



Naperville

CITY COUNCIL AGENDA ITEM

SUBJECT: Temporary/Seasonal personnel

TYPE OF VOTE: Simple majority

ACTION REQUESTED:
Authorize the City Manager to recruit and hire 38 - 42 temporary/seasonal personnel and interns.

BOARD/COMMISSION REVIEW:
N/A

COUNCIL ACTION PREVIOUSLY TAKEN:

Date	Item No.	Action

DEPARTMENT: Human Resources

SUBMITTED BY: James Sheehan, Director – Human Resources

FISCAL IMPACT:
Estimated cost of \$255,000 with salaries included in departments proposed FY 16 budgets.

BACKGROUND:
The Summer Worker and Intern Program has been a successful program for over fifteen years as a cost-effective way to deliver services, assist full-time staff during peak construction or service delivery periods, and provide a learning environment for our interns. These temporary positions are highly-sought, representing tremendous opportunities for college students to gain knowledge, skills, and experience and building their resumes for future careers at the City or in other organizations. In several cases, the City has successfully hired former summer workers into regular full-time capacities. The Personnel Review Committee recommended approval of these seasonal positions in January 2015.

DISCUSSION:

The following is a summary of 2015 temporary/seasonal and intern staffing recommendations. The list includes two (2) additional interns when compared to summer 2014.

Department of Public Utilities – Water

3 Summer Workers: These positions will be used for manual labor assignments including hydrant and lift station painting (approximately 2,000 hydrants are painted on a 5-year cycle), mowing grass, sprinkler patrol, cleaning, organizing warehouse inventory, etc.

1 Civil Engineering Intern (New position in FY 16): This intern will assist with the administration of the landscape restoration program, construction management and inspection projects, and collect GPS data of water and sanitary sewer facilities.

Transportation, Engineering, and Development

5 Engineering Interns: These interns supplement inspection staff that manages the \$10.6 million dollar Maintenance Improvement Program. The interns complete quantities, have daily field presence in the neighborhoods, and assist with surveying and layout of the projects. In partnership with the inspectors, the interns monitor the performance of contractors.

4 Traffic Summer Workers: The seasonal traffic counters are responsible for completing traffic counts, managing related data, and assisting with neighborhood traffic studies. These traffic counts are required to justify capital improvement projects, IDOT reviews and city traffic studies. They may additionally assist in completing neighborhood speed and parking studies, and assist with transit, commuter parking and downtown parking data collection.

2 Code Enforcement Interns: The code enforcement interns together manage over 600 weed and tall grass complaints each summer. This effort includes verification of a complaint, notification to residents, contract mowing and billing.

1 GIS Intern: The GIS intern assists in the maintenance of databases including the city's Transportation Data Model, Naperville Land Information System, and Traffic Data and will also produce a wide range of GIS maps and displays for engineering and planning staff.

(1) Traffic Intern: The traffic intern coordinates over 50 traffic counts during the summer, establishing the schedules, provides traffic counters breaks, downloads data, updates spreadsheets, and also conducts speed studies on local & collector roadways.

(1) Transportation Planning Intern: The transportation intern assists with answering planning & zoning inquiries, customers at the Building Permit Counter, tenant build-out meetings on behalf of the Planning Team, researching/answering FOIA requests, planning special projects research, and outreach efforts for the Ogden Avenue Grant Program.

(1) Permit Counter Summer Worker: Between April and August 2014, the permit counter issued 3878 permits and handled 4778 phone calls. The volume of work was at pre-recession levels (when the Counter had an additional staff person). The Summer Worker assists customers at the

counter, on the phone, and provides strongly-needed clerical assistance. The position helps ensure incoming permits are accepted, tracked, and released timely.

Information Technology

2 Interns (One new intern proposed in FY 16): IT's interns will assist the Personal Computer Technicians with projects related to annual personal computer replacements. Their duties will include receiving, unpacking, inventorying and imaging all of the City's new computers. These persons will also help respond to basic technical support and internal customer service requests when they are trained and capable. Filling these intern positions allows the PC Technicians and Network Support Specialist more opportunity to provide higher level support tasks to City operating and staff departments and enables the IT Department to complete inventory control-related activities often given lower priority.

Department of Public Works

3 Mosquito Abatement Temporary Workers: These positions perform mosquito abatement activities, including treating stagnant water with abatement pesticides, testing mosquitoes for presence of viruses, and spraying infested areas.

2 Central Business District (CBD) Temporary/Seasonal Workers: These positions will be used to water, weed and remove trash and debris from the landscape beds located in the downtown and at the commuter train stations. In addition, these positions assist with litter pick-up, sidewalk cleaning, refuse removal, and other tasks associated with the high volume of pedestrian traffic in the downtown during the summer months.

10-14 Operations Temporary Workers: These positions are filled for up to six-months in duration and are used to supplement the activities of the Equipment Operators in carrying out the Department's brush and leaf removal programs and special events.

2 PBO Temporary/Seasonal Workers: These seasonal positions provide light labor such as grounds pickup, painting at city facilities and other public buildings and ground maintenance.

RECOMMENDATION:

Authorize the City Manager to recruit and hire 38 - 42 temporary/seasonal personnel and interns.