


CITY OF WARRENVILLE

MEMORANDUM

TO: Mayor and City Council
FROM: Cristina White, City Administrator 
SUBJECT: SUMMARY OF AGENDA ITEMS FOR NOVEMBER 7, 2022, CITY COUNCIL REGULAR MEETING
DATE: November 3, 2022

Please contact the City Administrator with questions pertaining to agenda items by noon on the day of the meeting.

VI. CONSENT AGENDA – OMNIBUS VOTE

- A. Minutes of the Police Pension Board (Attachment)
Receive and file minutes of the Police Pension Board meeting held on August 22, 2022.
- B. Minutes of the Police Pension Board (Attachment)
Receive and file minutes of the Police Pension Board special meeting held on August 30, 2022.
- C. Minutes of the Bicyclist and Pedestrian Advisory Commission (Attachment)
Receive and file minutes of the Bicyclist and Pedestrian Advisory Commission meeting held on September 13, 2022.
- D. Minutes of the Tourism and Arts Commission (Attachment)
Receive and file minutes of the Tourism and Arts Commission meeting held on September 15, 2022.
- E. Minutes of the Board of Fire and Police Commissioners (Attachment)
Receive and file minutes of the Board of Fire and Police Commissioners meeting held on September 27, 2022.
- F. Minutes of the Plan Commission and Zoning Board of Appeals (Attachment)
Receive and file minutes of the Plan Commission and Zoning Board of Appeals meeting held on October 20, 2022.
- G. Invoices Paid (Attachment)
Receive and file report of invoices paid up to November 2, 2022, in the amount of \$75,784.52.
- H. Invoices Due (Attachment)
Authorize expenditures for invoices due on or before November 21, 2022, in the amount of \$546,805.05.

I. Master Debit Card Expenditures (Attachment)

Receive and file report of Master Debit Card Expenditures for the month of October 2022, in the amount of \$14,403.52.

VII. REGULAR AGENDA

A. Ordinance O2022-41 – Revised FY 2023 Authorized Strength (Attachment)

With the recent vacancy of the Administrative Services Coordinator (ASC) position, City Administrator White and Assistant City Administrator Morgan reevaluated the needs of the Administration Department, the ASC job description, and the ASC job title. While some of the job responsibilities were updated, the primary core functions of this position are human resources and risk management. To better reflect those responsibilities and attract qualified candidates, staff recommends changing the job title from Administrative Services Coordinator to Human Resources Generalist.

A change in job title requires an amendment to the Authorized Strength ordinance, a copy of which is included in the agenda back up materials. In order to begin the recruitment process as soon as possible, staff is presenting this item under the City Council Regular Agenda.

Council Action Requested: Accept staff recommendation, waive second reading, and pass ordinance O2022-41, amending the Authorized Strength Ordinance to reflect the change in position title from Administrative Services Coordinator to Human Resources Generalist.

Staff Recommendation: City Administrator White and Assistant City Administrator Morgan recommend this action.

Budgetary Impact: Not applicable. The title change does not change the pay range for the position.

Other Resources Required: None.

Strategic Plan Goal: Not applicable.

VIII. UNFINISHED BUSINESS

CW/drg