



CITY OF
ST. CHARLES
ILLINOIS • 1834

AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: IB

Title:

Recommendation from Mayor Vitek to appoint Russell Colby as Director of Community Development

Presenter:

Lora Vitek, Mayor

Meeting: City Council

Date: November 1, 2021

Proposed Cost: \$69,623.07

Budgeted Amount: \$186,939

Not Budgeted:

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

With the retirement of Community & Economic Development Director Rita Tungare on August 27, 2021, City Council chose to split the Community & Economic Development Department into two departments and appoint Assistant Director of Community & Economic Development Russel Colby to Acting Director. He has been working in that capacity since August 30, 2021.

Acting Director Colby has been with the City full-time since August of 2007, and has been promoted several times over the years. He began his career as an intern for the City, working from 2001 through 2005, when he left briefly for a full-time position at the City of Wheaton. He possesses his Master's degree in Urban Planning from University of Illinois. His resume is included in the agenda packet for reference.

With the promotion to Director of Community Development, Acting Director Colby will be given a 13.5% promotional increase to an annual salary of \$145,000 and he would be provided a \$450 per month vehicle allowance associated with the Director position. These costs are covered by the remaining funds budgeted for former Director Tungare's salary and vehicle allowance for fiscal year 2022.

Mayor Vitek and City Administrator McGuire recommend this action.

Attachments *(please list):*

Russell Colby's current resume.

Recommendation/Suggested Action *(briefly explain):*

Approve a Recommendation from Mayor Vitek to appoint Russell Colby as the Director of Community Development for the City of St. Charles, effective November 1, 2021.

Russell C. Colby

[REDACTED], St. Charles, IL 60174 · [REDACTED] · [REDACTED]@gmail.com

Candidate for appointment as Director of Community Development for the City of St. Charles

Qualifications

- Extensive knowledge of City development history, ongoing projects, planning initiatives.
- Established relationships with key property owners, developers, community stakeholders, staff.
- 15 years of progressively responsible experience, 10 years of supervisory experience.
- Master's Degree in Urban Planning and qualifications to obtain AICP certification.
- Ideally positioned to supplement and partner with the future Economic Development Director to advance the City's development goals.

Experience · City of St. Charles Positions Held

Acting Director of Community & Economic Development · Aug. 2021 - present

- Appointed as Acting Director following Director Retirement

Assistant Director of Community & Economic Development · Nov. 2019 - Aug. 2021

- Primary oversight of all Community Development functions: Planning and Zoning, Development Engineering, Building Permitting & Code Enforcement
- Supervised and lead staff of 8 full time and 6 part time positions
- Oversaw budget of approximately \$1.7 million for Community Development
- Management of high-profile development projects
- Collaborated with Director on staff restructuring, succession planning, hiring, promotion

Community Development Division Manager · Dec. 2017 - Nov. 2019

- Oversight of Planning & Zoning and Development Engineering areas
- Lead for interdepartmental Development Review Team
- Project Manager for 2020 Downtown Comprehensive Plan update
- Department lead for upgrade of Cityview permit & development tracking system

Planning Division Manager · July 2011- Dec. 2017

- Oversight of the Planning Division within Community Development
- Staff support for Plan Commission, Historic Preservation Commission, Housing Commission, Zoning Board of Appeals
- Project Manager for 2013 Comprehensive Plan re-write
- Project Manager for First Street Redevelopment project, beginning in 2014

Planner · Aug. 2007 - July 2011

- Project manager for zoning applications, development projects, Historic Preservation

Previous Experience

Staff Planner · City of Wheaton, IL · June 2006 - Aug. 2007

Education

Masters of Urban and Regional Planning · 2006

University of Illinois at Urbana-Champaign

Bachelors of Art in Geography · 2004

University of Illinois at Urbana-Champaign