

Village of



Notice of Special Meeting

There will be a special meeting of the Committee of the Whole of the Village Board of Trustees on **February 9, 2023 at 6:00 p.m.** The meeting will be held at 419 Richmond Road in Kenilworth, IL. Members of the public may attend in person or by video conference at: <https://us06web.zoom.us/j/88176896958?pwd=cnRka282SjhVcDc1ejZxUHM1dGs3Zz09>

If you do not have access to a computer, you may attend via telephone:

+1 312 626 6799

Meeting ID: 881 7689 6958

Passcode: 020923

Committee of the Whole Special Meeting Agenda

- I. **Call to Order / Roll Call**
- II. **Presentation of Implemented Enhancements to the Building Permit Process**
- III. **Continued Discussion Concerning 2023 Projects and Staffing Options**
- IV. **Business from the Public**
- V. **Adjourn**



Request for Committee Action

Agenda Item: III

Considered By:

Date:

Committee of the Whole

02/09/23

Committee of the Whole

01/10/23

Village Board

11/21/22

Staff Contact: Patrick Brennan, Administration

Subject: Continued Discussion Concerning 2023 Projects and Staffing Options

Summary: During the FY23 budget development and approval process, the Village Board expressed a desire to enhance staff support. A Committee of the Whole meeting was held on January 10th to identify the particular areas where service delivery enhancements were desired. The discussion was used to formulate the options to be presented at the February 9th meeting.

Background of Matter: The text that follows presents the staff understanding of the service delivery areas that the Village Board would like to have enhanced during calendar year 2023. The staffing options presented at the February 9th Committee meeting will be based upon the staff understanding of the goals.

During the January 10th Committee of the Whole meeting, there was a loose consensus among the group for the Village Manager to explore the following:

1. **Building Permits** - Identify options to improve the building permit process
 - a. Measure and target key performance metrics
 - b. Offer online permit submission and tracking for less complex permits
 - c. Improve proactive compliance inspections
 - d. Clarify Village expectations for permittees and establish clear non-compliance outcomes
 - e. Offer improved resources for homeowners seeking permits
 - f. Improve support for commissions
2. **Communications** - Enhance the Village communications channels
 - a. Improve website, offering easy access to commonly sought information
 - b. Establish a standard communications calendar for information sharing
 - c. Standardize communications plan for special projects which impact residents
 - d. Enhance communication pathways with business and commercial property owners
 - e. Improve “new resident” information packets and outreach
3. **Economic Development** - Engage in economic development opportunities
 - a. Attract businesses in furtherance of the new Vision
 - b. Attract a new restaurant
 - c. Market opportunities in the business district
4. **Strategic Planning** - Amplify Strategic Planning
 - a. Increase support for key special projects

- b. Increase strategic planning
- c. Improve focus upon staff development

The 2023 Goals as adopted with the budget include a number of projects that will require significant staff resources. With that in mind and in reviewing the goals outlined above, it may not be possible to fully achieve each in 2023, even with staffing enhancements. However, a number of staffing/service options have been developed to make significant progress toward the goals.

The proposed staffing adjustments fall into one of two primary approaches.

Alternative 1 – Building & Planning 2.0

- Increased Planning Services time – contractual or full time in-house (alternatives 1a and 1b)
- Increased Building Services time – implementation of Munitate (contractor) recommendations, or contracting turnkey permit processing
- Relieves time Assistant to the Village Manager (Heather) spends overseeing and conducting B&P functions
- Found time of ATTVM to be used to enhance Communications and Strategic Planning areas
- Result allows Village Manager to better address executive-level functions

Alternative 2 – Assistant Village Manager

- New full-time hire of Assistant Village Manager
 - o Special projects
 - o Communications
 - o Management Analysts
 - o Human Resources
- Increased Planning Services time – contractual or full time in-house (alternatives 2a and 2b)
- Assistant to the Village Manger relieved of the direct planning support
- Shifts mid-level functions to AVM and ATTVM
- Result allows Village Manager to better address executive-level functions

The Village Manager will provide greater detail regarding the staffing functions under each alternative during the Committee of the Whole meeting. If a consensus is reached on a preferred alternative, staff will proceed with implementing the selected approach.

Financial Impact: The majority of the financial impact has already been included in the FY23 budget as adopted. Depending up on the option selected, staff will calculate any additional anticipated costs and update the group at a future meeting

Attachment: None