



CITY OF  
ST. CHARLES  
ILLINOIS • 1834

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: IB

Title:

Recommendation from Mayor Vitek to appoint William Hannah as Director of Finance

Presenter:

Heather McGuire, City Administrator

Meeting: City Council

Date: January 3, 2022

Proposed Cost: \$55,553.25

Budgeted Amount: \$186,939

Not Budgeted:

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

With the resignation of Finance Director Chris Minick on August 6, 2021, City Council approved a contract with GovHR for professional recruitment services to refill the position. The St. Charles Municipal Code states that “all officers other than elective officers shall be recommended for appointment by the City Administrator and appointed by the Mayor with the advice and consent of the City Council.”

After conducting a national search, the City received 28 applications and interviewed three candidates. Recruitment for municipal finance positions is particularly challenging and has been for several years. Viable positions outpace qualified candidates, so the talent market is highly competitive. City Administrator McGuire identified only one candidate to recommend to the Mayor and City Council. This recommendation is supported by the Human Resources Director.

Candidate William Hannah has worked in municipal finance since 1997. He possesses a Bachelor of Arts in Business and Economics and a Master’s of Public Administration. He has been the Finance Director in North Aurora for over 15 years.

The proposed cost covers the full compensation package, pro-rated for the remainder of the fiscal year. Mr. Hannah’s tentative start date is January 31, 2022.

Mayor Vitek and City Administrator McGuire recommend this action.

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

William Hannah’s resume and the hiring justification form for the position of Finance Director.

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

Approve a Recommendation from Mayor Vitek to appoint William Hannah as the Director of Finance for the City of St. Charles, effective January 31, 2022.



## City of St. Charles 2022 Justification for Hiring Form

### Guidelines

The creation of a vacancy provides an opportunity for a department to evaluate a position and determine what would best meet the current or future needs of the department and the City. When vacancies occur, directors/supervisors must assess the position and consider potential changes to best meet their needs. Options may include:

- Filling the position as is.
- Moving the position to another division or work group.
- Converting the position to a full-time or part-time position.
- Eliminating the position and distributing the work to other employees.
- Eliminating the position and creating a new one.
- Making modifications to the existing position.

Department directors are required to work with supervisors and be involved in making these decisions for positions within their departments. Please attach additional pages as needed.

When completed, obtain signatures ([instructions online](#)) and forward to Denice Brogan in Human Resources. Include any supporting documentation for the justification.

Contact Denice Brogan at 630-377-4415 or [dbrogan@stcharlesil.gov](mailto:dbrogan@stcharlesil.gov) with questions.

Current/Existing Position Information							
Position/Title		Department		Division			
Accounting Unit		Pay Grade	Fiscal Year to be Hired	Anticipated Starting Salary			
<b>Reason for Opening</b>		<b>Annual Costs</b>					
<input type="checkbox"/> New Position <input type="checkbox"/> Reclassification <input type="checkbox"/> Resignation/Termination of Employee <input type="checkbox"/> Promotion/Transfer		Annual Base Wage					
		FICA (.062)					
		Medicare (.0145)					
		Workers Compensation (select from menu)					
Name of Former Employee (if applicable)							
Last Day of Former Employee (if applicable)		<b>If Applicable</b>					
<b>Position Type</b>  <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time IMRF <input type="checkbox"/> Part Time Non-IMRF		Pension (select from menu)					
		Classification:		Health/Dental Insurance			
				Life Insurance			
				MissionSquare 401(a)			
				Allowances/Stipends (enter total)			
				<b>Total Annual Costs</b>			

Form continues on next page.



**Reason for hiring a replacement or requesting a new position** (include primary job responsibilities).

**Options considered** (include financial considerations such as hard dollar savings on contractual services or soft dollar benefit of improved services, etc.).

<b>Originator</b>	Date
<b>Department Director</b>	Date
<b>Human Resources</b>	Date
<b>City Administrator</b>	Date

William D. Hannah

██████████  
St. Charles, IL 60174

██████████  
██████████@sbglobal.net

### Summary

Public finance professional with over twenty-seven years of experience working in local government finance with a proven track record of effective financial leadership including sixteen years as Finance Director.

### Professional Experience

October 2005 to Present, Finance Director/Treasurer, Village of North Aurora, IL

#### Responsibilities/Accomplishments

- Responsible for the planning, directing and execution of all financial operations and processes including budget development and long-term financial planning, all accounting, auditing and financial reporting, debt evaluation and issuance, cash management and investing, pension and employee benefit administration and assisting with the coordination of specific human resource and collective bargaining functions.
- Supervise employees responsible for the functions of accounting, accounts receivable, accounts payable, cash receipts, payroll, utility billing and benefit administration
- Coordinate annual budget process, work with Department Heads and Village Administrator on developing financial plans for presentation to the Village Board, project all revenues and develop models to assist with long-term financial position estimations along with illustrative revenue and expenditure projections
- Guide the Village's annual audit process through meetings with auditors, directing and completing the preparation of trial balances, supporting schedules and workpapers, and review and preparation of reports including discussion of results with elected officials
- Serve as Village Treasurer and liaison to the North Aurora Police Pension Fund, coordinate discussion of issues for meetings, coordinate development of annual actuarial valuation and maintain excellent working relationship between the Village the Pension Fund
- Coordinate the timely payment of all debt payments, analyze and facilitate refunding opportunities for the Village when appropriate, work directly with the Village's financial advisor and bond counsel on all debt-related matters
- Work with management team on evaluating and recommending changes to developer proposals related to sales tax incentives, TIF incentives and financial obligations and related to annexation agreements
- Prepare tax levy ordinances and present estimates and scenarios for Village Board discussion, incorporating potential impact of pension actuarial valuations on the future levy
- Maintain ongoing relationship with Village's bond rating agency, prepare and present presentations on the Village's finances, oversee several increases in the Village's outstanding bond rating to the current AA+, maintained since 2017

- Coordinate employee benefit procurement programs with various brokers and facilitated transition from fully insured for employee benefits to the Intergovernmental Personnel Benefit Cooperative (IPBC) in 2018
- Manage Village investment portfolio, work with brokers to acquire appropriate investments in accordance with the Village's Investment Policy
- Serve as key member of the Village's negotiating team with respect to the collective bargaining agreements (CBA's) with the Village's three recognized units representing Police Officers in MAP, Sergeants in FOP and Public Works employees in Local 150
- Coordinate the procurement and implementation of new finance department software
- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the Village's Comprehensive Annual Financial Report every year serving as Director
- Created all documents and processes necessary to receive the GFOA Distinguished Budget Presentation award every year serving as Director
- Created and received the GFOA award for the Village's first Popular Annual Financial Report in 2017
- Update various financial policies for Village Board discussion and approval as necessary
- Work with community organizations and other quasi-entities to help facilitate community events and

September 2001 to October 2005, Budget/Finance Manager, City of Wheaton, IL

#### Responsibilities/Accomplishments

- Responsible for the supervision of finance staff involved in accounting, cash receipts and customer service
- Created and annually produced the City's Five-Year Financial Forecast providing trends on revenues, expenditures, reserves, future operating/capital needs and narrative on financial trends
- Created all budget documents necessary to receive the GFOA Distinguished Budget Presentation Award every year for the City's annual budget document, prepared all revenue, transfer, personnel and other line-item budgets
- Coordinated the preparation of all audit workpapers necessary for audit fieldwork and completed all required external financial reporting as required by law and the State
- Complete special projects and other finance-related duties as needed

January 1997 to September 2005, Assistant to the Director of Administrative Services, Village of Barrington, IL

#### Responsibilities/Accomplishments

- Coordinated annual budget process and document development
- Implemented biennial budget, wrote and designed database for budget document reporting
- Prepared various audit workpapers and assisted with journal entries and grant reporting
- Researched updates for changes to the Village's Purchasing Policy and Investment Policy
- Liaison to the Barrington Police Pension Board

- Assisted Human Resources Director with administration of employee benefits
- Coordinated selection process for new Village financial software
- Served as Administrative Intern from July 1994 to January 1997, assisting the Village Manager's Office, Administrative Service Department with various projects

### Education

Master of Public Administration, December 1996

Northern Illinois University, DeKalb, Illinois

Specialization: Urban Management and Development

Bachelor of Arts, May 1994

Illinois Benedictine College, Lisle, Illinois

Major: Business and Economics

Minor: Political Science

Membership in Pi Gamma Mu, national social science honor society, Dean's List

### Activities and Honors

- Member of Government Finance Officer Association (GFOA) and Illinois Government Finance Officers Association (IGFOA), 1997 to Present
- IGFOA Executive Board member, 2015 to 2021
- IGFOA President, 2019-2020
- Chair IGFOA Technical Accounting Review Committee (TARC), 2014 to 2015
- Member, IGFOA TARC, 2010-2015
- Provided written and oral testimony to the Governmental Accounting Standards Board (GASB) regarding various proposed GASB standards
- Awarded the Certified Public Finance Officer (CPFO) certificate in 2013 for successfully completing GFOA's exam program
- Former reviewer for GFOA's Distinguished Budget Presentation Award panel for 14 years
- Instructor and speaker at IGFOA governmental accounting courses for several years as well as speaker at conferences and training sessions on a variety of local government finance topics including budgeting, revenues and finance
- Former member of ILCMA, IAMMA and IPELRA
- Volunteer TCSA soccer coach for both recreational and travel programs for eight years

### Skills and Abilities

- Proficient in financial software systems and all Microsoft products
- Excellent oral and written communication skills and ability to develop and deliver effective presentations
- Excellent Knowledge of GAAP and GASB standards