

# CITY OF WARRENVILLE

## MEMORANDUM

TO: Mayor, City Council, and City Administrator Coakley  
FROM: Ronald Mentzer, Community and Economic Development Director<sup>RM</sup>  
SUBJECT: PROPOSED TEMPORARY PART-TIME CHIEF CODE  
OFFICIAL POSITION  
DATE: March 30, 2022

After just over one year of employment with the City, the City's current Chief Code Official, Matt Cronin, unexpectedly resigned to accept a position with a private sector architectural firm. Matt's last day of full-time employment with the City will be Friday, April 1, 2022. The Chief Code Official position manages the City's building permit review and inspection processes and oversees building, zoning, and property maintenance code enforcement activities.

This memo outlines staff's recruitment expectations and interim recommendation to create and fill a similar part-time position on a temporary basis.

### **Recruitment Expectations**

During the recruiting process for this position 18 months ago, the City found it somewhat challenging to fill the position due to its specialized nature, the limited pool of experienced individuals that commonly hold these types of positions, the apparent shrinking number of individuals following this career path, and the very tight labor market for potential replacements due to the high level of construction occurring. As a result, the position ended up being open for longer than expected. Unfortunately, staff anticipates dealing with similar challenges as current recruitment efforts for this position proceed.

### **Part-Time Position Recommendation**

In order to allow the City to deliver the critical services this position provides in professional and cost effective manner until a new, permanent, full-time, replacement employee is hired, staff recommends the City Council:

1. Authorize the filling of a temporary, part-time, Chief Code Official position for a period that would expire no later than six weeks after the new, permanent, full-time Chief Code Official begins his or her employment with the City. The intent would be to hire back the existing full-time Chief Code Official to fill the new temporary, part-time, position. Under this arrangement, the part-time Chief Code Official would perform 10 to 20 hours of remote work for the City, primarily in the evening and on the weekends. Part-time work would focus on the review and issuance of permits for more complex residential and commercial building projects initially and then training and mentoring his full-time replacement on City codes, systems, and processes. The City's current Chief Code Official has agreed to serve in this temporary, part-time capacity should it be authorized by the City Council.

March 30, 2022

Temporary Chief Code Official Positions

2. Approve a \$70.00 per hour pay rate, for an average of 15 hours per week, for the proposed temporary, part-time, Chief Code Official position. This rate is similar to the City's total hourly cost for the existing full-time employee and what the City paid the individual who filled this same temporary position at the end of 2020. It is also significantly less than the \$110 per hour cost the City would incur if the City contracted with an outside consulting firm to provide similar services. There are sufficient funds in the FY 2022 and proposed FY 23 Community Development Department Budgets to cover this expense.