of Crest Hill. Daily interactions with the Police Department, Public Works Department, Community Development Department, Finance Department and Clerk's Office keep me well-versed in the functions of City Hall. Although I am involved in all major projects within the City, I empower the Directors to effectively manage their departments while providing guidance, support, and oversight. Daily, I ensure project components align with the bigger picture regarding costs, strategies, and alternatives, continually reevaluating what is best for the municipality.

An ideal City Administrator can balance aggressive economic development with accountability, transparency, and accessibility. Under my management, Crest Hill's commercial growth continually rivals its larger neighbors, utilizing incentive agreements and redevelopment agreements within our newly implemented TIF Districts. Although economic growth is a cornerstone for governmental success, an Administrator's participation in the community instills confidence in the public officials; I ensure that I am invested in the community by attending events and making time to meet with citizens regularly.

My enclosed résumé will provide you with more information regarding my skills and experience. Please contact me at  if you would like more information. I look forward to speaking with you.

Sincerely,



Heather M. McGuire

Attached:   Résumé  
                  References

# Heather M. McGuire

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## SUMMARY OF QUALIFICATIONS

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Analytical government administration professional skilled at building collaborative relationships with fellow staff, government leaders and community members. Eleven years of government experience including three years of private sector municipal legal experience.

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## PROFESSIONAL EXPERIENCE

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### *City of Crest Hill*

*May 2013-Present*

The City of Crest Hill is a diverse community with a population of 20,827 located in the southwest suburbs of the City of Chicago. The City has 63 full-time employees, including two collective bargaining units, two water reclamation facilities, a full-time police force and has a maximum-security prison within its boundaries.

### *City Administrator*

*September 2016-Present*

I serve as the Chief Administrative Officer for the City. Devise, recommend, and implement action plans to address a wide variety of municipal needs as approved by the City Council.

- Prepare and administer annual operating budget of \$17 million, with a total \$30 million budget, in accordance with directives of City Council to ensure achievement of short and long-term goals. Current projects include finalizing a new City Hall, Police Station, and Wastewater Treatment Plant. Presented to Standard and Poor's to increase the City's Bond Rating to AA as part of bond issuance. Recently completed a 40,000 ft<sup>2</sup> new public works building with in-house staff, saving \$4.5 million on construction costs.
- Manage all departments and appointed department heads including the Police Department, Public Works Department, Finance Department, Community Development Department, and Utility Billing Department, including representing the City with risk management cooperatives. Conduct recruitments and make candidate recommendations to the Mayor for vacant appointed positions. Address personnel matters including grievances and arbitrations as necessary, including successful negotiation of several collective bargaining agreements for three unions.
- Represent City regarding all economic development matters including initial concept meetings with developers and businesses, as well as negotiate economic incentive packages. Implemented the City's first two Tax Increment Financing (TIF) Districts as an economic development tool including finalization of redevelopment agreements within the TIF Districts. Currently in the process of certifying a third TIF District.
- Work with the City's engineers to develop a Facility Plan for rehabilitation of the City's West Water Reclamation Facility, including addressing infiltration and inflow issues.

### *City Attorney/Human Resources Director/Assistant Administrator*

*May 2013-September 2016*

- Advise elected officials, both orally and in writing, on legal inquiries in such areas as zoning, ordinances, and contract matters. Appear at City Council and Plan Commission meetings as

well as work sessions and subcommittee meetings as required in order to counsel City on legal matters.

- Assist in the development of the City's updated Comprehensive Plan, including managing implementation for future compliance.
- Counsel elected officials and staff and ensure compliance with the Open Meetings Act, Freedom of Information Act and other applicable state and federal statutes.
- Represent City in litigation including drafting complaints, motions and conducting discovery for cases such as complex civil litigation, ordinance enforcement, condemnation and local prosecution.
- Manage health insurance and workers' compensation claims, act as IMRF Representative, draft personnel policy and maintain personnel files in accordance with state and federal law.

***McKeown, Fitzgerald, Zollner, Buck, Hutchison & Ruttle***  
*Associate*

***June 2010-May 2013***

- **Municipal Law (Primary Practice Area)**  
General Counsel for the City of Crest Hill, Illinois, the Village of Millington, Illinois and the Southwest Agency for Health Management Services (SWAHM). Advise municipal boards on parliamentary matters and compliance with the Open Meetings Act including representation at board meetings and closed sessions and Freedom of Information Act requests. Respond to various time-sensitive inquiries including researching, analyzing and synthesizing an array of legal issues into written opinions. Act as liaison to various local and state organizations and agencies on behalf of municipalities. Represent municipalities in civil litigation matters as necessary. Advise municipalities regarding zoning and land use matters.
- **Real Estate**  
Client representation of property sales and purchases including communication with clients in order to address concerns and questions throughout the transaction. Perform title work as agent of various title companies. File and maintain real estate tax exemption applications for municipalities and not-for-profit corporations.

#### PROFESSIONAL MEMBERSHIPS

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The Illinois City County Management Association (ILCMA)  
International City/County Management Association (ICMA)  
Illinois State Bar Association (ISBA)  
FEMA/National Incident Management System (NIMS) Certified

#### EDUCATION

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***Northern Illinois College of Law***

Juris Doctorate

***DePaul University***

Psychology B.A. - Human Services, High Honors

English Minor – Professional Writing