



CITY OF WARRENVILLE

MEMORANDUM

TO: Mayor and City Council
 FROM: John M. Coakley, City Administrator 
 Ronald Mentzer, Director of Community and Economic Development 
 SUBJECT: COMMUNITY DEVELOPMENT SUCCESSION PLANNING
 DATE: July 6, 2021

Staff Recommendation

City Administrator Coakley and Community and Economic Development Director Mentzer believe it is in the City's best long-term interests to create and fill a new Assistant Community Development Director position in lieu of refilling the currently vacant Senior Planner position. Implementing this action would allow the City to more effectively manage the inevitable next wave of succession anticipated in the Community Development Department. Implementing this recommendation would not increase the number of full-time City staff authorized in the Community Development Department or materially increase annual salary costs in the Department in the near-term future.

Background

Over the past six months, the Community Development Department has experienced the retirement or resignation of four of its nine full-time employees; including long-time Senior Planner Natalia Domovessova. Collectively, these individuals possessed more than 30 years of combined experience working in the City's Community Development Department.

Three additional full-time employees with more than 56 years of combined service in the Community Development Department, including Community and Economic Development Director Mentzer, have reached a point in their professional careers when they can, and likely will, retire in the relative near term future (one to three years). Every time a long-time, dedicated employee retires or resigns, the City loses valuable institutional knowledge, experience, and leadership.

Expected Benefits of Implementing Staff Recommendation

Staff believes implementing this recommendation will:

1. Help the City attract a highly qualified candidate
2. Provide more opportunity for the long-tenured employees to pass on important institutional knowledge and experience to the new staff member
3. Effectively guide and mentor the new person on the:
 - CULTURE of the City of Warrenville government
 - City's standards, operating processes, procedures, and expectations
 - Extensive City regulations administered by department
 - Various policy documents the City uses in its decision making processes
 - The development and implementation of *Mazik City* component of the ERP

4. Provide the City's Senior Staff Leadership Team time to:

- Assess the strengths and weaknesses of the new person
- Create and implement a detailed professional development plan to enhance the new Assistant Community Development Director's strengths, address weaknesses, and develop their leadership and management skills
- Assess whether they are ready to lead the Community Development Department when current Community and Economic Development Director retires

Recommendation: City Administrator Coakley and Community and Economic Development Director Mentzer recommend the City Council approve the creation and filling of a new Assistant Community Development Director position in lieu of refilling the currently vacant Senior Planner position.