



Date: June 23, 2022
To: Members of the Intergovernmental Cooperation Committee
From: Village Trustee Kate Gjaja
Subject: Sustainability Coordinator Shared Resource

Thank you all for your interest in pursuing a shared sustainability coordinator across our government entities. Based on our conversations, there is a lot we can learn from each other and potential synergies in our current and future sustainability efforts. As we have discussed at our past two intergovernmental cooperation committee meetings, all of our organizations have taken steps to advance our sustainability efforts in recent years. However, none of our organizations have a dedicated sustainability expert on staff.

The goals of a shared sustainability coordinator would be to:

- Share knowledge and best practices across our organizations;
- Advance research into additional sustainability practices that might be applicable to our organizations;
- Coordinate education on sustainability across our community;
- Move all of our sustainability efforts forward more quickly and effectively.

Consensus at our last meeting was that sustainability presents us a very rich opportunity to work together. However, there was not consensus on how a sustainability coordinator might be shared and funded. As Village Manager Mike Braiman discussed, there is some history of sharing a resource like this as the Village used to share health department personnel with other communities via an intergovernmental agreement. In that instance, the Village hired the personnel and then essentially billed the other entities sharing the resource who reimbursed the Village. Each participating community set their own priorities for this shared resource and had the freedom to manage the work in a manner that best served their organization. Something like that structure could work in this instance.

For your consideration, we are providing three potential scenarios for funding the role of a sustainability coordinator. In all three scenarios, you will see that the Village and the Park District shoulder the burden of the expense as it is generally expected that these two entities will utilize more of the coordinator's time.

In Scenario 1, the Village and Park District each receive 50% of the sustainability coordinator's time and split the costs. Under this scenario, the coordinator would not work with any of the other four entities to further their sustainability goals and plans.

	% Share	Annual Hour Allocation	Annual Cost Allocation	
Village	50%	1,040	\$	48,408
Park District	50%	1,040	\$	48,408
Library	0%	-	\$	-
District #39	0%	-	\$	-
District #37	0%	-	\$	-
Township	0%	-	\$	-
Total	100%	2,080	\$	96,815

In Scenario 2, the Village and Park District each receive 40% of the sustainability coordinator's time and the remaining 20% is divided between the other four entities somewhat unequally. Exact percentages born by each government entity would be open to discussion – this is just a draft for discussion purposes – and the amount of time the coordinator would devote to each organization would be commensurate with the percentage of funding each provides.

	% Share	Annual Hour Allocation	Annual Cost Allocation	
Village	40%	832	\$	38,726
Park District	40%	832	\$	38,726
Library	7.5%	156	\$	7,261
District #39	7.5%	156	\$	7,261
District #37	2.5%	52	\$	2,420
Township	2.5%	52	\$	2,420
Total	100%	2,080	\$	96,815

In Scenario 3, there is a bit of a hybrid between Scenarios 1 and 2. The Village and the Park District would fund most (92%) of the sustainability coordinator position. The remaining 8% would be split evenly between the other four government entities for a nominal yearly cost. As with Scenario 2, each entity would get dedicated hours of the coordinator's time based on their funding, and the coordinator would also leverage ideas, research, and opportunities across all of the organizations by coordinating an intergovernmental sustainability committee at the staff level. Under this scenario, entities could also leverage the sustainability coordinator at an hourly rate for special projects they would like to advance above and beyond their allotted annual hours (subject to approval of the Village and Park District).

	% Share	Annual Hour Allocation	Annual Cost Allocation	
Village	46%	950	\$	44,218
Park District	46%	950	\$	44,218
Library	2%	45	\$	2,095
District #39	2%	45	\$	2,095
District #37	2%	45	\$	2,095
Township	2%	45	\$	2,095
Total	100%	2,080	\$	96,815

The advantage to Scenario 3 is that each entity truly partners in the investment in this resource for our community. In addition, the sustainability coordinator would allocate time specifically to the goals and technologies specifically of interest to each entity, in addition to sharing information and opportunities across all of our organizations. Scenario 3 seems to most clearly signal our mutual intentions with this position and our commitment to driving sustainability efforts fast and more effectively across our entire community while mitigating cost impacts to the greatest extent possible.

In order to advance this process, we hope you will bring this information forward to your boards for consideration at your next meeting. We are hoping to reach agreement on funding for the sustainability coordinator position this summer so that hiring can begin in the fall. Please let the committee know the results of your board discussion as soon as possible. It is really exciting to see such a concrete opportunity emerge from the intergovernmental cooperation committee so early in its work!