

CITY OF WARRENVILLE
DU PAGE COUNTY, ILLINOIS
ORDINANCE NO. 02021-39

**ORDINANCE ESTABLISHING A REVISED SCHEDULE OF JOB
CLASSIFICATIONS AND AUTHORIZED STRENGTH**

WHEREAS, the Mayor and City Council believe and hereby declare that it is in the best interests of the City to revise, by ordinance, the Fiscal Year 2022 staffing levels for various City job classifications, effective October 18, 2021;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WARRENVILLE, DU PAGE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: That the recitals set forth hereinabove shall be and hereby adopted as findings of fact as if said recitals were fully set forth within this Section One.

SECTION TWO: Appendix A, attached hereto, and made a part hereof, shall be and is hereby approved and shall apply to all employees of the City until amended by a subsequent duly authorized ordinance.

SECTION THREE: Any ordinance that conflicts with the provisions of this ordinance shall be and is hereby repealed to the extent of the conflict.

SECTION FOUR: That this ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED AND APPROVED this _____ day of _____, 2021.

AYE:

NAY:

ABSENT:

Mayor

ATTEST:

City Clerk

APPENDIX A

**CITY OF WARRENVILLE
FISCAL YEAR 2022
SCHEDULE OF JOB CLASSIFICATIONS
AND AUTHORIZED PERSONNEL STRENGTH
Effective 10/18/2021**

FLSA STATUS	JOB CLASSIFICATION	AUTHORIZED STRENGTH
<u>Administrative</u>		
Hourly	Accounting Clerk I	1
Hourly	Police Records Assistant	3
<u>Front Line Operations</u>		
Hourly	Accounting Clerk II - Accounts Payable	1
Hourly	Accounting Clerk II - Utility Billing	1
Hourly	Sewer Utility Worker ^(U)	2
Hourly	Community Service Officer/Animal Control Officer	1
Hourly	Community Service Technician	1
Hourly	Community Service Officer	1
Hourly	Administrative Assistant	3
Hourly	Street Division Worker ^(U)	5
Hourly	Water Utility Worker ^(U)	4
<u>Technical Professional III</u>		
Hourly	Executive Assistant/Deputy Clerk	1
Exempt	Administrative Services Coordinator	1
Exempt	Civil Engineer	1
Hourly	Police Officer ^(U)	24
Exempt	Planner I/GIS Technician	1
<u>Technical Professional II</u>		
Hourly	Building Inspector	1
Exempt	Management Analyst	1
<u>Technical Professional I</u>		
Hourly	Fleet Management Technician	1
Hourly	Street Division Crew Leader ¹	1
Hourly	Facilities Maintenance Lead Supervisor	1
Hourly	Utility Division Crew Leader ²	1
Exempt	Senior Accountant	1

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SCHEDULE OF JOB CLASSIFICATIONS
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Effective 10/18/2021

Supervisory III

Hourly	Sergeant ^(U)	5
Exempt	Chief Code Official	1
Exempt	Senior Civil Engineer	1

Supervisory II

Exempt	Utility Maintenance Superintendent	1
Exempt	Capital Maintenance Superintendent	1

Supervisory I

Exempt	Assistant Community Development Director	1
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Command Staff

Exempt	Deputy Chief of Police	2
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Executive III - All Departments

Exempt	Director of Finance	1
Exempt	Assistant City Administrator	1

Executive II - All Departments

Exempt	Chief of Police	1
Exempt	Director of Community and Economic Development	1
Exempt	Public Works Director	1

Executive I - All Departments

Exempt	City Administrator	1
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Total Authorized Full Time	76
Increase/(Decrease) from Previous	2

APPENDIX A

CITY OF WARRENVILLE
FISCAL YEAR 2022
SCHEDULE OF JOB CLASSIFICATIONS
AND AUTHORIZED PERSONNEL STRENGTH
Effective 10/18/2021

Part-Time - All Departments

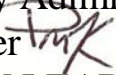
Hourly	Audio Visual Technician	2
Hourly	Code Enforcement Officer	1
Hourly	Crossing Guard	8
Hourly	EMA Coordinator	1
Hourly	EMA Assistant Coordinator	1
Hourly	Engineering/Stormwater Intern	1
Hourly	Inspector (Electrical and Plumbing)	4
Hourly	Part-Time Police Officer	1
Hourly	Temporary Senior Planner	1
Hourly	Temporary Seasonal Laborer	2
	Total Part Time	22
	Net Increase/(Decrease) from Previous	0

Notes:

- (U) = Union Position
- (1) = Reflects addition of 1 full-time Streets Crew Leader position in Public Works
- (2) = Reflects addition of 1 full-time Utilities Crew Leader position in Public Works

CITY OF WARRENVILLE

MEMO

To: Mayor, City Council, and City Administrator Coakley
From: Public Works Director Kuchler 
Subject: CREATION OF TWO CREW LEADER POSITIONS
Date: October 4, 2021

The purpose of this memorandum is to summarize *i.*) the staffing and organizational changes that have already occurred in the Public Works Department, and *ii.*) staff's recommendation to create two crew leader positions.

Progress on 2020 Public Works Reorganization Plan

City Council approved the Public Works Reorganization Plan at its regular meeting on December 21, 2020; and directed staff to create decision packages for the superintendent and crew leader positions for City Council consideration as part of the FY 2022 Budget. Those decision packages were included in the approved FY 2022 Budget.

The first step of the plan was completed when the Deputy Public Works Director was promoted to Public Works Director, effective January 19, 2021. The second step of the plan was completed when the Street Division Lead Supervisor was promoted to Capital Maintenance Superintendent, and the Utility Division Lead Supervisor was promoted to Utility Maintenance Superintendent, effective June 7, 2021.

Next Step – Crew Leader Positions

Instead of Lead Supervisor positions, the plan proposes a Crew Leader position in each division, who will direct, and participate in, the field work of their crews. The crew leaders will work with the Superintendents on the performance evaluations of their crews. These positions are expected to be filled by promotions of an existing Worker in each division. The Workers who are promoted will eventually be replaced with new hires.

Staff will be proposing those additions in the FY 2023 Budget, depending on the financial condition of the City. The Crew Leaders will provide direct supervision of the Workers and the work being completed in the division daily. Since the Superintendents will retain the administrative aspects of the previous Lead Supervisor positions, it is estimated that the Crew Leaders will work in the field approximately 700 hours more than the previous Lead Supervisors annually. The 700 hours reflects estimated paid time off (vacation and sick), and training for the positions. This additional capacity in each division will be achieved when the two new Workers are hired and trained in FY 2023.

Creation of Two Crew Leader Positions

October 4, 2021

Page 2 of 2

Attachment A includes the decision packages from the approved FY 2022 Budget. After surveying the City's comparable communities and evaluating the responsibilities of the two proposed positions, the appropriate salary range for the positions is \$69,753 to \$95,910. It is anticipated that the salaries of the two crew leaders will be at least the mid-point of the salary range. Attachment B is the proposed Authorized Strength Ordinance adding the two crew leader positions in the Technical Professional I band.

Assuming City Council approves the creation of the crew leader positions, staff anticipates recruiting for the positions during the month of November, with an approximate effective date for promotions of December 1, 2021. This would result in increased salaries for the crew leaders for the final five months of FY 2022. The increased costs for these promotions in FY 2022 are estimated to be \$4,887 from the General Fund and \$4,887 from the Water and Sewer Fund. This is based on research performed by staff, and there is sufficient money in the FY 2022 Budget for both funds, to cover these costs.

Staff Recommendation

Staff is recommending that City Council pass an ordinance amending the Authorized Strength Ordinance to add two crew leader positions

Staff will be recruiting internally for these positions.

**CITY OF WARRENVILLE
2022
DECISION PACKAGE**

Title of Request : Street Crew Leader

Department: Public Works

Division: Street

Prepared by: Philip Kuchler, Deputy Public Works Director

Request Type :

<i>Personnel</i>

Request Frequency:

<i>On-Going</i>

Total 2022 Request (\$):

2,240

Total Estimated Revenue/Savings (\$):

On-going Costs (\$):

If Cost Increase over Prior FY, enter (\$):

On-going Costs Period:

Annual

Savings Period

JUSTIFICATION

Complete the following questions that are applicable to your request

1. Describe the organizational need/benefit of this request:

When the Capital Maintenance Superintendent position is created, there will be a need for a working supervisor to direct and participate in the work of the crew. The Street Crew Leader would fill that role. A crew leader would work in the field an estimated 700 hours more per year than the existing Street Division Lead Supervisor, who works in the field approximately half of the time. Eventually, when a new laborer is hired to replace the laborer promoted to crew leader, and the division returns to a full staff of laborers, the division will gain an estimated 700 hours per year of capacity over the capacity it currently has. That is due to the crew leader working in the field most of the time, rather than just half-time like the existing lead supervisor. This change in combination with creating a superintendent in FY 2022 and hiring a laborer in FY 2023, will create more capacity for work in the field, as well as more efficient and proactive management of the Street, Fleet, and Facilities Divisions in the office.

2. Describe the anticipated outcomes should this request be funded:

Instead of a Street Division Lead Supervisor, there will be a Street Crew Leader directing and participating in the field work with Street Division crew. Promoting one of the existing laborers to Street Crew Leader in the second half of FY 2022, coupled with the eventual hiring of a laborer to replace the promoted Crew Leader will allow the Capital Maintenance Superintendent to proactively manage Street, Fleet, and Facilities, project contractors and consultants, keep up to date on new and evolving technologies, and plan for future infrastructure maintenance and replacement projects. With the Superintendent free to perform all of those duties, that will lighten the load of the Public Works Director (PWD) and Senior Civil Engineer (SCE), as well. Promoting a laborer to Street Crew Leader will create an opportunity for succession planning for the eventual retirement of the Capital Maintenance Superintendent anticipated in the next 5-8 years. This will allow for a replacement to be trained and prepared to assume those duties, creating a smooth transition and a continuity of leadership.

3. Describe the impact of not funding this request:

The department would continue to function as it does today, largely reactive and putting out fires. Projects will not be managed as well as they should be, as the PWD and SCE are relied on to manage most of these projects, among their other duties. The Lead Supervisors are all likely to retire in the next 5-8 years. Without taking this second step of creating a Street Crew Leader, the ability for the department to appropriately plan and prepare for succession will be greatly reduced. Asking one of the existing Laborers to step up to a retiring Lead Supervisor position is a big jump with a big learning curve that will cause a long transition, and make the Street Division less effective during that time. The department will function less efficiently than it should.

4. Describe the on-going costs associated with this request:

There will be ongoing salary and health benefit costs; travel, meetings and training expense associated with this position's attendance at technical and professional development opportunities; involvement in professional organizations; and supplies, dues, subscriptions, and software expenses associated with this position.

5. Identify the relation to specific adopted plans and/or City Council priorities:

Creating this position will allow for Street Division staff and the infrastructure for which it is responsible to be managed in a proactive manner, which relates to the 2015 Public Works Service Levels and Staffing Study. That study recognized that Public Works operates in a reactive manner. This change from managing infrastructure in a reactive manner to proactively managing and planning for infrastructure relates to Strategic Plan Goal #4 - City Infrastructure. Additionally, the 2020 Analysis of City Services and Impacts on Staffing Needs recognizes the non-standard structure of Public Works, and the need for additional staffing.

6. Identify the analysis done to determine the need and cost effectiveness of the request:

Creating this position will allow the department to be managed in a more proactive way, allowing staff to research and find outside funding opportunities to save money on Capital Maintenance and Replacement Plan projects, or to assist the City with advancing new projects and technology which could result in additional savings. The current structure and workload hamper staff's ability to seek and take advantage of these opportunities. It is anticipated that whichever Laborer is ultimately promoted to Street Crew Leader will receive a 5% raise. It is important to note that the City and the union will need to determine whether this position will be a union position or not.

7. Does the request involve new technology or automation?

No

If yes, explain how.

8. Is the program/project fully or partially funded by a grant?

No

If yes, provide the following information:

Grant Funding Source:

When will Funds be Available?

Type of fund(s) or in-kind services used for match:

9. If request results in revenue or on-going savings:

Describe revenue source -

Describe savings and account # -

BUDGET IMPACT

a	Total Cost or (Total Savings)	\$	2,240
b	Grant Funding Amount		
c	Grant Match Amount		

FUND NAME	FUND	DEPT	SUB DEPT	ACCT #	LINE ITEM TITLE	PCT	2022 Amount \$	On-Going Amount \$
General	001	700	701	40000	Salary	85%	1,892	
General	001	700	701	40100	FICA	5%	118	
General	001	700	701	40101	Medicare	1%	27	
General	001	700	701	40200	IMRF	9%	203	

CITY ADMINISTRATOR'S NOTES:

Recommended as part of the phased Public Works re-organization, and recommended by the 2020 Matrix Services and Staffing Study. It is necessary to begin the process with the promotion of the supervisory personnel in advance of adding personnel in future fiscal years.

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	

**CITY OF WARRENVILLE
2022
DECISION PACKAGE**

PUB 22.04

Title of Request : Utility Crew Leader

Department: Public Works

Division: Utility

Prepared by: Philip Kuchler, Deputy Public Works Director

Request Type : Personnel

Request Frequency: On-Going

Total 2022 Request (\$):	2,240
On-going Costs (\$):	
On-going Costs Period:	Annual

Total Estimated Revenue/Savings (\$):		Savings Period
If Cost Increase over Prior FY, enter (\$):		

JUSTIFICATION

Complete the following questions that are applicable to your request

1. Describe the organizational need/benefit of this request:

When the Utility Maintenance Superintendent position is created, there will be a need for a working supervisor to direct and participate in the work of the crew. The Utility Crew Leader would fill that role. A crew leader would work in the field an estimated 700 hours more per year than the existing Utility Division Lead Supervisor, who works in the field approximately half of the time. Eventually, when a new laborer is hired to replace the laborer promoted to crew leader, and the division returns to a full staff of laborers, the division will gain an estimated 700 hours per year of capacity over the capacity it currently has. That is due to the crew leader working in the field most of the time, rather than just half-time like the existing lead supervisor. This change in combination with creating a superintendent in FY 2022 and hiring a laborer in FY 2023, will create more capacity for work in the field, as well as more efficient and proactive management of the Utility Division in the office.

2. Describe the anticipated outcomes should this request be funded:

Instead of a Utility Division Lead Supervisor, there will be a Utility Crew Leader directing and participating in the field work with Utility Division crews. Promoting one of the existing laborers to Utility Crew Leader in the second half of FY 2022, coupled with the eventual hiring of a laborer to replace the promoted Crew Leader will allow the Utility Maintenance Superintendent to proactively manage the Utility Division, project contractors and consultants, keep up to date on new and evolving technologies, and plan for future infrastructure maintenance and replacement projects. With the Superintendent free to perform all of those duties, that will lighten the load of the Public Works Director (PWD) and Senior Civil Engineer (SCE), as well. Promoting a laborer to Utility Crew Leader will create an opportunity for succession planning for the eventual retirement of the Utility Maintenance Superintendent anticipated in the next 5-8 years. This will allow for a replacement to be trained and prepared to assume those duties, creating a smooth transition and a continuity of leadership.

3. Describe the impact of not funding this request:

The department would continue to function as it does today, largely reactive and putting out fires. Projects will not be managed as well as they should be, as the PWD and SCE are relied on to manage most of these projects, among their other duties. The Lead Supervisors are all likely to retire in the next 5-8 years. Without taking this second step of creating a Utility Crew Leader, the ability for the department to appropriately plan and prepare for succession will be greatly reduced. Asking one of the existing Laborers to step up to a retiring Lead Supervisor position is a big jump with a big learning curve that will cause a long transition, and make the Utility Division less effective during that time. The department will function less efficiently than it should.

4. Describe the on-going costs associated with this request:

There will be ongoing salary and health benefit costs; travel, meetings and training expense associated with this position's attendance at technical and professional development opportunities; involvement in professional organizations; and supplies, dues, subscriptions, and software expenses associated with this position.

5. Identify the relation to specific adopted plans and/or City Council priorities:

Creating this position will allow for Utility Division staff and the infrastructure for which it is responsible to be managed in a proactive manner, which relates to the 2015 Public Works Service Levels and Staffing Study. That study recognized that Public Works operates in a reactive manner. This change from managing infrastructure in a reactive manner to proactively managing and planning for infrastructure relates to Strategic Plan Goal #4 - City Infrastructure. The City also committed to its Infiltration and Inflow Reduction Program, to reduce stormwater flows in Warrentonville's sanitary sewer system, as well as Naperville's sanitary sewer system and treatment plant. Finally, the 2020 Analysis of City Services and Impacts on Staffing Needs recognizes the non-standard structure of Public Works, and the need for additional staffing.

6. Identify the analysis done to determine the need and cost effectiveness of the request:

Creating this position will allow the department to be managed in a more proactive way, allowing staff to research and find outside funding opportunities to save money on Enterprise Maintenance and Replacement Plan projects, or to assist the City with advancing new projects and technology which could result in additional savings. The current structure and workload hamper staff's ability to seek and take advantage of these opportunities. It is anticipated that whichever Laborer is ultimately promoted to Utility Crew Leader will receive a 5% raise. It is important to note that the City and the union will need to determine whether this position will be a union position or not.

7. Does the request involve new technology or automation?
If yes, explain how.

No

8. Is the program/project fully or partially funded by a grant?
If yes, provide the following information:

No

Grant Funding Source:

When will Funds be Available?

Type of fund(s) or in-kind services used for match:

9. If request results in revenue or on-going savings:

Describe revenue source -

Describe savings and account # -

BUDGET IMPACT

a	Total Cost or (Total Savings)	\$	2,240
b	Grant Funding Amount		
c	Grant Match Amount		

FUND NAME	FUND	DEPT	SUB DEPT	ACCT #	LINE ITEM TITLE	PCT	2022 Amount \$	On-Going Amount \$
Water-Sewer	020	700	704	40000	Salary	43%	952	
Water-Sewer	020	700	704	40100	FICA	3%	56	
Water-Sewer	020	700	704	40101	Medicare	0.5%	11	
Water-Sewer	020	700	704	40200	IMRF	4.5%	101	
Water-Sewer	020	700	706	40000	Salary	42.5%	952	
Water-Sewer	020	700	706	40100	FICA	3%	56	
Water-Sewer	020	700	706	40101	Medicare	0.5%	11	
Water-Sewer	020	700	706	40200	IMRF	4.5%	101	

CITY ADMINISTRATOR'S NOTES:

Recommended as part of the phased Public Works re-organization, and recommended by the 2020 Matrix Services and Staffing Study. It is necessary to begin the process with the promotion of the supervisory personnel in advance of adding personnel in future fiscal years.

City Administrator Use:

Recommended:	X
Not Recommended:	
Other:	