



# **Organizational Design Recommended Changes**

# Why now?

- New Village Manager/continued implementation of organizational philosophy
- More clarity around organizational goals
- Succession planning
- Reduced span of control

# Proposed Changes

- Development Customer Services Department renamed to **Development Services** in line with industry standards
- Create standalone **Neighborhood Services** Department to elevate the Village's focus on housing and neighborhood-based education, engagement and problem-solving
- Pause funding to the Oak Park Economic Development Corporation (OPEDC) and bring economic development work in house while the Village conducts an economic development/ vitality study in community
- Formally integrate the Community Relations Department functions into the Office of Diversity, Equity and Inclusion
- Create a Transportation Engineering Division to focus on Vision Zero and other transit/traffic-related issues
- This recommendation includes the creation of 4 new FTE's, the reallocation of funding for 1 FTE and the elimination of 1 budgeted FTE for a net gain of 4 FTEs
- This recommendation is budget neutral.

# Benefits of Proposed Changes

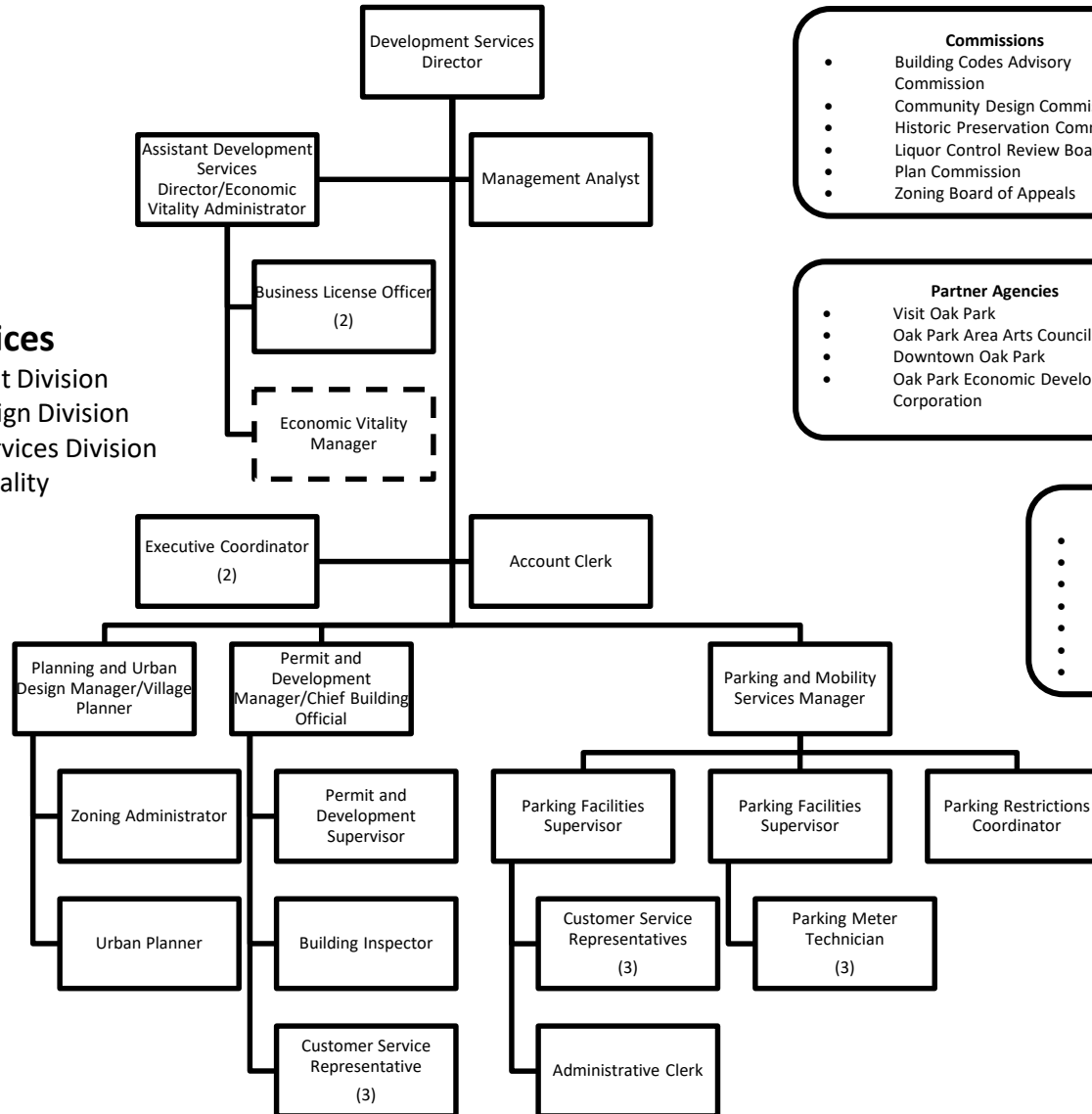
- Elevates key initiatives and service delivery in critical areas including Economic Development, Housing and Transportation
- Enhanced focus and investment in housing programs as a key element of Oak Park's Climate Action Plan
- Brings back a focus on neighborhood-based community engagement, civic education and participation
- Aligns Human Rights, Civil Rights, Fair Housing and other cultural programming and diversity events within the Office of DEI
- Reduces inefficiencies in current economic development activities while simultaneously identifying the community's needs which will result in transparent economic development policy & programming
- Organizes Village operations consistent with best practices

# Proposed Changes

## Development Services

- Permit & Development Division
- Planning & Urban Design Division
- Parking & Mobility Services Division
- Office of Economic Vitality

29 FTEs



- Commissions**
- Building Codes Advisory Commission
  - Community Design Commission
  - Historic Preservation Commission
  - Liquor Control Review Board
  - Plan Commission
  - Zoning Board of Appeals

- Partner Agencies**
- Visit Oak Park
  - Oak Park Area Arts Council
  - Downtown Oak Park
  - Oak Park Economic Development Corporation

- Key Initiatives**
- Cityview & Passport Management
  - Construction Coordination
  - Homes for a Changing Region
  - Sustainability Incubator
  - Real Estate Transactions
  - Business Assistance Council
  - OPRF Chamber of Commerce

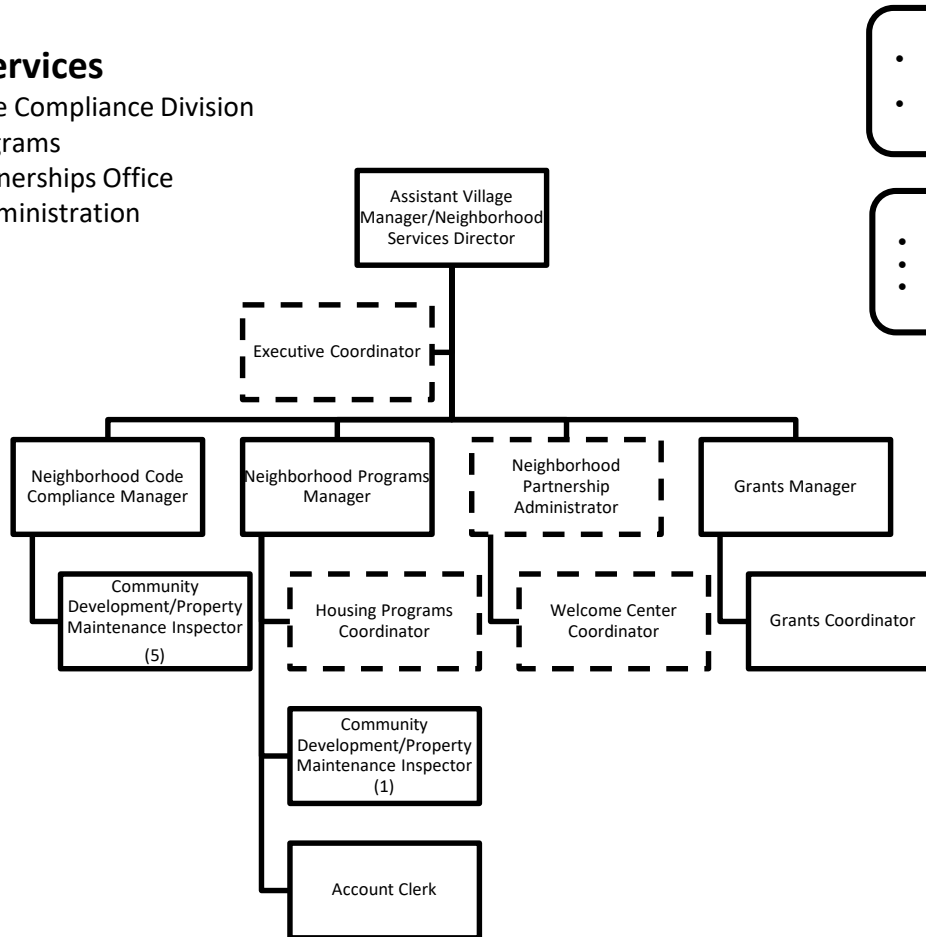


# Proposed Changes

## Neighborhood Services

- Neighborhood Code Compliance Division
- Neighborhood Programs
- Neighborhood Partnerships Office
- Office of Grants Administration

16 FTEs



- Commissions**
- Community Development Citizens Advisory Committee
  - Housing Programs Advisory Committee

- Partner Agencies**
- Oak Park Housing Authority
  - Oak Park Residence Corporation
  - Oak Park Regional Housing Center

- Key Initiatives**
- Oak Park Homelessness Coalition
  - Housing Trust Fund
  - Rental Licensing/Short Term Rentals
  - Neighborhood Registry Program
  - Civic Education and Engagement
  - Special Event Permitting

# Proposed Changes

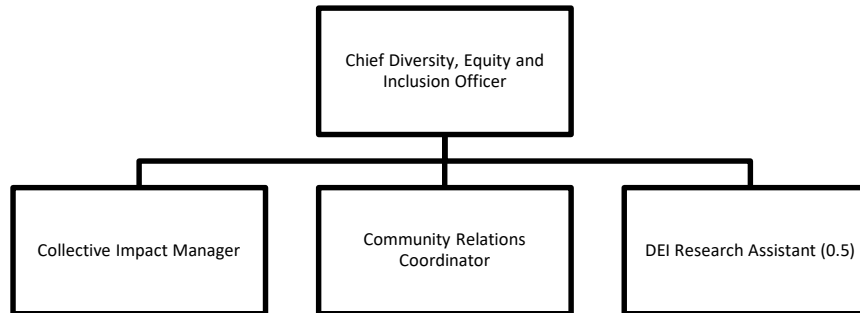
## Office of DEI

An office within the VMO focusing on diversity, equity, inclusion, fair housing and innovation.

3.5 FTEs

- Commissions**
- Aging in Place Commission
  - Community Relations Commission
  - Disability Access Commission

- Key Initiatives**
- Equal Rights & Fair Housing
  - Equity and Access
  - Innovation

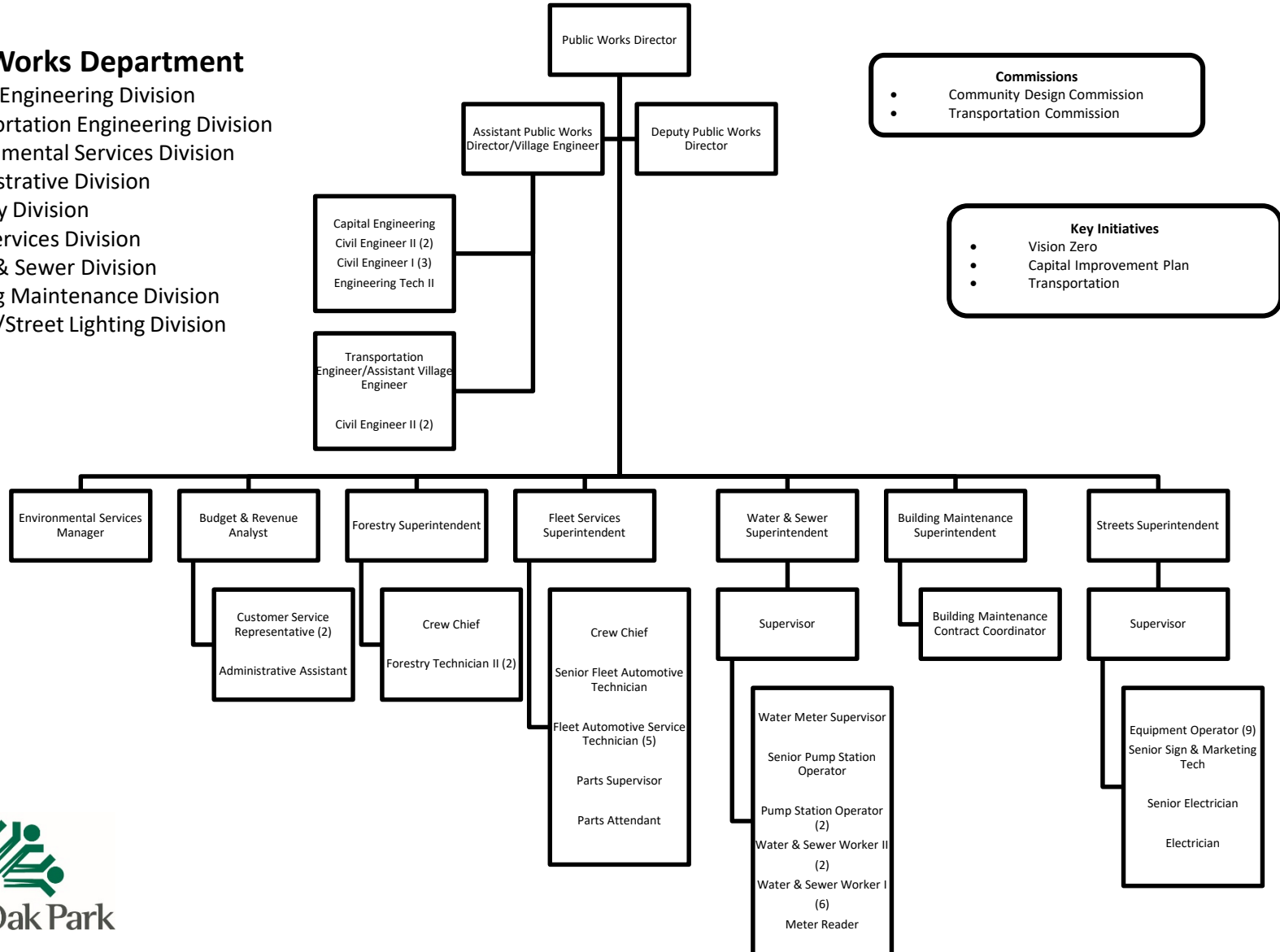


# Proposed Changes

## Public Works Department

- Capital Engineering Division
- Transportation Engineering Division
- Environmental Services Division
- Administrative Division
- Forestry Division
- Fleet Services Division
- Water & Sewer Division
- Building Maintenance Division
- Streets/Street Lighting Division

62 FTEs



**Commissions**

- Community Design Commission
- Transportation Commission

**Key Initiatives**

- Vision Zero
- Capital Improvement Plan
- Transportation





# Retitled Positions

Current Title	Proposed Title
Development Customer Services Director	Development Services Director
Assistant Development Customer Services Director	Assistant Development Services Director/Economic Vitality Administrator
Neighborhood Services Manager	Neighborhood Programs Manager
Assistant Public Works Director	Deputy Public Works Director
Assistant Village Engineer	Transportation Engineer/Assistant Village Engineer
Executive Secretary	Executive Coordinator

# Reclassified Positions

Current Title	Proposed Title	Reclassification
Village Planner	Planning & Urban Design Manager/Village Planner	12-PM to 13-PM
Community Relations Director	Assistant Village Manager/Neighborhood Services Director	12-PM to 15-PM
Neighborhood Services Supervisor	Neighborhood Code Compliance Manager	9-PM to 10-PM
Grants Supervisor	Grants Manager	9-PM to 10-PM
Village Engineer	Assistant Public Works Director/Village Engineer	14-PM to 15-PM
Administrative Assistant	Civil Engineer II	SEIU Grade 7 to 11-PM

# New/Eliminated Positions

Proposed Position	Proposed Salary Grade
Economic Vitality Manager	11-PM
Neighborhood Partnership Administrator	12-PM
Housing Programs Coordinator	10-PM
Executive Secretary	15-GS
Welcome Center Coordinator	15-GS

Eliminated Position
PT Customer Service Representative (.50 FTE)
Management Intern (.50 FTE)

# Economic Impact

- Total salary proposed for new positions is estimated at \$350,000-\$427,500 annually plus associated benefits
- Salary savings from eliminating two part-time positions is \$42,120
- The Economic Development Corporation contract is valued at \$571,500

# Looking Ahead

- Bring additional items to Board for approval including updates to Village Code and the VOP Personnel Manual and any applicable budget amendments, transitional activities related to the OPEDC's status.
- Begin recruitment for newly created positions.
- Interim leadership in Development Customer Services in June.
- Creation of Neighborhood Services Department as permanent leadership is onboarded.

# Economic Impact

- Total salary proposed for new positions is estimated at \$350,000-\$427,500 annually plus associated benefits
- Salary savings from eliminating two part-time positions is \$42,120
- The Economic Development Corporation contract is valued at \$571,500

# Implementation Timeline

- 5/8 Board presentation
- 5/22 Board adopts motions
- 5/29 Begin director recruitment processes
- 6/5 Bring follow-up actions to Board
- 6/23 DCS Director retires
- 9/3 90-day notice to EDC from 6/5

# Proposed Alternate Solution

- Takes into account feedback from staff's presentation on May 8<sup>th</sup>.
- Prioritizes key personnel needs in alignment with organizational goals



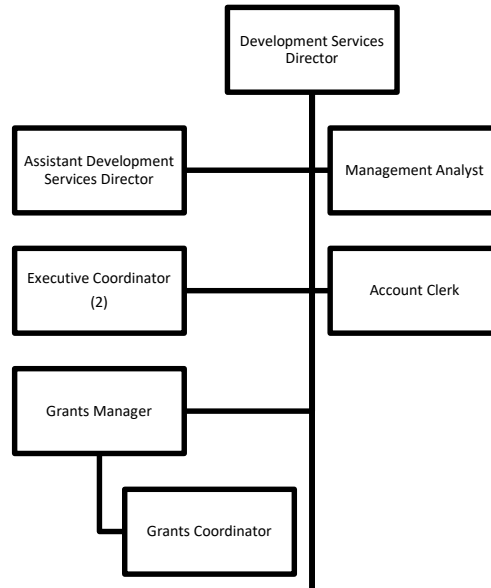
# Proposed Alternate Solution

- Development Customer Services Department renamed to **Development Services** in line with industry standards
- Maintain **Neighborhood Services** Division within Development Services.
- Reduce OPEDC funding level to \$400,000 for FY23
- Formally integrate the Community Relations Department functions into the Office of Diversity, Equity and Inclusion
- Create a Transportation Engineering Division to focus on Vision Zero and other transit/traffic-related issues
- Add an additional Deputy Village Manager to lead on neighborhood outreach, engagement, interdepartmental problem solving
- This recommendation includes the creation of 1 new FTE and the elimination of 1 FTE for a net increase of 0 FTEs.
- This recommendation is budget neutral

# Proposed Changes

## Development Services

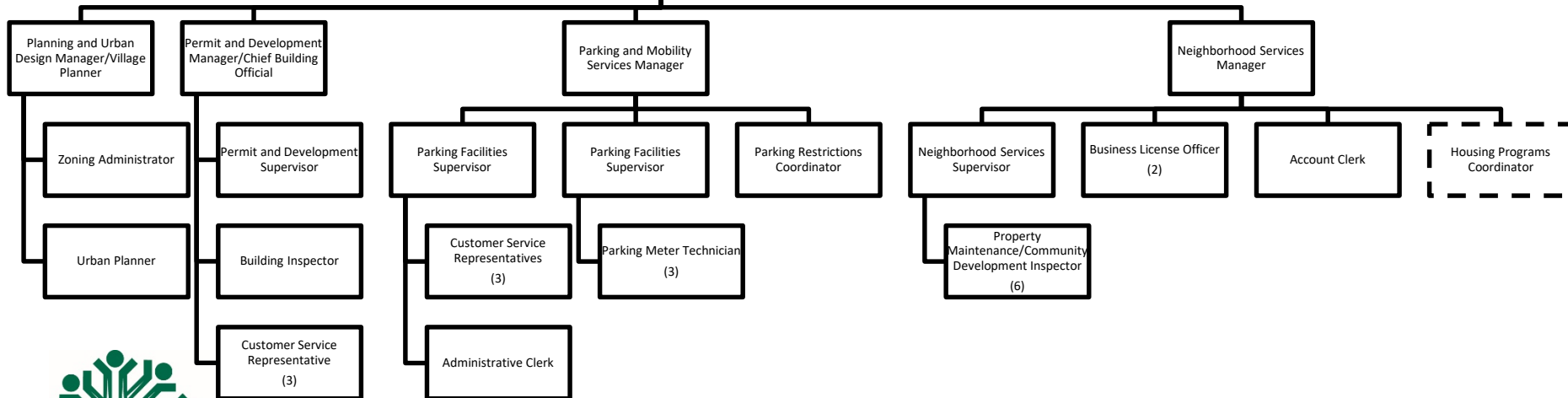
- Permit & Development Division
  - Planning & Urban Design Division
  - Parking & Mobility Services Division
  - Neighborhood Services Division
  - Office of Economic Vitality
- 40 FTEs



- Commissions**
- Building Codes Advisory Commission
  - Community Design Commission
  - Historic Preservation Commission
  - Liquor Control Review Board
  - Plan Commission
  - Zoning Board of Appeals
  - Community Development Citizens Advisory Committee
  - Housing Programs Advisory Committee

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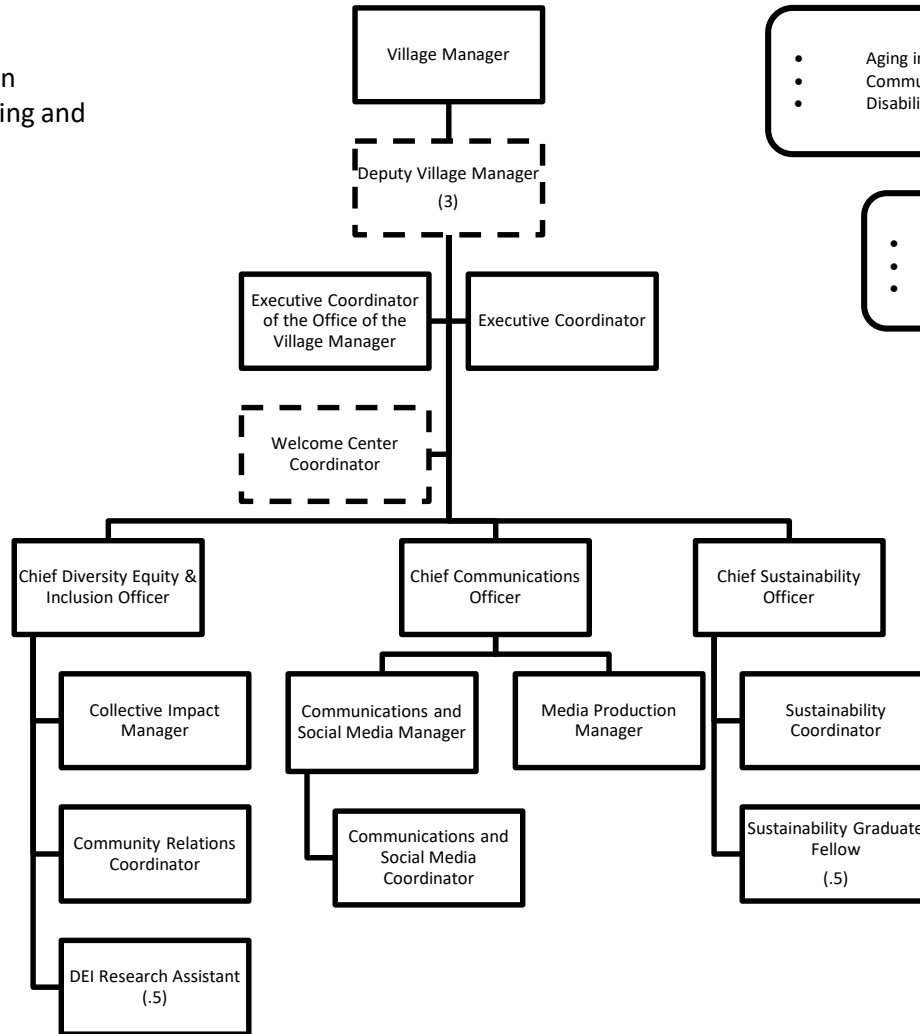


# Proposed Changes

## Village Manager's Office

An office within the VMO focusing on diversity, equity, inclusion, fair housing and innovation.

3.5 FTEs



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  - Community Relations Commission (DEI)
  - Disability Access Commission (DEI)

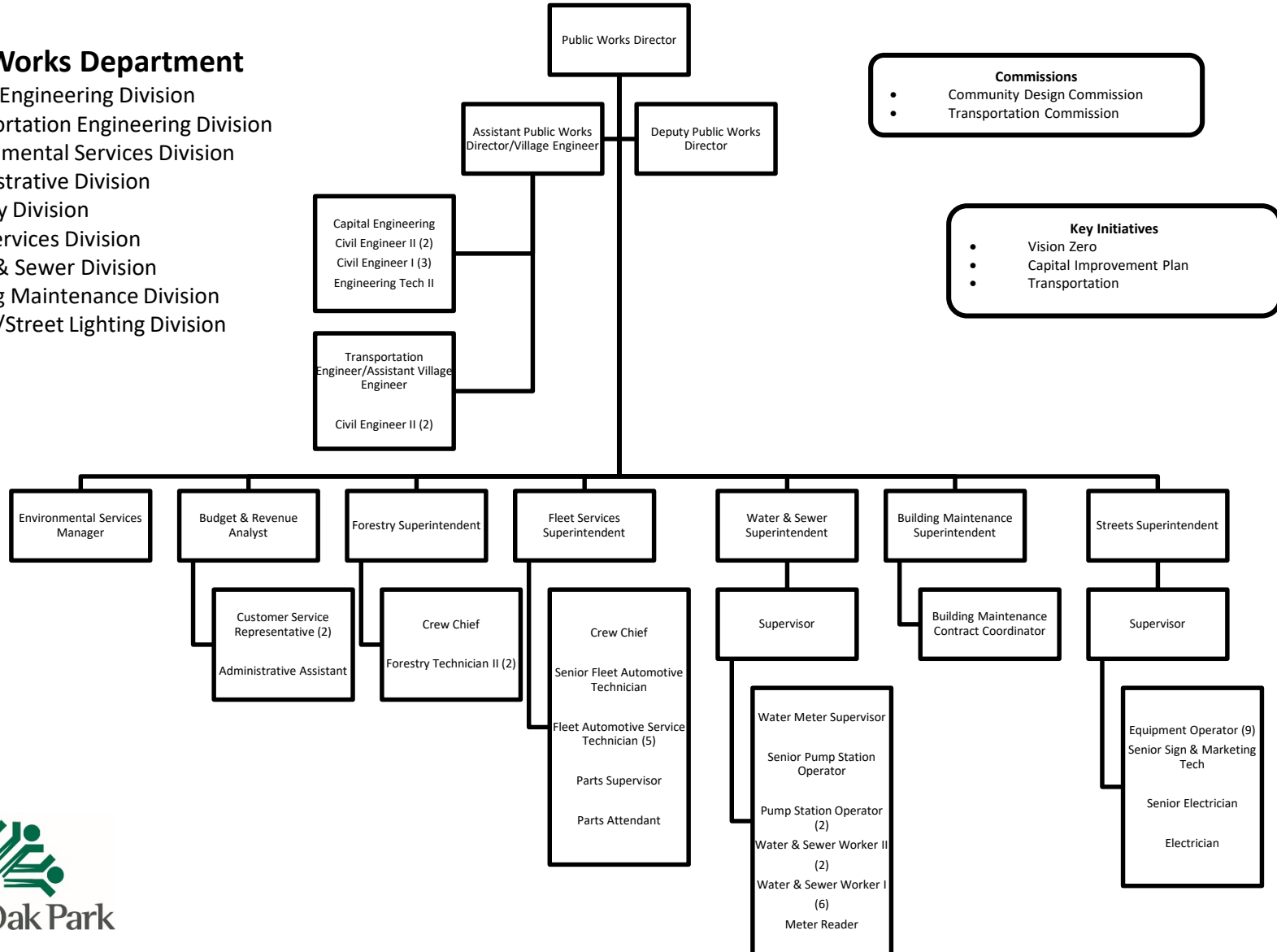
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Executive Assistant to Village Manager	Welcome Center Coordinator

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Housing Programs Coordinator	10-PM

Eliminated Position
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Management Intern (.50 FTE)

# Economic Impact

- Total salary proposed for newly created positions is estimated at \$75,000-\$90,000 annually plus associated benefits
- Salary savings from eliminating two part-time positions is \$42,120
- The savings from reducing the OPEDC contract is valued at \$171,500