

VILLAGE OF SUGAR GROVE BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR
SUBJECT: DEPUTY VILLAGE CLERK PART-TIME
AGENDA: JULY 16, 2024, REGULAR BOARD MEETING
DATE: JULY 8, 2024

ISSUE

Should the Village add a part-time Deputy Village Clerk?

DISCUSSION

At the June 18th Village Board meeting the Trustees discussed adding a part-time Deputy Village Clerk to the Administration Department. Staff recommends starting the position at 25 hours per week. The Administration and Finance Building has a vacant office the new employee can use. The cost of office supplies will be minimal. A PC may need to be purchased if one isn't available.

During the budget process, expenses were eliminated because of the Governor's suggestion to remove the grocery tax. The tax will remain in place until 2026. During the FY24-25 budget discussion of the grocery tax, the Village Board voted to eliminate expenses totaling \$157,550 in anticipation of the elimination of the Grocery Tax from the General Fund. At 25 hours a week, with an anticipated hire date of mid-August, the Deputy Village Clerk total compensation cost for the remainder of FY24-25 is estimated at \$27,950 (split 75%/25% between General Fund - \$20,963 - and Water Fund - \$6,987). Over a full fiscal year, the anticipated total compensation cost for the position is roughly \$42,000.

Currently, Administration has two full-time employees, the Village Administrator and the Village Clerk/Executive Assistant. One of the core responsibilities of Administration is answering Freedom of Information Requests (FOIA). FOIAs are an unfunded mandate from the State of Illinois with strict timelines. Due to the high volume of FOIA requests Administration staff have been unable to complete initiatives and other projects.

The addition of a Deputy Village Clerk would help alleviate the burden on the current staff. Administration has other long-term projects including scanning, document filing, and review of internal processes. Finally, a Deputy Clerk could help cover for the Village Clerk in their absence.

Attached – Part-Time Village Clerk Job Description

Attached – FY24-25 Salaries & Wages Schedule

COST

The salary range for a Part-Time Office Assistant is \$25.51 - \$28.95.

RECOMMENDATION

That the Village Board approve adding a Deputy Village Clerk to the Administration Department.

VILLAGE OF SUGAR GROVE POSITION DESCRIPTION

Position Title: Deputy Village Clerk
Department: Administration
Reporting Structure: Village Administrator and Village Clerk
FLSA Status: Exempt

GENERAL PURPOSE

Provides a variety of routine and complex clerical, and administrative work in the administration of the Village government.

SUPERVISION RECEIVED:

Works under the general supervision of the Village Clerk.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares FOIA responses, in a timely fashion as required by law.

Communicates official plans, policies and procedures to staff and the general public.

Examines work of the Board of Trustees for conformance to policies and procedures.

Serves as the Village Clerk in the Village Clerk's absence.

Attends meetings and takes minutes in Clerk's absence.

Serves as custodian of official Village records and public documents; performs certification and recording for the Village as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring Village certification; catalogs and files all Village records.

Prepares and distributes agendas, materials, minutes and records of meetings.

Files ordinances and resolutions and oversees the codification of ordinances into the Municipal Code.

Prepares and advertises meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.

Administers the issuance of municipal licenses, including liquor, amusement, tobacco, and various regulatory licenses as assigned, in accordance with applicable Village ordinances and other regulations.

Records documents at Kane County, Recorder's Office and other Counties as required

Serves as Deputy Registrar for voter registration.

Serves as a notary public.

Answers telephone and responds to inquiries, takes messages, or refers individual to the proper personnel/departments for assistance. Assists in main reception area as needed.

Prepares reports for Village Meetings as directed.

Provides public records and information to citizens, civic groups, the media and other agencies as requested.

Provide Economic Interest Statements to County Clerk.

Responsible for own safety and the maintenance of a safe work environment.

Performs other duties as assigned.

SPECIAL REQUIREMENTS:

- (A) Must be bondable;
- (B) Valid State Driver's License, or ability to obtain one;
- (C) Notary public certification within six months.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing;.
- (B) Two (2) years of increasingly responsible related experience: and/or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures;
- (B) Skill in operating listed tools and equipment;
- (C) Ability to communicate effectively verbally and in writing;
- (D) Ability to establish successful working relationships;
- (E) Ability to work under pressure and/or frequent interruptions;
- (F) Ability to work with angry or difficult customers.

TOOLS AND EQUIPMENT USED

Personal computer including spreadsheet, word processing and database programs, phone, telephone, fax and copy machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

VILLAGE PRESIDENT

Jennifer Konen

VILLAGE ADMINISTRATOR

Scott Koeppel

VILLAGE CLERK

Tracey Conti

**VILLAGE TRUSTEES**

Matthew Bonnie

Sean Herron

Heidi Lendi

Michael Schomas

Sean Michels

James F. White

Schedule of Salaries & Wages
Effective May 1, 2024, through April 30, 2025

P/T Office Assistant

	Start	A	B	C	D	End
May 1, 2024 – April 30, 2025	\$25.5136	\$26.1678	\$26.8388	\$27.5269	\$28.2328	\$28.9567

P/T Finance Clerk

	Start	A	B	C	D	End
May 1, 2024 – April 30, 2025	\$27.3968	\$28.0993	\$28.8198	\$29.5588	\$30.3167	\$31.0940

P/T Administrative Officer

	Rate
May 1, 2024 – April 30, 2025	\$37.5950

P/T Police Officer

	Rate
May 1, 2024 – April 30, 2025	\$33.9900

P/T Code Enforcement Officer

	Rate
May 1, 2024 – April 30, 2025	\$27.7793

P/T Maintenance Worker I

	Rate
May 1, 2024 – April 30, 2025	\$20.6000

P/T Assistant to the Administrator

	Start	A	B	C	D	End
May 1, 2024 – April 30, 2025	\$39.1435	\$40.1472	\$41.1766	\$42.2325	\$43.3153	\$44.4260

F/T Executive Assistant/Village Clerk

	Start	A	B	C	D	End
May 1, 2024 – April 30, 2025	\$ 68,750	\$ 70,513	\$ 72,321	\$ 74,175	\$ 76,077	\$ 78,028
	\$ 33.0529	\$33.9004	\$34.7697	\$35.6612	\$36.5756	\$ 37.5134

F/T Office Assistant

	Start	A	B	C	D	End
May 1, 2024 – April 30, 2025	\$ 58,079	\$ 59,568	\$ 61,095	\$ 62,662	\$ 64,268	\$ 65,916
	\$27.9224	\$28.6383	\$29.3727	\$30.1258	\$30.8983	\$ 31.6905

Accounting Manager

	Start	A	B	C	D	End
May 1, 2024 – April 30, 2025	\$ 75,233	\$ 77,162	\$ 79,140	\$ 81,169	\$ 83,251	\$ 85,385
	\$36.1696	\$37.0970	\$38.0482	\$39.0238	\$40.0244	\$41.0507

Chief Building Inspector

	Start	A	B	C	D	End
May 1, 2024 – April 30, 2025	\$ 84,398	\$ 86,562	\$ 88,781	\$ 91,058	\$ 93,393	\$ 95,787
	\$40.5758	\$41.6162	\$42.6833	\$43.7778	\$44.9003	\$46.0516

Planning & Zoning Administrator

	Start	A	B	C	D	End
May 1, 2024 – April 30, 2025	\$ 76,471	\$ 78,432	\$ 80,443	\$ 82,505	\$ 84,621	\$ 86,791
	\$36.7649	\$37.7076	\$38.6744	\$39.6661	\$40.6832	\$41.7263

Deputy Chief of Police

	Start	A	B	C	D	End
May 1, 2024 – April 30, 2025	\$ 105,731	\$ 108,443	\$ 111,223	\$ 114,075	\$ 117,000	\$ 120,000
	\$50.8324	\$52.1358	\$53.4727	\$54.8438	\$56.2500	\$57.6923

Maintenance Worker I – Street & Utilities Division

	Start	A	B	C	D	End
May 1, 2024 – April 30, 2025	\$ 58,720	\$ 60,226	\$ 61,770	\$ 63,354	\$ 64,979	\$ 66,645
	\$28.2309	\$28.9548	\$29.6972	\$30.4587	\$31.2397	\$32.0407

Maintenance Worker I employees are **required** to have the following licenses/certifications:

- CDL-A Driver's License – Required Within 1 Year
- Flagger Certification

Maintenance Worker II – Street & Utilities Division

	Start	A	B	C	D	End
May 1, 2024 – April 30, 2025	\$ 69,977	\$ 71,726	\$ 73,520	\$ 75,358	\$ 77,241	\$ 79,172
	\$33.6428	\$34.4838	\$35.3459	\$36.2296	\$37.1353	\$38.0637

Maintenance Worker II employees are **required** to have the following licenses/certifications:

- CDL-A Driver's License – Required Within 1 Year
- Flagger Certification

Maintenance Worker I/II employees shall receive an annual stipend for each of the following **optional** certifications:

<u>Additional Certification Stipends</u>		<u>Annual Amount</u>
Pesticide Operator		\$100.00
Pesticide Applicator		\$100.00
Mosquito Applicator		\$100.00
Water Operator License:		
		<i>Class D</i>
		\$500.00
		<i>Class C</i>
		\$1,000.00
		<i>Class B</i>
		\$1,500.00
IEPA Wastewater Collection Operator		\$250.00
ISA Certified Basic Arborist		\$500.00
ISA Certified Municipal Arborist		\$1,000.00
A.S.E. Mechanic:		
		<i>One-Time Stipend Upon Obtaining Certification</i>
		\$1,000.00
		<i>Annual Stipend per Certification (Max of 4)</i>
		\$500.00
Solar Field Maintenance Technician		\$1,000.00

Water Operator/Utilities Coordinator

	Start	A	B	C	D	End
May 1, 2024 – April 30, 2025	\$ 72,134	\$ 73,984	\$ 75,881	\$ 77,826	\$ 79,822	\$ 81,869
	\$34.6798	\$35.5691	\$36.4811	\$37.4165	\$38.3759	\$39.3599

Water Operator/Utilities Coordinator employees are **required** to have the following licenses/certifications:

- CDL-A Driver's License – Required Within 1 Year
- Flagger Certification
- Water Operator License – Class B
- IEPA Wastewater Collection System Operator

Foreperson – Streets/Utilities

	Start	A	B	C	D	End
May 1, 2024 – April 30, 2025	\$ 83,131	\$ 85,209	\$ 87,340	\$ 89,523	\$ 91,761	\$ 94,055
	\$39.9669	\$40.9661	\$41.9902	\$43.0400	\$44.1160	\$45.2189

Foreperson – Streets employees are **required** to have the following licenses/certifications:

- CDL-A License
- Flagger Certification
- Pesticide Operator
- Pesticide Applicator
- Mosquito Applicator

Foreperson – Utilities employees are **required** to have the following licenses/certifications:

- CDL-A License
- Flagger Certification
- Water Operators License – Class B
- IEPA Wastewater Collection System Operator

Foreperson – Streets & Utilities employees shall receive an annual stipend for each of the following **optional** license/certifications:

<u>Additional Certification Stipends</u>		<u>Annual Amount</u>
ISA Certified Basic Arborist		\$500.00
ISA Certified Municipal Arborist		\$1,000.00
A.S.E. Mechanic		
	<i>One-Time Stipend Upon Obtaining Certification</i>	\$1,000.00
	<i>Annual Stipend per Certification (Max of 4)</i>	\$500.00
Solar Field Maintenance Technician		\$1,000.000

Village Engineer

	Start	A	B	C	D	End
May 1, 2024 – April 30, 2025	\$106,834	\$109,573	\$112,383	\$115,264	\$118,220	\$121,251
	\$51.3625	\$52.6795	\$54.0302	\$55.4156	\$56.8365	\$58.2939