

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: February 5, 2018

TO: Housing Advisory Commission

FROM: Allison Laff, AICP, Deputy Director – TED Business Group

SUBJECT: **Planning Team Workload/AI Implementation**

PURPOSE:

To provide information regarding the Planning Team’s workload for use while discussing implementation of the AI.

BACKGROUND:

During public forum at the January 8, 2018 Housing Advisory Commission (HAC) meeting, representatives from the DuPage Homeless Alliance presented their recommendation that the “Commission assign a Project Manager to oversee the AI action item implementation, assuring that plans and accountability are in place and that actions are progressing”.

DISCUSSION:

In preparation for the Commission’s discussion of this topic on February 5, 2018, I would like to provide information related to the Planning Team’s workload and how this may impact the desired implementation of the AI initiatives.

The Planning Services Team currently has 4.5 full time equivalents (FTE), including 2.5 Community Planners, 1 Assistant Planner, and 1 Deputy Director. In 2007 (pre-recession), the team’s total FTE count was 6.25, but has been reduced post-recession to 4.5 through attrition and in response to budget limitations. While the staffing levels remain reduced, the City’s development caseload (i.e., rezonings, subdivision, engineering reviews, etc.) has returned to and now exceeds pre-recession levels and currently accounts for approximately 80% of staff’s workload. The remaining 20% of staff time is allocated towards staff support to 4 City boards and commissions (Planning and Zoning Commission, Downtown Advisory Commission, Housing Advisory Commission, and Historic Preservation Commission), as well as undertaking other City Council directed special projects (5th Avenue Request for Qualifications, 2018 Special Census, etc.).

As a result of the above, approximately 10% of one FTE is available to support the HAC. In this capacity, staff is committed to bi-monthly HAC meetings, responding to and processing all housing complaints received, and undertaking **either** 2 low/medium complexity AI implementation items per year **or** 1 high complexity AI implementation item per year. Even if a Commissioner is assigned as AI Project Manager, as requested by the DuPage Homeless Alliance, the number of implementation items undertaken each year cannot exceed those listed above given that most will require staff support for implementation.

RECOMMENDATION:

Please consider the above workload limitations when discussing the implementation of the AI.