



CITY OF WASHINGTON, ILLINOIS

Finance and Personnel Committee Agenda Communication

Meeting Date: December 16, 2019

Prepared By: Ray Forsythe, City Administrator

Agenda Item: Proposed Ordinance Amendment, Chapter 32: “Departments, Boards, & Commissions” relating to Public Works Department and Administration.

Explanation: The City Administrator recommended a Public Works Department and City Engineer Reorganization Proposal at the December 9th Committee of the Whole. As a follow up to this proposal an amendment to Chapter 32 of the Washington Code of Ordinances is necessary to accommodate the requested changes and reflect the current makeup. This includes revising language to reflect the proposed job titles of the Public Works Director and Utilities Superintendent, necessary credentials for the Public Works Director, and the required responsibilities. In addition, the proposed changes amend the Administrative Services section of the Code to reflect the current make up of Department Director level employees: Finance Director, Planning & Development Director and City Engineer. This allows the City to have a stand-alone Public Works Department Director and a City Engineer.

Fiscal Impact: There is no fiscal impact to this Code Amendment, however there are costs to the positions once filled. Addition of two new positions – Engineering Technician and Utilities Superintendent. Planned internal promotions will result in the addition of an entry level laborer along with the Engineering Technician, thus minimizing the fiscal impact. In addition, the new MFT funds can be used for a portion of the Engineering Technician’s salary and benefits.

Recommendation/

Committee Discussion Summary: The City Administrator recommends approving the proposal. The Committee of the Whole discussed the proposed reorganization at the December 9th Committee of the Whole Meeting.

Action Requested: Recommendation for approval of a Code Amendment.

Additional Documentation: Proposed Ordinance changes.

DEPARTMENTS, BOARDS, AND COMMISSIONS CHAPTER 32

DEPARTMENT OF PUBLIC WORKS

§ 32.190 ESTABLISHMENT

There is hereby created the Department of Public Works. The Department shall be under the management, supervision and coordination of the Director of Public Works. The Director of Public Works position shall be a department director position, appointed by, and under the supervision, direction and management of the City Administrator. Department of Public Works personnel shall consist of the Director of Public Works, Utilities Superintendent and such supervisory, professional and field or technical employees as may be provided for from time to time by the City Council.

(Ord. 1780, passed 3-1-93; Am. Ord. 3101, passed 12-1-14)

§ 32.191 DIRECTOR OF PUBLIC WORKS; DUTIES, SUPERVISION BY CITY ADMINISTRATOR

(A) The Director of Public Works shall have the following duties, functions and responsibilities:

- (1) Assist in the development of the Multi-Year Capital Improvement Plan and Annual Operating Budget.
- (2) Maintain a sound plan of departmental organization, establishing policies to ensure adequate management development and provide for capable management succession.
- (3) Ensure that the responsibilities, authorities and accountability of all direct subordinates are defined and understood.
- (4) Assist in the development and implementation of all public works facilities, operations, contractual services, and annual work plans, and other Public Works related special projects.
- (5) Prepare legal and highly confidential information, including information related to collective bargaining.
- (6) Provide staff support to assigned committee(s) of the City Council. Attend all meetings of such committee(s), and of the City Council, unless directed otherwise by the City Administrator.

(B) The Director of Public Works shall be subject to the supervision, direction and management of the City Administrator, and shall perform such other services, within or without the Department of Public Works, as may be assigned by the City Administrator.

(Ord. 1780, passed 3-1-93; Am. Ord. 3101, passed 12-1-14)

DEPARTMENTS, BOARDS, AND COMMISSIONS CHAPTER 32

ADMINISTRATION

§ 32.020 ESTABLISHMENT; COMPOSITION

There is hereby created the Administrative Departments of the City. The Administrative Departments shall be under the supervision, direction, and management of the City Administrator, and shall be comprised of the following department level management team consisting of a Finance Director, Planning & Development Director, City Engineer, and such other department director level positions as may from time to time be created or directed by the City Council.

(Ord. 1647, passed 10-15-90)

§ 32.021 FINANCE DIRECTOR; DUTIES; SUPERVISION BY CITY ADMINISTRATOR

(A) The Finance Director shall have the following duties, functions, and responsibilities:

- (1) Responsible for general accounting, payroll, accounts payable and receivable and similar functions;
- (2) Responsible for daily cash collections and daily bank deposits;
- (3) Issues purchase orders in accordance with established purchasing policies;
- (4) Responsible for utility billing and collection and billing and collection of other fees for service;
- (5) Establishes and implements internal control procedures;
- (6) Responsible for administration of asset management program;
- (7) Supervises operation of the Department's enterprise resources program as related to the financial platform;
- (8) Supervises general office personnel;
- (9) Maintains City financial records not required to be maintained by others;
- (10) Under the direction of the City Treasurer, implements investment decisions, as needed;
- (11) Preparation of financial and compliance and regulatory reports and statements;
- (12) Provides all necessary and required financial information in connection with the City's annual audit;
- (13) Assists in preparation of Annual Budget and Capital Improvement Plan; and
- (14) Attends all City Council, Finance and Personnel Committee, and other Committee or Commission Meetings, as necessary.

(B) The Finance Director in the performance of duties, functions, and responsibilities, shall be subject to the supervision, direction, and management of the City Administrator. The Finance Director shall perform such other services as may be assigned by the City Administrator.

(Ord. 1647, passed 10-15-90)

§ 32.022 PLANNING & DEVELOPMENT DIRECTOR; DUTIES; SUPERVISION BY CITY ADMINISTRATOR

(A) The Planning & Development Director shall have the following duties, functions, and responsibilities:

- (1) Shall be considered to be an assistant to the City Administrator, with his principal duties and functions lying in the area of municipal planning and economic development;
- (2) Attend all meetings of the City Council, Planning & Zoning Commission, Historic Preservation Commission, and Economic Development Commission;
- (3) Recommend to the City Council adoption of such measures as he may deem necessary or expedient, and advise the City Council on all matters relating to municipal planning and economic development;
- (4) Serve as the Zoning Code Enforcement Officer and Plat Officer for the City;

(B) The Planning & Development Director, in the performance of duties, functions, and responsibilities, shall be subject to the supervision, direction, and management of the City Administrator. The Planning & Development Director shall perform such other services, whether or not they relate to municipal planning and economic development, as may be assigned by the City Administrator.

(Ord. 1647, passed 10-15-90)

§ 32.023 CITY ENGINEER; DUTIES; SUPERVISION BY CITY ADMINISTRATOR

(A) The City Engineer shall have the following duties, functions, and responsibilities:

- (1) Develop operating policies, procedures and programs consistent with parameters set by the City Administrator.
- (2) Review analyses of activities, costs, operations and forecast data to determine department progress toward stated goals and objectives and report findings to the City Administrator.
- (3) Assist in the development of the Multi-Year Capital Improvement Plan and Annual Operating Budget.
- (4) Manage the implementation of planned annual and multi-year capital improvements through direct work product, management of subordinate staff or outside consultants.
- (5) Ensure that the responsibilities, authorities and accountability of all direct subordinates are defined and understood.

(6) Prepare legal and highly confidential information, including information related to collective bargaining.

(7) Provide staff support to assigned committee(s) of the City Council. Attend all meetings of such committee(s), and of the City Council, unless directed otherwise by the City Administrator.

(8) Ensure that all organization activities and operations are carried out in compliance with local, state and federal regulations and laws and conformance to acceptable standards and practice.

(B) The City Engineer in the performance of duties, functions, and responsibilities, shall be subject to the supervision, direction, and management of the City Administrator. The City Engineer shall perform such other services as may be assigned by the City Administrator.