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PRE-COUNCIL WORK SESSION — 7:00 P.M.

Agenda of the Regular Meeting

of the City Council of the

CITY OF DARIEN

February 20, 2024

7:30 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Declaration of Quorum
5. Questions, Comments and Announcements — **General (This is an opportunity for the public to [make comments or ask questions on any issue](#) – 3 Minute Limit Per Person, Additional Public Comment Period - Agenda Item 18)**
6. Approval of Minutes
 - A. City Council Minutes — [February 5, 2024](#)
7. Receiving of Communications
8. Mayor's Report
 - A. Consideration of a Motion to Approve a [Resolution Recognizing Valerie L. Kazich as the 2024 Citizen of the Year](#) in the City of Darien, Illinois (Citizen of the Year Coffee and Cake Reception will be held after the City Council Meeting)
9. City Clerk's Report
10. City Administrator's Report
11. Department Head Information/Questions
 - A. Police Department
 - B. Municipal Services
12. Treasurer's Report
 - A. Warrant Number — [23-24-20](#)
 - B. Monthly Report — [January 2024](#)

13. Standing Committee Reports
14. Questions and Comments — **Agenda Related (This is an opportunity for the public to make comments or ask questions on any item on the Council's Agenda – 3 Minute Limit Per Person)**
15. Old Business
16. Consent Agenda
 - A. Consideration of a Motion to Approve a Resolution Approving a Memorandum of Understanding Between the City of Darien and the Darien Chamber of Commerce-\$35,000 Grant and Darien Fest
 - B. Consideration of a Motion to Approve a Resolution Accepting a Proposal from Govtemp-MGT for the Development of a Four-Year Strategic Plan in the Amount of \$18,100
17. New Business
18. Questions, Comments and Announcements — **General (This is an opportunity for the public to make comments or ask questions on any issue – 3 Minute Limit Per Person)**
19. Adjournment

A WORK SESSION WAS CALLED TO ORDER AT 7:04 P.M. BY MAYOR MARCHESE FOR THE PURPOSE OF REVIEWING ITEMS ON THE FEBRUARY 5, 2024 AGENDA WITH THE CITY COUNCIL. THE WORK SESSION ADJOURNED AT 7:25 P.M.

Minutes of the Regular Meeting

of the City Council of the

CITY OF DARIEN

FEBRUARY 5, 2024

7:44 P.M.

1. **CALL TO ORDER**

The regular meeting of the City Council of the City of Darien was called to order at 7:44 P.M. by Mayor Marchese.

2. **PLEDGE OF ALLEGIANCE**

Mayor Marchese led the Council and audience in the Pledge of Allegiance.

3. **ROLL CALL** — The Roll Call of Aldermen by Clerk Ragona was as follows:

Present:	Thomas J. Belczak	Ted V. Schauer
	Eric K. Gustafson	Ralph Stompanato
	Joseph A. Kenny	Mary Coyle Sullivan
	Gerry Leganski	

Absent: None

Also in Attendance: Joseph Marchese, Mayor
JoAnne E. Ragona, City Clerk
Michael J. Coren, City Treasurer
Bryon Vana, City Administrator
Gregory Thomas, Police Chief
Daniel Gombac, Director of Municipal Services

4. **DECLARATION OF A QUORUM** – There being seven aldermen present, Mayor Marchese declared a quorum.

5. **QUESTIONS, COMMENTS AND ANNOUNCEMENTS – GENERAL**

Joe Myczek inquired...

...if Darien was a Sanctuary City. Mayor Marchese responded that Illinois is a Sanctuary State; he stated cities are not Sanctuary Cities.

...about City of Darien policy regarding migrants should a mass drop-off take place. Mayor Marchese did not anticipate the arrival of buses as Darien does not have a train station or a downtown area. He said the plan, for protection of residents and migrants, was to contact DuPage County Department of Homeland Security & Emergency Management regarding transportation by train to downtown Chicago. Mayor Marchese commented on meetings with Metropolitan Mayors Caucus and DuPage Mayors and Managers Conference (DMMC). He stated DMMC is pushing for immigration reform. Mayor Marchese, Administrator Vana, and Chief Thomas met with City Attorney and determined there was no need to implement an ordinance regarding notice/impounding of buses transporting migrants.

6. **APPROVAL OF MINUTES** – January 15, 2024

It was moved by Alderman Kenny and seconded by Alderman Gustafson to approve the minutes of the City Council Meeting of January 15, 2024.

Roll Call: Ayes: Belczak, Gustafson, Kenny, Leganski, Schauer, Stompanato, Sullivan

Nays: None

Absent: None

Results: Ayes 7, Nays 0, Absent 0

MOTION DULY CARRIED

7. **RECEIVING OF COMMUNICATIONS**

Alderwoman Sullivan...

...received communication from Kelly Glisan regarding the addition of a streetlight near Carriage Greens Country Club parking lot; communication was sent to Director Gombac. Alderwoman Sullivan instructed Mr. Glisan to contact the owners of Carriage Greens Country Club since location is in their parking lot versus City parkway. In addition, Mr. Glisan sent communication regarding roadkill on Frontage Road; Alderwoman Sullivan thanked Municipal Services for removal on a road outside of City jurisdiction.

...received communication from residents regarding the clearing of culvert on Frontage Road, which left destruction of fence and downed signs exposed. Alderwoman Sullivan and Director Gombac are in continuous communication with IDOT and state officials to ensure addressing of fence repairs in area and along North and South Frontage Roads.

8. **MAYORS REPORT**

Mayor Marchese provided below statement and announcements.

CVS Facility:

The City of Darien received notice from Cars Collision Center LLC also known as Gerber Collision and Glass that they will no longer be pursuing development or operation at the former CVS site. The City attorney and other attorneys involved will meet to discuss the litigation and the special use that was approved by Darien City Council for that site. Council will be updated as more information is received.

Kingswood Academy Banquet:

Mayor Marchese attended Kingswood Academy banquet and fundraiser on February 3. He expressed his enjoyment in being a guest and thanked Tammi Karam and Lisa Bergman for a wonderful evening.

Citizen/Honorees of the Year:

A congratulatory reception will be held in the Police Department Training Room immediately following City Council Meeting on February 20 for Citizen of the Year, Valerie Kazich and honorees from civic/service organizations: Stan Uba, Darien Youth Club; Chris Snow, Darien Woman's Club; Doug Barnes, Darien Lions Club; Gina Pignato & Tracey Schroeder, Darien Garden Club; Kelly Jean Tischler, Darien Chamber of Commerce; and Heather Conroy, Rotary Club of Darien. All will be honored at a dinner/dance on Friday, March 8, at Alpine Banquets.

Anniversaries:

Rotary Club of Darien will be celebrating their 50th Anniversary in April. In commemoration of their anniversary, Rotary Club is sponsoring the 2024 Vehicle Sticker, which are available at City Hall and Police Department for a \$3.00 or more donation.

Darien Park District will be celebrating their 50th Anniversary and Darien Chamber of Commerce their 40th Anniversary.

9. **CITY CLERK'S REPORT**

Clerk Ragona announced City offices will be closed on Monday, February 19, 2024 in observance of Presidents' Day. The next City Council Meeting will be held on Tuesday, February 20, 2024.

10. **CITY ADMINISTRATOR'S REPORT**

There was no report.

11. **DEPARTMENT HEAD INFORMATION/QUESTIONS**

A. POLICE DEPARTMENT – NO REPORT

B. MUNICIPAL SERVICES – NO REPORT

12. **TREASURER’S REPORT**

A. WARRANT NUMBER 23-24-19

It was moved by Alderwoman Sullivan and seconded by Alderman Belczak to approve payment of Warrant Number 23-24-19 in the amount of \$294,833.79 from the enumerated funds, and \$315,830.26 from payroll funds for the period ending 01/25/24 for a total to be approved of \$610,664.05.

Roll Call: Ayes: Belczak, Gustafson, Kenny, Leganski, Schauer, Stompanato, Sullivan

Nays: None

Absent: None

Results: Ayes 7, Nays 0, Absent 0

MOTION DULY CARRIED

B. MONTHLY REPORT – DECEMBER 2023

Treasurer Coren reviewed year-to-date sources of revenue, expenditures, and fund balances through the month of December 2023.

General Fund: Revenue \$13,529,295 Expenditures \$10,625,500; Current Balance \$6,279,314

Water Fund: Revenue \$5,565,527; Expenditures \$5,376,046 Current Balance \$3,783,741

Motor Fuel Tax Fund: Revenue \$703,409; Expenditures \$544,467; Current Balance \$1,633,053

Water Depreciation Fund: Revenue \$14,929; Expenditures \$52,749; Current Balance \$575,417

Capital Improvement Fund: Revenue \$684,780; Expenditures \$4,447,228; Current Balance \$16,005,888

13. **STANDING COMMITTEE REPORTS**

Administrative/Finance Committee – Chairwoman Sullivan noted City staff is finalizing 2024-25 Budget, which should be distributed next week. She stated Committee-of-the-Whole 2024-25 Budget Workshop Meetings are scheduled to begin on Wednesday, February 21, at 6:30 P.M. followed by Tuesday, February 27, at 6:30 P.M., with review on March 4; an additional meeting may be added on Wednesday, March 6. A Public Hearing is scheduled for Monday, April 1. She noted Budget Workshop Meetings are televised and begin at 6:30 P.M. in Council Chambers; all documents are online for full disclosure.

Mayor Marchese commented on the importance of transparency; budget discussions are open to the public and residents are encouraged to attend.

Liaison Sullivan announced all are invited to attend Congratulatory Reception on Tuesday, February 20 for Valerie Kazich and honorees from the City's various civic/service organizations. Dinner/dance will be held on March 8, 2024 at Alpine Banquets with cocktails at 6:00 P.M. and dinner at 7:00 P.M.; reservations will be taken through February 26 at a cost of \$52.00/each.

Mayor Marchese announced plans for a Food Drive at the dinner/dance; a service project for a college student benefiting local food pantry. Administrator Vana noted additional information will follow in Direct Connect. Mayor Marchese shared success of food collection at summer concerts with plans to include Oktoberfest.

Municipal Services Committee – Chairman Belczak announced the next Municipal Services Committee meeting is scheduled for February 26, 2024 at 6:00 P.M.

Police Committee – Chairman Kenny announced the Police Committee meeting is scheduled for Tuesday, February 20, 2024 at 6:00 P.M. in the Police Department Training Room.

Police Pension Board – Liaison Coren announced the next quarterly meeting of the Police Pension Board will be held on Thursday, February 15, 2024 at 6:00 P.M. in the Police Department Training Room; fund performance as of 12/31/23 will be reviewed.

Mayor Marchese announced the Darien Community Action Committee will be meeting on Saturday, February 17, 2024 in the Police Department Training Room.

14. **QUESTIONS AND COMMENTS – AGENDA RELATED**

Joe Myczek commented on Consent Agenda Item C; he suggested language be added regarding Suburban Concrete workmanship.

15. **OLD BUSINESS**

There was no Old Business.

16. **CONSENT AGENDA**

It was moved by Alderman Stompanato and seconded by Alderman Kenny to approve by Omnibus Vote the following items on the Consent Agenda:

A. **CONSIDERATION OF A MOTION GRANTING WAIVER OF THE RAFFLE LICENSE BOND REQUIREMENT FOR THE WEST SUBURBAN HUMANE SOCIETY**

B. **CONSIDERATION OF A MOTION GRANTING WAIVER OF THE RAFFLE LICENSE BOND REQUIREMENT FOR THE DARIEN ARTS COUNCIL**

C. **RESOLUTION NO. R-05-24** **A RESOLUTION A AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR THE 2024 CONCRETE SIDEWALK, APRON, CURB AND GUTTER REMOVAL AND REPLACEMENT PROGRAM WITH SUBURBAN CONCRETE, INC., IN AN AMOUNT NOT TO EXCEED \$1,256,250.00 AND TO WAIVE THE RESIDENTIAL \$75.00 PERMIT FEE APPLICATION FOR CONCRETE WORK**

D. **RESOLUTION NO. R-06-24** **A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH RAG'S ELECTRIC, INC., PER THE PROPOSED UNIT PRICES, FOR THE 2024 STREET LIGHT MAINTENANCE BEGINNING MAY 1, 2024 THROUGH APRIL 30, 2025**

E. **RESOLUTION NO. R-07-24** **A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO EXTEND A CONTRACT WITH TRUGREEN LIMITED PARTNERSHIP FOR SIX (6) VARIOUS FERTILIZER APPLICATIONS AND (3) THREE APPLICATIONS FOR PLANTING BEDS AND WEED CONTROL, WITHIN RIP RAP AREAS AND TREE FERTILIZATION FOR 75TH STREET, IN AN AMOUNT NOT TO EXCEED \$76,756.00 FOR THE 2024 LANDSCAPE FERTILIZATION SERVICES**

F. **RESOLUTION NO. R-08-24** **A RESOLUTION ACCEPTING THE UNIT PRICE PROPOSAL FOR ANALYTICAL SOIL TESTING FEES FROM TESTING SERVICE CORPORATION AT THE PROPOSED UNIT PRICES FOR CERTAIN WASTE FOR A PERIOD OF MAY 1, 2024 THROUGH APRIL 30, 2025**

G. **RESOLUTION NO. R-09-24** **A RESOLUTION ACCEPTING A PROPOSAL FROM WATER PRODUCTS COMPANY FOR GENERAL WATER DEPARTMENT UTILITY TOOLS AND**

MARKING SUPPLIES FOR THE MAINTENANCE OF THE WATER SYSTEM FOR A PERIOD OF MAY 1, 2024 THROUGH APRIL 30, 2025

H. RESOLUTION NO. R-10-24

A RESOLUTION ACCEPTING A PROPOSAL FROM UNDERGROUND PIPE & VALVE CO., FOR GENERAL WATER DEPARTMENT UTILITY TOOLS AND MARKING SUPPLIES FOR THE MAINTENANCE OF THE WATER SYSTEM FOR A PERIOD OF MAY 1, 2024 THROUGH APRIL 30, 2025

I. RESOLUTION NO. R-11-24

A RESOLUTION ACCEPTING A PROPOSAL FROM ZIEBELL WATER SERVICE PRODUCTS, INC., FOR GENERAL WATER DEPARTMENT UTILITY TOOLS AND MARKING SUPPLIES FOR THE MAINTENANCE OF THE WATER SYSTEM FOR A PERIOD OF MAY 1, 2024 THROUGH APRIL 30, 2025

J. RESOLUTION NO. R-12-24

A RESOLUTION ACCEPTING A PROPOSAL FROM CORE & MAIN FOR GENERAL WATER DEPARTMENT UTILITY TOOLS AND MARKING SUPPLIES FOR THE MAINTENANCE OF THE WATER SYSTEM FOR A PERIOD OF MAY 1, 2024 THROUGH APRIL 30, 2025

K. RESOLUTION NO. R-13-24

A RESOLUTION ACCEPTING A PROPOSAL FROM FERGUSON WATERWORKS FOR GENERAL WATER DEPARTMENT UTILITY TOOLS AND MARKING SUPPLIES FOR THE MAINTENANCE OF THE WATER SYSTEM FOR A PERIOD OF MAY 1, 2024 THROUGH APRIL 30, 2025

L. RESOLUTION NO. R-14-24

A RESOLUTION ACCEPTING A PROPOSAL FROM UNDERGROUND PIPE & VALVE COMPANY FOR GENERAL WATER DEPARTMENT UTILITY FIXTURES FOR THE MAINTENANCE OF THE WATER SYSTEM FOR A PERIOD OF MAY 1, 2024 THROUGH APRIL 30, 2025

M. RESOLUTION NO. R-15-24

A RESOLUTION ACCEPTING A PROPOSAL FROM ZIEBELL WATER SERVICE PRODUCTS, INC., FOR GENERAL WATER DEPARTMENT UTILITY FIXTURES FOR THE MAINTENANCE OF THE WATER SYSTEM FOR A PERIOD OF MAY 1, 2024 THROUGH APRIL 30, 2025

N. RESOLUTION NO. R-16-24

A RESOLUTION ACCEPTING A PROPOSAL FROM CORE & MAIN FOR GENERAL WATER DEPARTMENT UTILITY FIXTURES FOR THE MAINTENANCE OF THE WATER SYSTEM FOR A PERIOD OF MAY 1, 2024 THROUGH APRIL 30, 2025

O. RESOLUTION NO. R-17-24

A RESOLUTION ACCEPTING A PROPOSAL FROM FERGUSON WATERWORKS FOR GENERAL WATER DEPARTMENT UTILITY FIXTURES FOR THE MAINTENANCE OF THE WATER SYSTEM FOR A PERIOD OF MAY 1, 2024 THROUGH APRIL 30, 2025

Roll Call: Ayes: Belczak, Gustafson, Kenny, Leganski, Schauer, Stompanato, Sullivan

Nays: None

Absent: None

Results: Ayes 7, Nays 0, Absent 0

MOTION DULY CARRIED

17. **NEW BUSINESS**

A. REMOVED FROM AGENDA

18. **QUESTIONS, COMMENTS AND ANNOUNCEMENTS – GENERAL**

There were none.

19. **ADJOURNMENT**

There being no further business to come before the City Council, it was moved by Alderman Leganski and seconded by Alderman Schauer to adjourn the City Council meeting.

VIA VOICE VOTE – MOTION DULY CARRIED

The City Council meeting adjourned at 8:11 P.M.

Mayor

City Clerk

All supporting documentation and report originals of these minutes are on file in the Office of the City Clerk under File Number 02-05-24. Minutes of 02-05-24 CCM.

RESOLUTION NO. _____

**A RESOLUTION RECOGNIZING VALERIE L. KAZICH
AS THE 2024 CITIZEN OF THE YEAR
IN THE CITY OF DARIEN, ILLINOIS**

WHEREAS, Valerie and her husband Mark have been residents of Darien for 37 years. They have a son, John, who also resides in Darien.

WHEREAS, Valerie wasted no time in getting involved as a member of the Darien Woman's Club (DWC) in 2002. Since joining, she has held leadership positions such as Corresponding and Recording Secretary, Treasurer, and President. In-between elected positions, Valerie chaired the club's service programs such as the Children's Clothing Resale event, Philanthropy, Nominating, Education and Environment committees. Valerie started the Holiday Soap Collection in 2012; collections are bagged and delivered with the Darien Lions Club Holiday Food Baskets. She also assists the Lion's in wrapping toys for their Christmas giving. In 2016, Valerie was instrumental in recruiting DWC members to assist with the Darien Rotary Club "Backpack Food for Kids," program, which ended in 2023. As DWC's Environment Chair, in 2019 she gathered information from the DuPage County Department of Transportation and enlisted club members to participate in cleaning up the grass area along Plainfield Road between Lemont Road and 75th Street. Valerie still continues these efforts. Her environmental interests went further; she encouraged DWC members to collect pill bottles, corks, Styrofoam, "Soles for Souls," and "Free the Girls. After every meeting, she mailed items to recycling places or drove carloads of Styrofoam to the Village of Western Springs Recreation Center or to Dart Container in Aurora. The DWC's monthly newsletter is now emailed, through her efforts, rather than using USPS mail and includes tips on recycling and other environmental information. The Children's Art Fair is a highlight of the DWC's yearly sponsorships and Valerie is a constant at the event and in all of its preparation. Every June, the Lombard Junior Woman's Club sponsors a one week "TLC Camp" for children with cancer. In 2023, she chaired an endeavor by enlisting DWC members to prepare and help serve meals for the week. In 2022, Valerie volunteered to help a Woman's Club in another area with meal service for the National Gathering of American Indian Veterans event at Cantigny that honored veterans and military personnel of all cultures, eras, and branches in Native American style. As the

RESOLUTION NO. _____

Educational Committee Chairman, she was an active leader delivering, meeting and collaborating with local school districts to distribute scholar applications to students and then host the winners at the school's Awards Day assembly. Valerie is currently the DWC's Grant Committee Chairman. To increase the Club's ability to gain non-profit organization grant money, she is learning grant writing with the Downers Grove Junior Woman's Club. She has already been awarded a small grant for the DWC Membership Program; and

WHEREAS, You will always see Valerie volunteering at the plant sale, a joint fundraiser with the Darien Historical Society and the Darien Woman's Club; assembling Easter bags for Burgess Square Nursing Home; Christmas Giving Tree; and Mother's Day bags for women's shelters.

WHEREAS, In 2013, Valerie was honored as the Darien Woman's Club Member of the Year. This was the year that she also authored the DWC's Mission Statement; and

WHEREAS, In 2024, Valerie will be taking the position with the GFWC-IL 5th/6th District as Vice President – Dean of Chairman; and

WHEREAS, Valerie's civic engagement goes beyond the Darien Woman's Club. As a longtime member of Our Lady of Mt. Carmel congregation, Valerie's active participation and involvement reflect her devotion to both spiritual and community service. For 30 years, she taught 3rd grade religious education classes along with being the "music lady" at the Parish's Vacation Bible School. In the past, Valerie has been a Eucharistic Minister; a member of the Bell & Chorus Choirs; and, along with her husband, led Marriage Preparation classes for ten years. She has collected can goods at various functions for the Food Pantry and delivered holiday meals to families. Valerie continues to be highly involved in the Church's educational programs; and

WHEREAS, Valerie actively participates yearly in the Darien Historical Society Tree Lighting Ceremony; Police Department National Night Out event; Oktoberfest and summer outdoor concerts; and represents DWC in the 4th of July parade; and

WHEREAS, Valerie is a member of the Darien Community Action Committee; and

WHEREAS, Valerie's passion for assisting and aiding comes from her 27 years as a Special Education Teacher at Oak Forest High School. She developed an award-winning special education Girl Scout troop and a school wide paper-recycling program – providing work

RESOLUTION NO. _____

experiences for the co-op for special education students. This recycling program continues today. In 1999, WGN recognized her special education science curriculum; and

WHEREAS, Valerie is also known in the neighboring Community of Lemont. She is a member and officer of the Lemont High School Alumni Association, which is instrumental in electing alumni to the Alumni Hall of Fame. Valerie was Chairman of her past two class reunions; she is leading the charge for the 50th reunion. At the age of 16, she was part of both European and Western American Tours with the School’s Bands and Chorus of America; and

WHEREAS, Since 2016, Valerie has served as a DuPage County Election Judge; and

WHEREAS, Valerie finds a way to spend quality time with family and friends in South Haven, Michigan where she comments...*“it has a calming effect on me – the lake and the surrounding nature just makes me relax”*; and

WHEREAS, After accepting the committee’s nomination, she commented as only a humble and worthy candidate would: “I thought about declining the nomination because I am not one who wants the spotlight. I like to just go about my business unnoticed, but then I thought how disrespectful that would be to the wonderful people who took the time and efforts to nominate me.” She then hurried off to cook and deliver a meal to an ailing friend in our community; and

WHEREAS, Valerie Kazich's tireless commitment and positive influence makes her an exemplary choice for this prestigious recognition; and

WHEREAS, Valerie is and will continue to be one of the many shining stars in Darien making Darien “A NICE PLACE TO LIVE.”

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS that **VALERIE L. KAZICH** be hereby designated the **2024 CITIZEN OF THE YEAR** for the City of Darien, in recognition of her many years of dedicated service to the City of Darien and its residents.

PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 20th day of February 2024.

AYES: _____

NAYS: _____

ABSENT: _____

RESOLUTION NO. _____

APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 20th day of February 2024.

JOSEPH MARCHESE, MAYOR

ATTEST:

JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

CITY OF DARIEN

**EXPENDITURE APPROVAL LIST
FOR CITY COUNCIL MEETING ON
February 20, 2024**

Approval is hereby given to have the City Treasurer of Darien, Illinois pay to the officers, employees, independent contractors, vendors, and other providers of goods and services in the indicated amounts as set forth.

A summary indicating the source of funds used to pay the above is as follows:

General Fund			\$216,478.69
Water Fund			\$459,055.48
Motor Fuel Tax Fund			\$10,647.34
Stormwater Management Fund			
Water Depreciation Fund			
Special Service Area Tax Fund			
Impact Fee Expenditures			
Capital Improvement Fund			\$10,924.74
Cannabis Fund			
Federal Equitable Sharing Fund			\$47,524.93
		Subtotal:	\$744,631.18
General Fund Payroll	02/08/24	\$	271,501.80
Water Fund Payroll	02/08/24	\$	27,492.83
		Subtotal:	\$ 298,994.63

Total to be Approved by City Council:	\$1,043,625.81
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Approvals:

Joseph A. Marchese, Mayor

JoAnne E. Ragona, City Clerk

Michael J. Coren, Treasurer

Bryon D. Vana, City Administrator

CITY OF DARIEN
Expenditure Journal
General Fund
Administration
From 2/6/2024 Through 2/19/2024

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
AIS	PROFESSIONAL SERVICES- MARCH 2024	AP021924	4325	Consulting/Professional	8,021.49
AIS	SECURE EMAIL- MARCH 2024	AP021924	4325	Consulting/Professional	15.50
AIS	DATA BACK-UP /RECOVERY- MARCH 2024	AP021924	4325	Consulting/Professional	1,550.00
AIS	ENDPOINT MANAGEMENT- MARCH 2024	AP021924	4325	Consulting/Professional	213.28
AIS	LABOR -REPLACEMENT SCHEDULE 2024	AP021924	4325	Consulting/Professional	735.00
AIS	LAPTOPS- REPLACEMENT SCHEDULE FY24	AP021924	4325	Consulting/Professional	3,300.51
CHASE CARD SERVICES	ZOOM SUBSCRIPTION	AP021924	4213	Dues and Subscriptions	15.99
CHASE CARD SERVICES	TRIBUNE SUBSCRIPTION	AP021924	4213	Dues and Subscriptions	7.96
CHASE CARD SERVICES	DAILY HERALD SUBSCRIPTION	AP021924	4213	Dues and Subscriptions	16.00
CHASE CARD SERVICES	W-2 FILING	AP021924	4235	Printing and Forms	69.00
CHASE CARD SERVICES	W-2 FILING	AP021924	4235	Printing and Forms	46.23
CHASE CARD SERVICES	W-2 FILING	AP021924	4235	Printing and Forms	24.95
CHASE CARD SERVICES	W-2 FILING	AP021924	4235	Printing and Forms	49.00
CHASE CARD SERVICES	MALLERS- MEMBERSHIP	AP021924	4265	Travel/Meetings	125.00
CHASE CARD SERVICES	INTERNET- PUBLIC WORKS	AP021924	4267	Telephone	223.25
CHASE CARD SERVICES	PRINTER FOR MAYOR	AP021924	4325	Consulting/Professional	399.00
CHASE CARD SERVICES	LUNCH FOR PW- SNOWSTORM	AP021924	4330	Contingency	228.72
CHASE CARD SERVICES	LUNCHEES /DINNER FOR PW- SNOWSTORM	AP021924	4330	Contingency	751.14
COMCAST BUSINESS	CITY HALL FAX MACHINE- (2-7 thru 3-6-24)	AP021924	4267	Telephone	66.00

CITY OF DARIEN
Expenditure Journal
General Fund
Administration
From 2/6/2024 Through 2/19/2024

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
ECO CLEAN MAINTENANCE INC	JANITORIAL SERVICES- JAN 2024	AP021924	4345	Janitorial Service	1,883.00
IL GOVT FINANCE OFFICERS ASSOC	IL GOVT FINANCE OFFICERS ASSOC MEMBERSHIP-2024	AP021924	4213	Dues and Subscriptions	300.00
MECO CONSULTING GROUP LLC	COMMUNICATIONS- JAN 2024	AP021924	4239	Public Relations	2,800.00
MGT OF AMERICA CONSULTING	VANA (1-20-24)	AP021924	4325	Consulting/Professional	3,552.00
MGT OF AMERICA CONSULTING	VANA (1-27-24)	AP021924	4325	Consulting/Professional	3,552.00
MUNIWEB	WEBSITE MAINTENANCE - JAN 2024	AP021924	4325	Consulting/Professional	653.00
PEERLESS NETWORK	POTS LINES- POLICE DEPT	AP021924	4267	Telephone	148.43
THE PIN CENTER	PINS - DARIEN HONOREES	AP021924	4239	Public Relations	308.00
VERIZON WIRELESS	VERIZON WIRELESS CHARGES-CELL	AP021924	4267	Telephone	1,168.52
				Total Administration	30,222.97

CITY OF DARIEN
Expenditure Journal
General Fund
City Council
From 2/6/2024 Through 2/19/2024

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
AMERICAN LEGAL PUBLISHING CORP	CODIFIERS-2024 S-8 SUPPLEMENT EDIT ORD:O-15-23 THRU O-26-23	AP021924	4325	Consulting/Professional	902.67
BELLA COSA JEWELERS	CRYSTAL HEART with ENGRAVING	AP021924	4239	Public Relations	270.00
KAESER & BLAIR INCORPORATED	PUBLIC RELATIONS- GIVE AWAYS	AP021924	4239	Public Relations	655.50
				Total City Council	1,828.17

CITY OF DARIEN
Expenditure Journal
General Fund
Community Development
From 2/6/2024 Through 2/19/2024

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
CHASE CARD SERVICES	DOCUMENT STORAGE FOR BUILDING PLANS	AP021924	4253	Supplies - Office	103.99
CODE ENFORCEMENT REPRESENTATIV	CODE ENFORCEMENT SERVICES -JAN 2024	AP021924	4325	Consulting/Professional	982.00
DON MORRIS ARCHITECTS P.C.	INSPECTIONS- JAN 2024	AP021924	4325	Consulting/Professional	3,800.00
DON MORRIS ARCHITECTS P.C.	BUILDING CODE REVIEWS- JAN 2024	AP021924	4328	Const/Prof Reimbursable	7,283.73
DUPAGE COUNTY RECORDER	LIEN-LAWN MAINTENANCE 321 JANET AVE	AP021924	4328	Const/Prof Reimbursable	57.00
DUPAGE COUNTY RECORDER	LIEN: LAWN MAINTENANCE 1921 71st ST	AP021924	4328	Const/Prof Reimbursable	57.00
DUPAGE COUNTY RECORDER	LIEN: LAWN MAINTENANCE 7225 SUNRISE AVE	AP021924	4328	Const/Prof Reimbursable	57.00
DUPAGE COUNTY RECORDER	LIEN: LAWN MAINTENANCE 3073 HILLSIDE LANE	AP021924	4328	Const/Prof Reimbursable	57.00
				Total Community Development	12,397.72

CITY OF DARIEN
Expenditure Journal
General Fund
Public Works, Streets
From 2/6/2024 Through 2/19/2024

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
AEP ENERGY	3017243647 75TH ST LEGS STREET LGT /CASS , DARIEN	AP021924	4271	Utilities (Elec,Gas,Wtr,Sewer)	697.00
AEP ENERGY	3018018402 0 SW CIR 75TH ST ADAMS, DARIEN	AP021924	4271	Utilities (Elec,Gas,Wtr,Sewer)	1,035.57
ANAS LABABIDI	REIMBURSEMENT FOR MAILBOX DAMAGE- 6638 BENTLEY	AP021924	4257	Supplies - Other	148.84
CENTRAL SOD FARMS	SOD	AP021924	4257	Supplies - Other	300.00
CENTRAL SOD FARMS	SOD	AP021924	4257	Supplies - Other	360.00
CENTRAL SOD FARMS	SOD	AP021924	4257	Supplies - Other	390.00
CHASE CARD SERVICES	SAFETY EQUIPMENT- PW	AP021924	4219	Liability Insurance	531.35
CHASE CARD SERVICES	MAILBOXES FOR REPLACEMENT PROGRAM	AP021924	4257	Supplies - Other	429.89
CHASE CARD SERVICES	MAILBOXES FOR REPLACEMENT PROGRAM	AP021924	4257	Supplies - Other	113.84
CINTAS #769	MAT RENTAL 1-18-24 PW	AP021924	4223	Maintenance - Building	15.67
CINTAS #769	MAT RENTAL 1-18-24 CH	AP021924	4223	Maintenance - Building	17.43
CINTAS #769	MAT RENTAL 1-18-24 PC	AP021924	4223	Maintenance - Building	28.59
CINTAS #769	MAT RENTAL 2-1-24 PW	AP021924	4223	Maintenance - Building	15.67
CINTAS #769	MAT RENTAL 2-1-24 CH	AP021924	4223	Maintenance - Building	17.43
CINTAS #769	MAT RENTAL 2-1-24 PD	AP021924	4223	Maintenance - Building	28.59
CINTAS #769	MAT RENTAL 10-5-23 PW	AP021924	4223	Maintenance - Building	36.03
CINTAS #769	CREDIT - SEASONAL PRICING	AP021924	4223	Maintenance - Building	(16.03)
CINTAS #769	MAT RENTAL 10-5-23 PC	AP021924	4223	Maintenance - Building	83.40
CINTAS #769	CREDIT- SEASONAL PRICING	AP021924	4223	Maintenance - Building	(36.83)

CITY OF DARIEN
Expenditure Journal
General Fund
Public Works, Streets
From 2/6/2024 Through 2/19/2024

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
CINTAS #769	MAT RENTAL 10-5-23 CH	AP021924	4223	Maintenance - Building	52.54
CINTAS #769	CREDIT- SEASONAL PRICING	AP021924	4223	Maintenance - Building	(14.41)
CURRENT TECHNOLOGIES CORP	DARIEN PW CAMERAS	AP021924	4223	Maintenance - Building	128.97
DUPAGE COUNTY PUBLIC WORKS	SEWER BILL - 1041 S FRONTAGE	AP021924	4271	Utilities (Elec,Gas,Wtr,Sewer)	21.81
EJ EQUIPMENT, INC.	VACTOR RENTAL (11-6 thru 12-31-23)	AP021924	4243	Rent - Equipment	14,450.00
EJ EQUIPMENT, INC.	VACTOR RENTAL (1-1-24 thru 2-25-24)	AP021924	4243	Rent - Equipment	28,900.00
FIRST ADVANTAGE OCCUPATIONAL	RANDOM DRUG SCREEN- JAN 2024	AP021924	4219	Liability Insurance	87.16
GRAINGER	PW MAINTENANCE	AP021924	4223	Maintenance - Building	211.22
HOME DEPOT	SUPPLIES FOR BUILDING MAINTENANCE	AP021924	4223	Maintenance - Building	95.87
HOME DEPOT	SUPPLIES FOR MAILBOXES	AP021924	4257	Supplies - Other	1,196.55
HOME DEPOT	OTHER SUPPLIES FOR MAINTENANCE, OPERATIONS	AP021924	4257	Supplies - Other	1,019.10
INDUSTRIAL ELECTRICAL SUPPLY	MAINTENANCE SUPPLIES - MP100/U/MED/4K ATR 23623ATR	AP021924	4223	Maintenance - Building	44.18
INDUSTRIAL ELECTRICAL SUPPLY	PVC CONDUIT	AP021924	4223	Maintenance - Building	230.99
INTERSTATE BILLING SERVICE INC	REPAIR PARTS FOR STOCK	AP021924	4229	Maintenance - Vehicles	390.00
INTERSTATE BILLING SERVICE INC	TRIM FOR #103	AP021924	4229	Maintenance - Vehicles	230.00
INTERSTATE BILLING SERVICE INC	EMERGENCY REPAIR FOR #110	AP021924	4229	Maintenance - Vehicles	1,324.58
JC LANDSCAPING/TREE SERVICE	SNOW REMOVAL/ SALTING CH AND PD 1-6 thru 1-9-24	AP021924	4223	Maintenance - Building	1,540.00

CITY OF DARIEN
Expenditure Journal
General Fund
Public Works, Streets
From 2/6/2024 Through 2/19/2024

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
JC LANDSCAPING/TREE SERVICE	SNOW REMOVAL /SALTING CITY COMPLEX 1-9-24	AP021924	4223	Maintenance - Building	2,200.00
JC LANDSCAPING/TREE SERVICE	SNOW REMOVAL /SALTING CITY COMPLEX (1-12 and 1-13-24)	AP021924	4223	Maintenance - Building	2,420.00
JC LANDSCAPING/TREE SERVICE	SNOW REMOVAL /SALTING CITY COMPLEX (1-22 and 1-23-24)	AP021924	4223	Maintenance - Building	1,540.00
JX TRUCK CENTER- BOLINGBROOK	FDR KITS FOR #105	AP021924	4229	Maintenance - Vehicles	233.60
JX TRUCK CENTER- BOLINGBROOK	OIL PAN FOR #105	AP021924	4229	Maintenance - Vehicles	843.93
JX TRUCK CENTER- BOLINGBROOK	CREDIT-INV 22271544P (SENSOR NITROGEN OXIDE)	AP021924	4229	Maintenance - Vehicles	(255.63)
MID-TOWN PETROLEUM ACQUISITION	MAINTENANCE FLUIDS FOR VEHICLES	AP021924	4229	Maintenance - Vehicles	2,334.56
MID-TOWN PETROLEUM ACQUISITION	VEHICLE MAINTENANCE SUPPLIES	AP021924	4229	Maintenance - Vehicles	3,881.17
NICOR GAS	NICOR 90841110001 1041 S FRONTAGE RD, DARIEN	AP021924	4271	Utilities (Elec,Gas,Wtr,Sewer)	701.76
ODYSSEY GROUP LLC	28 INCH TRAFFIC CONE	AP021924	4219	Liability Insurance	457.50
PIRTEK	PARTS FOR STOCK	AP021924	4229	Maintenance - Vehicles	372.80
PIRTEK	PARTS FOR #108	AP021924	4229	Maintenance - Vehicles	455.22
PRO CHEM INC	MECHANIC SUPPLIES	AP021924	4225	Maintenance - Equipment	209.52
RAGS ELECTRIC	STREET LIGHT REPAIRS	AP021924	4359	Street Light Oper & Maint.	2,645.56
RAGS ELECTRIC	WORK -POLICE DEPT	AP021924	4359	Street Light Oper & Maint.	1,617.63
RAGS ELECTRIC	STREET LIGHT REPAIRS	AP021924	4359	Street Light Oper & Maint.	1,680.90
RAGS ELECTRIC	STREET LIGHT REPAIRS	AP021924	4359	Street Light Oper & Maint.	3,299.12
RAGS ELECTRIC	STREET LIGHT REPAIRS	AP021924	4359	Street Light Oper & Maint.	3,601.00
SNAP ON INDUSTRIAL	MECHANIC TOOLS	AP021924	4225	Maintenance - Equipment	273.44
STATE CHEMICAL SOLUTIONS	GREASE B GONE	AP021924	4225	Maintenance - Equipment	428.19

CITY OF DARIEN
Expenditure Journal
General Fund
Public Works, Streets
From 2/6/2024 Through 2/19/2024

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
STENSTROM PETROLEUM SERVICES	FUEL PUMP MAINTENANCE	AP021924	4223	Maintenance - Building	1,301.00
SUBURBAN DOOR CHECK & LOCK SVC	KEYS	AP021924	4223	Maintenance - Building	249.40
SUBURBAN DOOR CHECK & LOCK SVC	PADLOCKS AND KEYS	AP021924	4223	Maintenance - Building	312.50
TAMELING INDUSTRIES	SEED STRAW	AP021924	4257	Supplies - Other	507.00
TRAFFIC CONTROL AND PROTECTION	67TH STREET -SURFACE MOUNT BASE AND ANCHOR	AP021924	4257	Supplies - Other	524.00
VERIZON WIRELESS	VERIZON WIRELESS CHARGES-CELL	AP021924	4271	Utilities (Elec,Gas,Wtr,Sewer)	452.87
WAREHOUSE DIRECT	JANITORIAL SUPPLIES -PW	AP021924	4223	Maintenance - Building	646.98
WHITMORE INC	LOADRITE SUBSCRIPTION	AP021924	4225	Maintenance - Equipment	412.50
WILLOWBROOK FORD, INC.	SEAL-THERMOSTAT FOR #600	AP021924	4229	Maintenance - Vehicles	20.54
WILLOWBROOK FORD, INC.	STOCK PARTS	AP021924	4229	Maintenance - Vehicles	228.48
WILLOWBROOK FORD, INC.	RETURN- INV 5164607 STOCK PARTS	AP021924	4229	Maintenance - Vehicles	(228.48)
				Total Public Works, Streets	87,472.06

CITY OF DARIEN
Expenditure Journal
General Fund
Police Department
From 2/6/2024 Through 2/19/2024

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
2ND LAW CONSULTING / GAK9 WI	MILAZZO- TRAINING SEMINAR	AP021924	4263	Training and Education	425.00
ARETHA BARNES	ASSESSMENT FOR SGT CANDIDATES	AP021924	4205	Boards and Commissions	1,000.00
AXON ENTERPRISES INC	AXON TASER 2nd of 5 year	AP021924	4217	Investigation and Equipment	13,009.20
BAZOS FREEMAN LLC	ADMIN TOW JUDGE FEE- JAN 2024	AP021924	4219	Liability Insurance	300.00
BURR RIDGE VETERINARY CLINIC	STRAY DOG	AP021924	4201	Animal Control	20.00
CHASE CARD SERVICES	LUNCH FOR SGT EXAMS- ASSESSORS	AP021924	4205	Boards and Commissions	33.94
CHASE CARD SERVICES	LUNCH FOR SGT EXAMS- ASSESSORS	AP021924	4205	Boards and Commissions	42.75
CHASE CARD SERVICES	BATTERY CHARGER FOR ZEBRA PRINTER	AP021924	4225	Maintenance - Equipment	79.98
CHASE CARD SERVICES	CAR SCANNER CODER READER	AP021924	4225	Maintenance - Equipment	47.40
CHASE CARD SERVICES	WINDSHIELD WIPER FLUID FOR SQUADS	AP021924	4229	Maintenance - Vehicles	14.64
CHASE CARD SERVICES	FLOOR PROTECTORS FOR CHAIRS	AP021924	4253	Supplies - Office	8.49
CHASE CARD SERVICES	FLOOR PROTECTORS FOR CHAIRS	AP021924	4253	Supplies - Office	12.99
CHASE CARD SERVICES	FILE FOLDERS	AP021924	4253	Supplies - Office	92.46
CHASE CARD SERVICES	BATTERY FOR ZEBRA PRINTER	AP021924	4253	Supplies - Office	46.08
CHASE CARD SERVICES	CONTAINERS FOR WINDSHIELD WIPER FLUID	AP021924	4253	Supplies - Office	31.84
CHASE CARD SERVICES	COMMAND HOOKS FOR DC NORTON	AP021924	4253	Supplies - Office	12.90
CHASE CARD SERVICES	KANO- VCQB FOR LE TRAINING	AP021924	4263	Training and Education	725.00

CITY OF DARIEN
Expenditure Journal
General Fund
Police Department
From 2/6/2024 Through 2/19/2024

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
CHASE CARD SERVICES	SOMOGYE- ONLINE SWAT LEADER DEVELOPMENT	AP021924	4263	Training and Education	779.00
CHASE CARD SERVICES	LEGACY BOOKS- POLICE DEPT MGMT	AP021924	4263	Training and Education	122.85
CHASE CARD SERVICES	LOREK- ONLINE DOCUMENTING THE CRIME SCENE	AP021924	4263	Training and Education	150.00
CHASE CARD SERVICES	GERSTEIN-NOTARY PUBLIC ONLINE COURSE	AP021924	4263	Training and Education	49.00
CHASE CARD SERVICES	NOGA-ONLINE NEGOTIATION SKILLS	AP021924	4263	Training and Education	239.00
CHASE CARD SERVICES	DONUTS FOR OFFICER SWEARING IN	AP021924	4265	Travel/Meetings	29.98
CHASE CARD SERVICES	INTERNET- POLICE DEPT	AP021924	4267	Telephone	327.29
CHASE CARD SERVICES	KEOUGH- EAR MUFF HELMET	AP021924	4269	Uniforms	49.99
CHRISTINE CHARKEWYCZ	PROSECUTOR FEES- JAN 2024	AP021924	4219	Liability Insurance	1,040.00
CLAUSS ADR, INC	ARBITRATOR FEES FOR MAP #48 GRIEVANCE	AP021924	4219	Liability Insurance	3,000.00
CURRENT TECHNOLOGIES CORP	REMOTE SUPPORT: VIDEO SURVEILLANCE	AP021924	4225	Maintenance - Equipment	82.50
DUPAGE COUNTY INFORMATION TECH	DUJIS PRMS BILLING OPS & SYSTEMS COST (12-1-22 thru 11-30-23)	AP021924	4325	Consulting/Professional	53,006.15
EMERGENCY VEHICLE TECHNOLOGIES	LIGHT REPAIR D11	AP021924	4229	Maintenance - Vehicles	249.95
GENUINE PARTS COMPANY INC	WIPER BLADES FOR PD	AP021924	4229	Maintenance - Vehicles	134.90
GENUINE PARTS COMPANY INC	STRUTS, SWAY BAR FOR D5	AP021924	4229	Maintenance - Vehicles	422.70
ITOA	RUMICK- INSTRUCTOR COURSE	AP021924	4263	Training and Education	1,035.00
KING CAR WASH	CAR WASHES - JAN 2024	AP021924	4229	Maintenance - Vehicles	232.50

CITY OF DARIEN
Expenditure Journal
General Fund
Police Department
From 2/6/2024 Through 2/19/2024

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
KURT VAVRA	ASSESSMENT FOR SGT CANDIDATES	AP021924	4205	Boards and Commissions	1,000.00
LAW ENFORCEMENT TARGETS INC	TARGETS FOR RANGE	AP021924	4217	Investigation and Equipment	156.47
MCKESSON MEDICAL-SURGICAL GOV'T	FIRST AID SUPPLIES	AP021924	4219	Liability Insurance	339.59
NICOR GAS	82800010009 1710 PLAINFIELD RD, DARIEN	AP021924	4271	Utilities (Elec,Gas,Wtr,Sewer)	1,056.20
PARTNERS & PAWS VETERINARY	K9 AXLE -ANNUAL PHYSICAL	AP021924	4225	Maintenance - Equipment	804.84
RAY O'HERRON CO. INC.	SPOTLIGHTS FOR SQUAD CARS	AP021924	4229	Maintenance - Vehicles	317.20
RAY O'HERRON CO. INC.	PILIA- START UP UNIFORM	AP021924	4269	Uniforms	97.52
STEVEN LISS	AUDIO BOOK LEGACY	AP021924	4263	Training and Education	18.15
THOMSON REUTERS -WEST	CLEAR PRO-FLEX SUBSCRIPTION- FEB 2024	AP021924	4217	Investigation and Equipment	454.03
TOM WIRSING	ASSESSMENT FOR SGT CANDIDATES	AP021924	4205	Boards and Commissions	1,000.00
VERIZON WIRELESS	VERIZON WIRELESS CHARGES-CELL	AP021924	4267	Telephone	804.92
WEX BANK	GAS FOR POLICE DEPT	AP021924	4273	Vehicle (Gas and Oil)	221.15
WILLOWBROOK FORD, INC.	RETURN- INV 5166205	AP021924	4229	Maintenance - Vehicles	(25.00)
WILLOWBROOK FORD, INC.	STARTER, SPARK PLUG AND OTHER FOR D6	AP021924	4229	Maintenance - Vehicles	349.89
WILLOWBROOK FORD, INC.	TUBES FOR D38	AP021924	4229	Maintenance - Vehicles	526.26
WILLOWBROOK FORD, INC.	OIL FOR SHOP	AP021924	4229	Maintenance - Vehicles	96.48
WILLOWBROOK FORD, INC.	KNUCKLE, SHAFT-FRONT OF D4	AP021924	4229	Maintenance - Vehicles	355.49
WILLOWBROOK FORD, INC.	OIL	AP021924	4229	Maintenance - Vehicles	99.60
WILLOWBROOK FORD, INC.	NUT AND WASHER ASY FOR SHOP	AP021924	4229	Maintenance - Vehicles	31.50
				Total Police Department	84,557.77

CITY OF DARIEN
Expenditure Journal
General Fund
Police Department
From 2/6/2024 Through 2/19/2024

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
				Total General Fund	216,478.69

CITY OF DARIEN
Expenditure Journal
Water Fund
Public Works, Water
From 2/6/2024 Through 2/19/2024

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
ALEXANDER CHEMICAL CORPORATION	FUEL SURCHARGE FOR ORDER #39065	AP021924	4241	Quality Control	75.00
AMERICAN WATER WORKS ASSOC	THROM- AWWA MEMBERSHIP (2-1-24 thru 1-31-25)	AP021924	4263	Training and Education	252.00
APEX INDUSTRIAL AUTOMATION	PUMP & REPAIRS FOR 75TH ST WATER PLANT	AP021924	4231	Maintenance - Water System	7,569.00
APEX INDUSTRIAL AUTOMATION	PUMP RAIL REPLACEMENT FOR PLANT 2	AP021924	4231	Maintenance - Water System	1,954.34
APEX INDUSTRIAL AUTOMATION	EMERGENCY PUMP REPAIR	AP021924	4231	Maintenance - Water System	500.00
CURRENT TECHNOLOGIES CORP	DARIEN PW CAMERAS	AP021924	4223	Maintenance - Building	128.97
DUPAGE COUNTY PUBLIC WORKS	SEWER BILL - 1041 S FRONTAGE	AP021924	4271	Utilities (Elec,Gas,Wtr,Sewer)	21.81
DUPAGE COUNTY PUBLIC WORKS	METER READS / BILLING (11-1-23 thru 12-31-23)	AP021924	4336	Data Processing	26,519.65
DUPAGE WATER COMMISSION	WATER PURCHASE 12-31-23 thru 1-31-24	AP021924	4340	DuPage Water Commission	392,817.81
DYNEGY ENERGY SERVICES	ENERGY- 18W736 MANNING	AP021924	4271	Utilities (Elec,Gas,Wtr,Sewer)	90.43
DYNEGY ENERGY SERVICES	ENERGY- 1220 PLAINFIELD RD	AP021924	4271	Utilities (Elec,Gas,Wtr,Sewer)	2,741.73
DYNEGY ENERGY SERVICES	ENERGY- 9S720 LEMONT RD	AP021924	4271	Utilities (Elec,Gas,Wtr,Sewer)	160.11
DYNEGY ENERGY SERVICES	ENERGY- 67TH RIDGE	AP021924	4271	Utilities (Elec,Gas,Wtr,Sewer)	37.34
ECO CLEAN MAINTENANCE INC	JANITORIAL SERVICES- JAN 2024	AP021924	4345	Janitorial Service	515.00
EJ EQUIPMENT, INC.	VACTOR RENTAL (11-6 thru 12-31-23)	AP021924	4243	Rent - Equipment	14,450.00
HOME DEPOT	SUPPLIES FOR BUILDING MAINTENANCE	AP021924	4223	Maintenance - Building	33.49

CITY OF DARIEN
Expenditure Journal
Water Fund
Public Works, Water
From 2/6/2024 Through 2/19/2024

Vendor Name	Invoice Description	Session ID	Acct Code	Acct Title	Dept Amount
HOME DEPOT	SUPPLIES FOR MAINTENANCE OF WATER SYSTEMS	AP021924	4231	Maintenance - Water System	564.85
LEE JENSEN SALES, CO., INC.	FINFORM BOARD	AP021924	4219	Liability Insurance	800.00
McMASTER-CARR	PUMPS PRESSURE GAUGE AT PLANT 2	AP021924	4231	Maintenance - Water System	105.77
NICOR GAS	NICOR 05002110004 1930 MANNING RD, DARIEN	AP021924	4271	Utilities (Elec,Gas,Wtr,Sewer)	260.99
NICOR GAS	NICOR 23644110001 8600 LEMONT RD	AP021924	4271	Utilities (Elec,Gas,Wtr,Sewer)	257.78
NICOR GAS	NICOR 90841110001 1041 S FRONTAGE RD, DARIEN	AP021924	4271	Utilities (Elec,Gas,Wtr,Sewer)	701.75
ODYSSEY GROUP LLC	28 INCH TRAFFIC CONE	AP021924	4219	Liability Insurance	457.50
RED WING SHOES	LEPIC- BOOTS	AP021924	4269	Uniforms	301.74
STENSTROM PETROLEUM SERVICES	FUEL PUMP MAINTENANCE	AP021924	4223	Maintenance - Building	1,301.00
SUBURBAN LABORATORIES	WATER SAMPLES - JANUARY 2024	AP021924	4241	Quality Control	1,200.00
VERIZON WIRELESS	SCADA SERVICE	AP021924	4267	Telephone	244.05
VERIZON WIRELESS	VERIZON WIRELESS CHARGES-CELL	AP021924	4267	Telephone	488.88
VERIZON WIRELESS	VERIZON WIRELESS CHARGES- IPADS	AP021924	4267	Telephone	144.04
WHITMORE INC	LOADRITE SUBSCRIPTION	AP021924	4231	Maintenance - Water System	412.50
XBE CHICAGO	HAULING SPOILS 2-5-24	AP021924	4231	Maintenance - Water System	3,947.95
				Total Public Works, Water	459,055.48
				Total Water Fund	459,055.48

CITY OF DARIEN
Expenditure Journal
Motor Fuel Tax
MFT Expenses
From 2/6/2024 Through 2/19/2024

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
AEP ENERGY	3017243669 2510 ABBEY DR LOT 278, DARIEN	AP021924	4840	Street Lights	2,013.93
AEP ENERGY	3018018402 0 SW CIR 75TH ST ADAMS, DARIEN	AP021924	4840	Street Lights	1,033.69
AEP ENERGY	3017243647 75TH ST LEGS STREET LGT/CASS, DARIEN	AP021924	4840	Street Lights	681.94
K-FIVE HODKINS LL	HIGH PERFORMANCE COLD PATCH	AP021924	4245	Road Material	3,200.00
VULCAN CONSTRUCTION MATERIALS	STONE	AP021924	4245	Road Material	<u>3,717.78</u>
				Total MFT Expenses	<u>10,647.34</u>
				Total Motor Fuel Tax	10,647.34

CITY OF DARIEN
Expenditure Journal
FESA - Justice - 1
Drug Forfeiture Expenditures
From 2/6/2024 Through 2/19/2024

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
AXON ENTERPRISES INC	AXON PERF LICENSE -VIDEO RANDOMIZER 1st of 4 year	AP021924	4213	Dues and Subscriptions	4,043.40
AXON ENTERPRISES INC	BODY WORN CAMERA 2nd of 5 year PURCHASE AGREEMENT	AP021924	4213	Dues and Subscriptions	39,381.52
AXON ENTERPRISES INC	SOFTWARE LICENSE AGREEMENT 1st of 5 year	AP021924	4213	Dues and Subscriptions	1,995.25
AXON ENTERPRISES INC	RESPOND SOFTWARE LICENSE 1st of 5 year	AP021924	4213	Dues and Subscriptions	2,104.76
				Total Drug Forfeiture Expenditures	47,524.93
				Total FESA - Justice - 1	47,524.93

CITY OF DARIEN
Expenditure Journal
Capital Improvement Fund
Capital Fund Expenditures
From 2/6/2024 Through 2/19/2024

<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Session ID</u>	<u>Acct Code</u>	<u>Acct Title</u>	<u>Dept Amount</u>
H & H ELECTRIC	CABINET COMPONENTS OF ILLUMINATED SIGNS- 67TH ST	AP021924	4390	Capital Improv-Infrastructure	1,566.26
H & H ELECTRIC	INSTALL ILLUMINATED STREET SIGNS-67TH ST	AP021924	4390	Capital Improv-Infrastructure	9,358.48
				Total Capital Fund Expenditures	10,924.74
				Total Capital Improvement Fund	10,924.74
Report Total					744,631.18



Customer Service:
1-800-275-0863



Mobile: Download the
Chase Mobile® app today

February 2024						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	5	6	7	8	9

New Balance
\$6,030.89
 Minimum Payment Due
\$1,206.00
 Payment Due Date
02/24/24

Late Payment Warning: If we do not receive your minimum payment by the due date, you may have to pay a late fee, and existing and new balances may become subject to the Default APR.

Minimum Payment Warning: Enroll in Auto-Pay and avoid missing a payment. To enroll, go to www.chase.com

ACCOUNT SUMMARY

Previous Balance	\$4,013.10
Payment, Credits	-\$4,013.10
Purchases	+\$6,030.89
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	<u>\$0.00</u>
New Balance	\$6,030.89
Opening/Closing Date	01/03/24 - 02/02/24
Credit Limit	\$50,000
Available Credit	\$43,969
Cash Access Line	\$2,500
Available for Cash	\$2,500
Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
01/22	Payment Thank You - Web BRYON VANA TRANSACTIONS THIS CYCLE (CARD 4484) \$4013.10- INCLUDING PAYMENTS RECEIVED	-4,013.10
01/09	ROSATIS PIZZA DARIEN 815-5282099 IL PW MEALS	228.72 ✓
01/10	ZOOM.US 888-799-9666 WWW.ZOOM.US CA SUBSCRIPTION	15.99 ✓
01/12	DAILY HERALDONLINE 847-427-4333 IL SUBSCRIPTION	16.00 VANA
01/12	THE PATIO - DARIEN 888-7947359 IL PW MEALS	351.93 ✓
01/12	THE PATIO - DARIEN 888-7947359 IL PW MEALS	399.21 ✓
01/15	AATRIX SOFTWARE 701-746-6814 ND W-2 FILING	46.23 ✓
01/15	AATRIX SOFTWARE 701-746-6814 ND W-2 FILING	24.95 ✓
01/15	AATRIX SOFTWARE 701-746-6814 ND W-2 FILING	69.00 ✓
01/15	AATRIX SOFTWARE 701-746-6814 ND W-2 FILING	49.00 ✓
02/01	ENGINEER SUPPLY LLC 800-591-8907 TX ORGANIZER FOR PLANS MARY BELMONTE TRANSACTIONS THIS CYCLE (CARD 8706) \$1305.02	103.99 ✓
01/04	SQ *NATIONAL TACTICAL OFF gosq.com CO SWAT TRAINING	779.00
01/09	AMZN Mktp US*TK83J4KW2 Amzn.com/bill WA CODER READER	47.40
01/09	AMZN Mktp US*RT7ZP2VV0 Amzn.com/bill WA	8.49
01/09	AMZN Mktp US*RT1Z28VN0 Amzn.com/bill WA CHAIR LEG-FLOOR PROTECT	12.99
01/09	Amazon.com*RT5RM5VR0 Amzn.com/bill WA FILE FOLDERS	92.46
01/10	AMZN Mktp US*TK8R33R11 Amzn.com/bill WA BATTERY FOR ZEBRA PRINTER	46.08
01/15	IN *CENTRIFUGE TRAINING S 682-2389323 TX OFFICER KAND	725.00
01/15	Amazon.com*RT3FU1K12 Amzn.com/bill WA CONTAINERS	31.84
01/15	Amazon.com*R89UW8GV0 Amzn.com/bill WA COMMAND HOOKS	12.90
01/16	AMZN Mktp US*RT27W6U02 Amzn.com/bill WA BATTERY CHARGER	79.98
01/19	COLDRESTORE WWW.COLDRESTO GA EARMUFF HELMET	49.99
01/21	COMCAST CHICAGO 800-COMCAST IL INTERNET-POLICE DEPT	327.29
01/21	Amazon.com*R88C78P81 Amzn.com/bill WA LEGACY BOOKS-POLICE DEPT	122.85
01/22	LLRMI HTTPSWWW.LLRM IN ONLINE TRAINING-LOREK	150.00
01/29	SQ *NOTARY PUBLIC ASSOCIA gosq.com IL NOTARY COURSE-GERSTEIN	49.00
01/30	SQ *NATIONAL TACTICAL OFF gosq.com CO NEGOTIATION SKILLS-NAGAN ROSE MARY GONZALEZ TRANSACTIONS THIS CYCLE (CARD 2755) \$2774.27	239.00
01/12	WAL-MART #2215 DARIEN IL WIPER FLUID JADE NIEDZWIEDZ TRANSACTIONS THIS CYCLE (CARD 4064) \$14.64	14.64
01/08	CHICAGO TRIB SUBSCRIPTIO 312-546-7900 IL SUBSCRIPTION	7.96
01/11	BLT*budgetmailboxes 866-7070008 CA MAILBOXES	429.89
01/16	Amazon.com*RT9BM4IC2 Amzn.com/bill WA MAYOR'S PRINTER	399.00
01/22	COMCAST CHICAGO 800-COMCAST IL INTERNET PUBLIC WORKS	223.25
01/25	NITE BEAM PRODUCTS KALAMAZOO MI SAFETY EQUIPMENT-PW	531.35
01/28	ICSC-NY WWW.ICSC.ORG NY MAILERS-MEMBERSHIP	125.00
01/31	BLT*budgetmailboxes 866-7070008 CA MAILBOXES DANIEL GOMBAC TRANSACTIONS THIS CYCLE (CARD 1571) \$1830.29	113.84
01/02	DUNKIN #358568 DARIEN IL OFFICER SWEARING IN	29.98
01/25	JIMMY JOHNS - 571 DARIEN IL	33.94
01/26	BUONA DARIEN #12 DARIEN IL LUNCH /SGT EXAMS JONATHON SILKAITIS	42.75

CITY OF DARIEN
REVENUE AND EXPENDITURE REPORT SUMMARY
January 31, 2024

GENERAL FUND - (01)

	Current Month <u>Actual</u>	Year To Date <u>Actual</u>	Total <u>Budget</u>
Revenue	\$ 1,495,716	\$ 15,025,011	\$ 17,804,655
Expenditures	\$ 953,478	\$ 11,578,978	\$ 17,367,310
Audited 5/1/23 Opening Fund Balance:			\$ 9,169,064
Transfer to Capital Fund			\$ (5,700,000)
Transfer to Cannabis Fund			\$ (93,545)
Current Fund Balance:			\$ 6,821,552

WATER FUND - (02)

	Current Month <u>Actual</u>	Year To Date <u>Actual</u>	Total <u>Budget</u>
Revenue	\$ 33,792	\$ 5,599,319	\$ 7,829,928
Expenditures	\$ 668,919	\$ 6,044,965	\$ 8,519,019
Audited 5/1/23 Cash Balance			\$ 3,744,260
Transfer to Water Depreciation Fund			\$ (150,000)
Current Modified Cash Balance:			\$ 3,148,614

MOTOR FUEL TAX FUND - (03)

	Current Month <u>Actual</u>	Year To Date <u>Actual</u>	Total <u>Budget</u>
Revenue	\$ 92,670	\$ 796,079	\$ 836,407
Expenditures	\$ 84,924	\$ 629,391	\$ 910,700
Audited 5/1/23 Opening Fund Balance:			\$ 1,474,111
Current Fund Balance:			\$ 1,640,799

WATER DEPRECIATION FUND (12)

	Current Month <u>Actual</u>	Year To Date <u>Actual</u>	Total <u>Budget</u>
Revenue	\$ 1,863	\$ 16,792	\$ 1,000
Expenditures	\$ -	\$ 52,749	\$ 50,000
Audited 5/1/23 Cash Balance			\$ 463,238
Transfer from Water Fund			\$ 150,000
Current Modified Cash Balance:			\$ 577,280

CAPITAL IMPROVEMENT FUND (25)

	Current Month <u>Actual</u>	Year To Date <u>Actual</u>	Total <u>Budget</u>
Revenue	\$ 121,440	\$ 806,220	\$ 753,574
Expenditures	\$ 30,161	\$ 4,477,388	\$ 5,590,010
Audited 5/1/23 Opening Fund Balance:			\$ 14,068,336
Transfer from General Fund			\$ 5,700,000
Current Fund Balance:			\$ 16,097,168

	Current Actual Year to Date	Current Budgeted F.Y.E. '24	Prior Year Actual Through January 23
Property Tax Collections	\$ 2,498,394	\$ 2,589,512	\$ 2,503,116
Sales Tax Collections	\$ 5,394,072	\$ 6,677,790	\$ 5,264,917
Drug forfeiture Receipts	\$ 87,716	\$ -	\$ 100,663
Cannabis Use Fund	\$ 24,661	\$ 34,201	\$ 26,002

CITY OF DARIEN
Statement of Revenues and Expenditures - Revenue
General Fund
Revenue
From 1/1/2024 Through 1/31/2024

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue								
Taxes								
Real Estate Taxes - Current	3110	0.00	0.00	2,413,401.84	2,500,438.00	2,500,438.00	(87,036.16)	3.48%
Road and Bridge Tax	3120	0.00	0.00	204,451.81	210,903.00	210,903.00	(6,451.19)	3.05%
Municipal Utility Tax	3130	97,533.68	84,393.00	707,951.35	869,393.00	1,137,393.00	(429,441.65)	37.75%
Amusement Tax	3140	5,882.99	5,879.00	87,272.12	52,918.00	70,555.00	16,717.12	(23.69)%
Hotel/Motel Tax	3150	5,736.99	6,810.00	74,917.60	61,290.00	81,720.00	(6,802.40)	8.32%
Local Gas Tax	3151	14,433.48	17,864.00	158,131.35	160,776.00	214,367.00	(56,235.65)	26.23%
Food and Beverage Tax	3152	65,191.13	59,270.25	568,717.19	533,432.25	711,243.00	(142,525.81)	20.03%
Personal Property Tax	3425	1,895.00	1,100.00	14,864.92	6,483.00	7,483.00	7,381.92	(98.64)%
Total Taxes		190,673.27	175,316.25	4,229,708.18	4,395,633.25	4,934,102.00	(704,393.82)	14.28%
License, Permits, Fees								
Business Licenses	3210	250.00	100.00	16,619.00	12,400.00	35,000.00	(18,381.00)	52.51%
Liquor License	3212	0.00	0.00	80,150.00	67,650.00	70,150.00	10,000.00	(14.25)%
Contractor Licenses	3214	240.00	300.00	9,180.00	13,000.00	18,000.00	(8,820.00)	49.00%
Court Fines	3216	7,153.10	10,500.00	100,069.56	93,500.00	125,000.00	(24,930.44)	19.94%
Towing Fees	3217	5,500.00	4,300.00	44,000.00	38,700.00	51,600.00	(7,600.00)	14.72%
Ordinance Fines	3230	2,325.00	1,970.50	17,293.50	17,734.50	23,646.00	(6,352.50)	26.86%
Building Permits and Fees	3240	9,035.00	0.00	94,441.70	30,000.00	35,000.00	59,441.70	(169.83)%
Telecommunication Taxes	3242	20,868.87	19,344.00	190,751.06	174,104.00	232,136.00	(41,384.94)	17.82%
Cable T.V. Franchise Fee	3244	98,117.87	70,150.00	306,145.05	350,750.00	420,800.00	(114,654.95)	27.24%
PEG - Fees - AT&T	3245	1,492.14	0.00	6,069.59	0.00	0.00	6,069.59	0.00%
NICOR Franchise Fee	3246	52,083.65	33,000.00	52,083.65	33,000.00	33,000.00	19,083.65	(57.82)%
Public Hearing Fees	3250	1,805.00	150.00	5,690.00	1,550.00	2,000.00	3,690.00	(184.50)%
Elevator Inspections	3255	50.00	50.00	2,925.00	3,450.00	3,500.00	(575.00)	16.42%
Engineering & Prof Fees Reimb	3265	2,697.70	6,100.00	36,366.88	55,500.00	74,000.00	(37,633.12)	50.85%
Police Special Service	3268	36,982.78	9,000.00	114,952.48	70,880.00	99,880.00	15,072.48	(15.09)%
Total License, Permits, Fees		238,601.11	154,964.50	1,076,737.47	962,218.50	1,223,712.00	(146,974.53)	12.01%
Intergovernmental								
State Income Tax	3410	351,063.74	261,800.00	2,714,555.52	2,356,200.00	3,141,595.00	(427,039.48)	13.59%
Local Use Tax	3420	75,260.73	65,200.00	616,262.71	586,800.00	782,396.00	(166,133.29)	21.23%
Sales Taxes	3430	598,893.50	556,482.50	5,394,072.29	5,008,342.50	6,677,790.00	(1,283,717.71)	19.22%

CITY OF DARIEN
Statement of Revenues and Expenditures - Revenue
General Fund
Revenue
From 1/1/2024 Through 1/31/2024

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Video Gaming Revenue	3432	27,060.73	24,226.25	247,789.01	218,036.25	290,715.00	(42,925.99)	14.76%
CANNABIS USE TAX	3435	0.00	2,850.00	0.00	25,650.00	34,201.00	(34,201.00)	100.00%
Total Intergovernmental		1,052,278.70	910,558.75	8,972,679.53	8,195,028.75	10,926,697.00	(1,954,017.47)	17.88%
Other Revenue								
Interest Income	3510	15,227.94	6,868.25	125,862.20	61,814.25	82,419.00	43,443.20	(52.71)%
Water Share Expense	3520	20,833.34	20,833.33	187,500.06	187,500.01	250,000.00	(62,499.94)	24.99%
Police Report/Prints	3534	605.00	415.00	4,355.00	3,750.00	5,000.00	(645.00)	12.90%
Reimbursement-Rear Yard Drain	3541	0.00	0.00	12,086.90	0.00	0.00	12,086.90	0.00%
Grants	3560	834.00	0.00	13,132.83	0.00	0.00	13,132.83	0.00%
Rent/Lease Revenue	3561	22,076.51	25,100.00	225,600.27	225,925.00	301,225.00	(75,624.73)	25.10%
Other Reimbursements	3562	(49,389.91)	4,175.00	69,057.87	37,475.00	50,000.00	19,057.87	(38.11)%
Residential Concrete Reimb	3563	1,105.77	0.00	40,024.20	0.00	0.00	40,024.20	0.00%
Mail Box Reimbursement Program	3569	0.00	0.00	1,358.11	0.00	0.00	1,358.11	0.00%
Impact Fee Revenue	3570	0.00	0.00	125.00	0.00	0.00	125.00	0.00%
Sales of Wood Chips	3572	0.00	0.00	2,545.00	2,500.00	3,000.00	(455.00)	15.16%
Sale of Equipment	3575	0.00	400.00	16,800.00	3,800.00	5,000.00	11,800.00	(236.00)%
Miscellaneous Revenue	3580	206.25	1,650.00	44,774.57	15,050.00	20,000.00	24,774.57	(123.87)%
Transfer from Other Funds	3612	2,664.00	0.00	2,664.00	0.00	0.00	2,664.00	0.00%
Total Other Revenue		14,162.90	59,441.58	745,886.01	537,814.26	716,644.00	29,242.01	(4.08)%
Total Revenue		1,495,715.98	1,300,281.08	15,025,011.19	14,090,694.76	17,801,155.00	(2,776,143.81)	15.60%

CITY OF DARIEN
Statement of Revenues and Expenditures - Revenue
Water Fund
Revenue
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Charges for Services							
Water Sales	3310 18,322.00	648,575.00	5,445,972.47	5,837,203.00	7,782,928.00	(2,336,955.53)	30.02%
Inspections/Tap on/Permits	3320 25.00	400.00	8,606.04	3,800.00	5,000.00	3,606.04	(72.12)%
Sale of Meters	3325 388.00	80.00	1,414.00	760.00	1,000.00	414.00	(41.40)%
Other Water Sales	3390 342.85	80.00	21,053.33	760.00	1,000.00	20,053.33	(2,005.33)%
Total Charges for Services	19,077.85	649,135.00	5,477,045.84	5,842,523.00	7,789,928.00	(2,312,882.16)	29.69%
Other Revenue							
Interest Income	3510 14,714.18	3,333.00	122,272.73	30,001.00	40,000.00	82,272.73	(205.68)%
Total Other Revenue	14,714.18	3,333.00	122,272.73	30,001.00	40,000.00	82,272.73	(205.68)%
Total Revenue	33,792.03	652,468.00	5,599,318.57	5,872,524.00	7,829,928.00	(2,230,609.43)	28.49%

CITY OF DARIEN
Statement of Revenues and Expenditures - Revenue
Motor Fuel Tax
Revenue
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Intergovernmental							
MFT Allotment	3440 85,908.18	67,867.25	742,175.54	610,805.25	814,407.00	(72,231.46)	8.86%
Total Intergovernmental	85,908.18	67,867.25	742,175.54	610,805.25	814,407.00	(72,231.46)	8.87%
Other Revenue							
Interest Income	3510 6,761.83	1,833.00	53,903.08	16,501.00	22,000.00	31,903.08	(145.01)%
Total Other Revenue	6,761.83	1,833.00	53,903.08	16,501.00	22,000.00	31,903.08	(145.01)%
Total Revenue	92,670.01	69,700.25	796,078.62	627,306.25	836,407.00	(40,328.38)	4.82%

CITY OF DARIEN
Statement of Revenues and Expenditures - Revenue
Stormwater Management Fund
Revenue
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Other Revenue							
Interest Income	3510 155.87	0.00	1,488.70	0.00	0.00	1,488.70	0.00%
Total Other Revenue	<u>155.87</u>	<u>0.00</u>	<u>1,488.70</u>	<u>0.00</u>	<u>0.00</u>	<u>1,488.70</u>	<u>0.00%</u>
Total Revenue	155.87	0.00	1,488.70	0.00	0.00	1,488.70	0.00%

CITY OF DARIEN
Statement of Revenues and Expenditures - Revenue
Special Service Area Tax Fund
Revenue
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Taxes							
Real Estate Taxes - Current	3110 0.00	0.00	5,054.48	5,500.00	5,500.00	(445.52)	8.10%
Total Taxes	0.00	0.00	5,054.48	5,500.00	5,500.00	(445.52)	8.10%
Other Revenue							
Interest Income	3510 89.32	8.00	732.39	75.00	100.00	632.39	(632.39)%
Total Other Revenue	89.32	8.00	732.39	75.00	100.00	632.39	(632.39)%
Total Revenue	89.32	8.00	5,786.87	5,575.00	5,600.00	186.87	(3.34)%

CITY OF DARIEN
Statement of Revenues and Expenditures - Revenue
State Drug Forfeiture Fund
Revenue
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining	
Revenue								
Other Revenue								
Interest Income	3510	2.70	0.00	16.04	0.00	0.00	16.04	0.00%
Drug Forfeiture Receipts	3538	0.00	0.00	27,001.51	0.00	0.00	27,001.51	0.00%
Total Other Revenue	<u>2.70</u>	<u>0.00</u>	<u>27,017.55</u>	<u>0.00</u>	<u>0.00</u>	<u>27,017.55</u>	<u>0.00%</u>	
Total Revenue	2.70	0.00	27,017.55	0.00	0.00	27,017.55	0.00%	

CITY OF DARIEN
Statement of Revenues and Expenditures - Revenue
Water Depreciation Fund
Revenue
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Other Revenue							
Interest Income	3510 1,863.10	83.00	16,791.88	751.00	1,000.00	15,791.88	(1,579.18)%
Transfer from Water Fund	3610 0.00	0.00	150,000.00	150,000.00	150,000.00	0.00	0.00%
Total Other Revenue	<u>1,863.10</u>	<u>83.00</u>	<u>166,791.88</u>	<u>150,751.00</u>	<u>151,000.00</u>	<u>15,791.88</u>	<u>(10.46)%</u>
Total Revenue	1,863.10	83.00	166,791.88	150,751.00	151,000.00	15,791.88	(10.46)%

CITY OF DARIEN
Statement of Revenues and Expenditures - Revenue
FESA - Justice - 1
Revenue
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Other Revenue							
Interest Income	3510 853.74	0.00	7,565.34	0.00	0.00	7,565.34	0.00%
Drug Forfeiture Receipts	3538 0.00	0.00	60,714.63	0.00	0.00	60,714.63	0.00%
Total Other Revenue	<u>853.74</u>	<u>0.00</u>	<u>68,279.97</u>	<u>0.00</u>	<u>0.00</u>	<u>68,279.97</u>	<u>0.00%</u>
Total Revenue	853.74	0.00	68,279.97	0.00	0.00	68,279.97	0.00%

CITY OF DARIEN
Statement of Revenues and Expenditures - Revenue
FESA - Treasury - 2
Revenue
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Other Revenue							
Interest Income	3510 62.55	0.00	548.32	0.00	0.00	548.32	0.00%
Total Other Revenue	<u>62.55</u>	<u>0.00</u>	<u>548.32</u>	<u>0.00</u>	<u>0.00</u>	<u>548.32</u>	<u>0.00%</u>
Total Revenue	62.55	0.00	548.32	0.00	0.00	548.32	0.00%

CITY OF DARIEN
Statement of Revenues and Expenditures - Revenue
DUI Technology Fund
Revenue
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining	
Revenue								
License, Permits, Fees								
D.U.I. Technology Fines	3267	375.00	295.00	11,108.35	2,615.00	3,500.00	7,608.35	(217.38)%
Total License, Permits, Fees		375.00	295.00	11,108.35	2,615.00	3,500.00	7,608.35	(217.38)%
Other Revenue								
Interest Income	3510	21.58	0.00	353.30	0.00	0.00	353.30	0.00%
Total Other Revenue		21.58	0.00	353.30	0.00	0.00	353.30	0.00%
Total Revenue		396.58	295.00	11,461.65	2,615.00	3,500.00	7,961.65	(227.48)%

CITY OF DARIEN
Statement of Revenues and Expenditures - Revenue
E-Citation Fund
Revenue
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Other Revenue							
E-Citation Fees	3219 156.00	0.00	1,721.30	0.00	0.00	1,721.30	0.00%
Interest Income	3510 4.37	0.00	88.65	0.00	0.00	88.65	0.00%
Total Other Revenue	<u>160.37</u>	<u>0.00</u>	<u>1,809.95</u>	<u>0.00</u>	<u>0.00</u>	<u>1,809.95</u>	<u>0.00%</u>
Total Revenue	160.37	0.00	1,809.95	0.00	0.00	1,809.95	0.00%

CITY OF DARIEN
Statement of Revenues and Expenditures - Revenue
Capital Improvement Fund
Revenue
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Taxes							
Real Estate Taxes - Current	3110 0.00	500.00	79,937.96	83,574.00	83,574.00	(3,636.04)	4.35%
Total Taxes	0.00	500.00	79,937.96	83,574.00	83,574.00	(3,636.04)	4.35%
Other Revenue							
Interest Income	3510 70,131.95	14,166.00	617,120.14	127,502.00	170,000.00	447,120.14	(263.01)%
Grants	3560 0.00	0.00	57,853.94	500,000.00	500,000.00	(442,146.06)	88.42%
Other Reimbursements	3562 51,307.93	0.00	51,307.93	0.00	0.00	51,307.93	0.00%
Transfer from Other Funds	3612 0.00	0.00	5,700,000.00	4,700,000.00	4,700,000.00	1,000,000.00	(21.27)%
Total Other Revenue	121,439.88	14,166.00	6,426,282.01	5,327,502.00	5,370,000.00	1,056,282.01	(19.67)%
Total Revenue	121,439.88	14,666.00	6,506,219.97	5,411,076.00	5,453,574.00	1,052,645.97	(19.30)%

CITY OF DARIEN
Statement of Revenues and Expenditures - Revenue
Cannabis Funds
Revenue
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Revenue							
Intergovernmental							
CANNABIS USE TAX	3435 2,777.32	0.00	24,661.43	0.00	0.00	24,661.43	0.00%
Total Intergovernmental	2,777.32	0.00	24,661.43	0.00	0.00	24,661.43	0.00%
Other Revenue							
Interest Income	3510 202.44	0.00	3,032.45	0.00	0.00	3,032.45	0.00%
Transfer from Other Funds	3612 0.00	0.00	93,545.31	0.00	0.00	93,545.31	0.00%
Total Other Revenue	202.44	0.00	96,577.76	0.00	0.00	96,577.76	0.00%
Total Revenue	2,979.76	0.00	121,239.19	0.00	0.00	121,239.19	0.00%

CITY OF DARIEN
Statement of Revenues and Expenditures - Expenditures
General Fund
Administration
From 1/1/2024 Through 1/31/2024

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures								
Salaries								
Salaries	4010	29,153.91	33,185.50	303,794.21	298,669.50	398,226.00	94,431.79	23.71%
Overtime	4030	0.00	0.00	1,067.77	0.00	0.00	(1,067.77)	0.00%
Total Salaries		<u>29,153.91</u>	<u>33,185.50</u>	<u>304,861.98</u>	<u>298,669.50</u>	<u>398,226.00</u>	<u>93,364.02</u>	<u>23.44%</u>
Benefits								
Social Security	4110	1,709.97	2,057.50	18,893.40	18,517.50	24,690.00	5,796.60	23.47%
Medicare	4111	399.90	481.00	4,418.49	4,331.00	5,774.00	1,355.51	23.47%
I.M.R.F.	4115	1,728.83	2,327.00	21,697.14	20,935.00	27,916.00	6,218.86	22.27%
Medical/Life Insurance	4120	6,528.79	5,662.00	56,142.37	50,951.00	67,937.00	11,794.63	17.36%
Supplemental Pensions	4135	369.20	400.00	3,692.00	3,600.00	4,800.00	1,108.00	23.08%
Total Benefits		<u>10,736.69</u>	<u>10,927.50</u>	<u>104,843.40</u>	<u>98,334.50</u>	<u>131,117.00</u>	<u>26,273.60</u>	<u>20.04%</u>
Materials and Supplies								
Dues and Subscriptions	4213	239.95	417.00	1,618.39	1,449.00	1,615.00	(3.39)	(0.20)%
Liability Insurance	4219	224,190.13	236,311.00	227,914.46	256,291.00	263,806.00	35,891.54	13.60%
Legal Notices	4221	(205.00)	180.00	1,408.00	1,660.00	2,200.00	792.00	36.00%
Maintenance - Equipment	4225	59.00	142.50	9,014.76	9,422.50	9,850.00	835.24	8.47%
Maintenance - Vehicles	4229	52.17	0.00	1,497.63	1,000.00	1,000.00	(497.63)	(49.76)%
Postage/Mailings	4233	0.00	279.00	1,656.50	2,513.00	3,350.00	1,693.50	50.55%
Printing and Forms	4235	860.33	375.00	1,766.83	3,375.00	4,500.00	2,733.17	60.73%
Public Relations	4239	2,853.90	5,075.00	59,178.19	76,500.00	95,700.00	36,521.81	38.16%
Rent - Equipment	4243	0.00	205.00	750.00	1,885.00	2,500.00	1,750.00	70.00%
Supplies - Office	4253	620.74	650.00	4,905.45	6,050.00	8,000.00	3,094.55	38.68%
Supplies - Other	4257	0.00	25.00	0.00	425.00	500.00	500.00	100.00%
Training and Education	4263	(57.30)	125.00	0.00	1,125.00	1,500.00	1,500.00	100.00%
Travel/Meetings	4265	57.30	46.00	107.22	412.00	550.00	442.78	80.50%
Telephone	4267	1,715.08	3,280.00	18,312.94	32,160.00	42,000.00	23,687.06	56.39%
Utilities (Elec,Gas,Wtr,Sewer)	4271	285.57	375.00	1,005.29	3,375.00	4,500.00	3,494.71	77.66%
Vehicle (Gas and Oil)	4273	(12.17)	75.00	998.81	675.00	900.00	(98.81)	(10.97)%
Total Materials and Supplies		<u>230,659.70</u>	<u>247,560.50</u>	<u>330,134.47</u>	<u>398,317.50</u>	<u>442,471.00</u>	<u>112,336.53</u>	<u>25.39%</u>
Contractual								
Audit	4320	0.00	0.00	18,500.00	18,500.00	18,500.00	0.00	0.00%

CITY OF DARIEN
Statement of Revenues and Expenditures - Expenditures
General Fund
Administration
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Consulting/Professional	4325 24,008.32	34,484.00	255,290.58	320,401.00	425,253.00	169,962.42	39.96%
Contingency	4330 2,500.00	825.00	2,800.00	7,525.00	10,000.00	7,200.00	72.00%
Janitorial Service	4345 1,793.00	1,925.00	14,044.00	17,375.00	23,150.00	9,106.00	39.33%
Total Contractual	28,301.32	37,234.00	290,634.58	363,801.00	476,903.00	186,268.42	39.06%
Other Charges							
Transfer to Other Funds	4605 0.00	0.00	5,793,545.31	0.00	0.00	(5,793,545.31)	0.00%
Total Other Charges	0.00	0.00	5,793,545.31	0.00	0.00	(5,793,545.31)	0.00%
Capital Outlay							
Equipment	4815 2,375.00	400.00	6,636.75	3,800.00	5,000.00	(1,636.75)	(32.73)%
Total Capital Outlay	2,375.00	400.00	6,636.75	3,800.00	5,000.00	(1,636.75)	(32.73)%
Total Expenditures	301,226.62	329,307.50	6,830,656.49	1,162,922.50	1,453,717.00	(5,376,939.49)	(369.88)%
Total	(301,226.62)	(329,307.50)	(6,830,656.49)	(1,162,922.50)	(1,453,717.00)	5,376,939.49	0.00%

CITY OF DARIEN
Statement of Revenues and Expenditures - Expenditures
General Fund
City Council
From 1/1/2024 Through 1/31/2024

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures								
Salaries								
Salaries	4010	3,562.50	3,562.50	32,062.50	32,062.50	42,750.00	10,687.50	25.00%
Total Salaries		<u>3,562.50</u>	<u>3,562.50</u>	<u>32,062.50</u>	<u>32,062.50</u>	<u>42,750.00</u>	<u>10,687.50</u>	<u>25.00%</u>
Benefits								
Social Security	4110	220.88	221.00	1,987.88	1,989.00	2,651.00	663.12	25.01%
Medicare	4111	51.67	51.00	465.03	467.00	620.00	154.97	24.99%
Total Benefits		<u>272.55</u>	<u>272.00</u>	<u>2,452.91</u>	<u>2,456.00</u>	<u>3,271.00</u>	<u>818.09</u>	<u>25.01%</u>
Materials and Supplies								
Boards and Commissions	4205	169.50	80.00	839.18	1,260.00	1,500.00	660.82	44.05%
Cable Operations	4206	300.00	500.00	2,710.00	4,500.00	6,000.00	3,290.00	54.83%
Dues and Subscriptions	4213	120.00	325.00	18,449.67	25,475.00	26,450.00	8,000.33	30.24%
Public Relations	4239	98.95	108.00	592.97	976.00	1,300.00	707.03	54.38%
Training and Education	4263	0.00	290.00	0.00	2,630.00	3,500.00	3,500.00	100.00%
Travel/Meetings	4265	0.00	0.00	0.00	50.00	50.00	50.00	100.00%
Total Materials and Supplies		<u>688.45</u>	<u>1,303.00</u>	<u>22,591.82</u>	<u>34,891.00</u>	<u>38,800.00</u>	<u>16,208.18</u>	<u>41.77%</u>
Contractual								
Consulting/Professional	4325	0.00	250.00	1,441.30	2,250.00	3,000.00	1,558.70	51.95%
Trolley Contracts	4366	0.00	0.00	0.00	600.00	600.00	600.00	100.00%
Total Contractual		<u>0.00</u>	<u>250.00</u>	<u>1,441.30</u>	<u>2,850.00</u>	<u>3,600.00</u>	<u>2,158.70</u>	<u>59.96%</u>
Total Expenditures		<u>4,523.50</u>	<u>5,387.50</u>	<u>58,548.53</u>	<u>72,259.50</u>	<u>88,421.00</u>	<u>29,872.47</u>	<u>33.78%</u>
Total		<u>(4,523.50)</u>	<u>(5,387.50)</u>	<u>(58,548.53)</u>	<u>(72,259.50)</u>	<u>(88,421.00)</u>	<u>(29,872.47)</u>	<u>0.00%</u>

CITY OF DARIEN
Statement of Revenues and Expenditures - Expenditures
General Fund
Community Development
From 1/1/2024 Through 1/31/2024

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures								
Salaries								
Salaries	4010	26,685.51	32,480.00	274,821.52	292,340.00	389,780.00	114,958.48	29.49%
Overtime	4030	0.00	80.00	0.00	760.00	1,000.00	1,000.00	100.00%
Total Salaries		<u>26,685.51</u>	<u>32,560.00</u>	<u>274,821.52</u>	<u>293,100.00</u>	<u>390,780.00</u>	<u>115,958.48</u>	<u>29.67%</u>
Benefits								
Social Security	4110	1,605.05	1,925.75	15,716.16	17,331.75	23,109.00	7,392.84	31.99%
Medicare	4111	375.38	472.00	4,082.05	4,250.00	5,666.00	1,583.95	27.95%
I.M.R.F.	4115	751.99	1,044.00	9,152.72	9,397.00	12,529.00	3,376.28	26.94%
Medical/Life Insurance	4120	2,830.72	2,972.25	25,476.48	26,750.25	35,667.00	10,190.52	28.57%
Supplemental Pensions	4135	184.60	200.00	1,846.00	1,800.00	2,400.00	554.00	23.08%
Total Benefits		<u>5,747.74</u>	<u>6,614.00</u>	<u>56,273.41</u>	<u>59,529.00</u>	<u>79,371.00</u>	<u>23,097.59</u>	<u>29.10%</u>
Materials and Supplies								
Boards and Commissions	4205	1,520.00	600.00	1,520.00	1,200.00	1,200.00	(320.00)	(26.66)%
Dues and Subscriptions	4213	0.00	0.00	0.00	2,500.00	2,500.00	2,500.00	100.00%
Liability Insurance	4219	3,492.50	1,915.00	13,062.50	17,255.00	23,000.00	9,937.50	43.20%
Maintenance - Vehicles	4229	1,047.75	0.00	4,851.15	500.00	500.00	(4,351.15)	(870.23)%
Postage/Mailings	4233	0.00	55.00	101.00	495.00	650.00	549.00	84.46%
Printing and Forms	4235	0.00	45.00	814.00	430.00	565.00	(249.00)	(44.07)%
Economic Development	4240	0.00	0.00	368,200.00	393,000.00	428,000.00	59,800.00	13.97%
Supplies - Office	4253	343.89	50.00	373.84	450.00	600.00	226.16	37.69%
Training and Education	4263	0.00	0.00	0.00	500.00	500.00	500.00	100.00%
Travel/Meetings	4265	0.00	0.00	0.00	200.00	200.00	200.00	100.00%
Vehicle (Gas and Oil)	4273	0.00	100.00	1,005.14	900.00	1,200.00	194.86	16.23%
Total Materials and Supplies		<u>6,404.14</u>	<u>2,765.00</u>	<u>389,927.63</u>	<u>417,430.00</u>	<u>458,915.00</u>	<u>68,987.37</u>	<u>15.03%</u>
Contractual								
Consulting/Professional	4325	9,956.00	6,426.00	92,222.31	113,422.00	134,600.00	42,377.69	31.48%
ConsIt/Prof Reimbursable	4328	3,427.34	5,916.00	47,166.08	53,252.00	68,000.00	20,833.92	30.63%
Total Contractual		<u>13,383.34</u>	<u>12,342.00</u>	<u>139,388.39</u>	<u>166,674.00</u>	<u>202,600.00</u>	<u>63,211.61</u>	<u>31.20%</u>
Total Expenditures		<u>52,220.73</u>	<u>54,281.00</u>	<u>860,410.95</u>	<u>936,733.00</u>	<u>1,131,666.00</u>	<u>271,255.05</u>	<u>23.97%</u>
Total		(52,220.73)	(54,281.00)	(860,410.95)	(936,733.00)	(1,131,666.00)	(271,255.05)	0.00%

CITY OF DARIEN
Statement of Revenues and Expenditures - Expenditures
General Fund
Public Works, Streets
From 1/1/2024 Through 1/31/2024

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures								
Salaries								
Salaries	4010	44,752.31	68,177.00	551,594.16	613,593.00	818,125.00	266,530.84	32.57%
Overtime	4030	(18,717.92)	8,330.00	34,315.24	75,010.00	100,000.00	65,684.76	65.68%
Total Salaries		<u>26,034.39</u>	<u>76,507.00</u>	<u>585,909.40</u>	<u>688,603.00</u>	<u>918,125.00</u>	<u>332,215.60</u>	<u>36.18%</u>
Benefits								
Social Security	4110	1,498.04	4,759.00	35,816.61	42,833.00	57,110.00	21,293.39	37.28%
Medicare	4111	350.37	1,113.00	8,663.97	10,017.00	13,356.00	4,692.03	35.13%
I.M.R.F.	4115	(337.84)	5,090.00	34,379.08	45,810.00	61,066.00	26,686.92	43.70%
Medical/Life Insurance	4120	12,738.24	12,856.00	108,888.02	115,706.00	154,274.00	45,385.98	29.41%
Supplemental Pensions	4135	184.60	200.00	1,846.00	1,800.00	2,400.00	554.00	23.08%
Total Benefits		<u>14,433.41</u>	<u>24,018.00</u>	<u>189,593.68</u>	<u>216,166.00</u>	<u>288,206.00</u>	<u>98,612.32</u>	<u>34.22%</u>
Materials and Supplies								
Liability Insurance	4219	5,525.26	1,595.00	27,598.46	21,855.00	26,625.00	(973.46)	(3.65)%
Maintenance - Building	4223	6,296.83	5,800.00	347,257.14	236,227.00	253,502.00	(93,755.14)	(36.98)%
Maintenance - Equipment	4225	135.84	3,250.00	11,534.74	30,750.00	40,500.00	28,965.26	71.51%
Maintenance - Vehicles	4229	3,016.71	10,830.00	56,900.24	97,510.00	130,000.00	73,099.76	56.23%
Postage/Mailings	4233	7.04	62.50	203.04	562.50	750.00	546.96	72.92%
Rent - Equipment	4243	0.00	1,725.00	22,982.00	42,525.00	47,700.00	24,718.00	51.81%
Supplies - Office	4253	343.89	283.00	1,844.69	2,554.00	3,403.00	1,558.31	45.79%
Supplies - Other	4257	4,685.96	22,700.00	86,109.04	219,209.00	267,165.00	181,055.96	67.76%
Small Tools & Equipment	4259	41.85	555.00	3,005.48	10,995.00	12,650.00	9,644.52	76.24%
Training and Education	4263	190.00	804.00	1,433.00	29,988.00	32,400.00	30,967.00	95.57%
Uniforms	4269	469.54	0.00	3,090.99	10,346.00	10,346.00	7,255.01	70.12%
Utilities (Elec,Gas,Wtr,Sewer)	4271	3,369.95	2,195.00	17,594.09	19,815.00	26,400.00	8,805.91	33.35%
Vehicle (Gas and Oil)	4273	0.00	8,066.00	33,767.50	72,594.00	96,790.00	63,022.50	65.11%
Total Materials and Supplies		<u>24,082.87</u>	<u>57,865.50</u>	<u>613,320.41</u>	<u>794,930.50</u>	<u>948,231.00</u>	<u>334,910.59</u>	<u>35.32%</u>
Contractual								
Consulting/Professional	4325	0.00	895.00	1,743.76	8,065.00	10,750.00	9,006.24	83.77%
Janitorial Service	4345	0.00	166.00	2,859.26	1,502.00	2,000.00	(859.26)	(42.96)%
Forestry	4350	902.54	0.00	277,292.94	355,847.00	355,847.00	78,554.06	22.07%
Street Light Oper & Maint.	4359	31,155.21	6,500.00	69,886.47	70,500.00	93,000.00	23,113.53	24.85%

CITY OF DARIEN
Statement of Revenues and Expenditures - Expenditures
General Fund
Public Works, Streets
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Mosquito Abatement	4365 0.00	0.00	39,900.00	42,500.00	42,500.00	2,600.00	6.11%
Street Sweeping	4373 0.00	0.00	19,791.45	45,756.00	45,756.00	25,964.55	56.74%
Drainage Projects	4374 0.00	0.00	93,184.49	268,840.00	268,840.00	175,655.51	65.33%
Tree Trim/Removal	4375 0.00	0.00	10,637.50	211,578.00	211,578.00	200,940.50	94.97%
Total Contractual	32,057.75	7,561.00	515,295.87	1,004,588.00	1,030,271.00	514,975.13	49.98%
Capital Outlay							
Residential Concrete Program	4381 0.00	0.00	38,918.43	0.00	0.00	(38,918.43)	0.00%
Capital Improvements	4810 0.00	0.00	27,789.00	0.00	0.00	(27,789.00)	0.00%
Equipment	4815 (2,499.50)	0.00	442,145.00	1,412,850.00	1,412,850.00	970,705.00	68.70%
Total Capital Outlay	(2,499.50)	0.00	508,852.43	1,412,850.00	1,412,850.00	903,997.57	63.98%
Total Expenditures	94,108.92	165,951.50	2,412,971.79	4,117,137.50	4,597,683.00	2,184,711.21	47.52%
Total	(94,108.92)	(165,951.50)	(2,412,971.79)	(4,117,137.50)	(4,597,683.00)	(2,184,711.21)	0.00%

CITY OF DARIEN
Statement of Revenues and Expenditures - Expenditures
General Fund
Police Department
From 1/1/2024 Through 1/31/2024

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures								
Salaries								
Salaries	4010	44,053.37	42,900.25	391,125.06	386,102.25	514,803.00	123,677.94	24.02%
Salaries - Officers	4020	366,094.94	361,846.00	2,981,542.31	3,256,616.00	4,342,154.00	1,360,611.69	31.33%
Overtime	4030	13,191.01	41,592.00	274,358.83	374,328.00	499,103.00	224,744.17	45.02%
Total Salaries		<u>423,339.32</u>	<u>446,338.25</u>	<u>3,647,026.20</u>	<u>4,017,046.25</u>	<u>5,356,060.00</u>	<u>1,709,033.80</u>	<u>31.91%</u>
Benefits								
Social Security	4110	2,670.42	2,660.00	24,968.43	23,940.00	31,918.00	6,949.57	21.77%
Medicare	4111	5,958.24	6,472.00	54,490.26	58,248.00	77,663.00	23,172.74	29.83%
I.M.R.F.	4115	2,507.57	2,860.00	26,757.27	25,747.00	34,327.00	7,569.73	22.05%
Medical/Life Insurance	4120	36,820.56	43,550.00	330,515.21	391,950.00	522,586.00	192,070.79	36.75%
SERVICE PENSION	4130	0.00	0.00	2,393,526.41	2,406,164.00	2,406,164.00	12,637.59	0.52%
Supplemental Pensions	4135	3,368.95	3,800.00	33,366.45	34,200.00	45,600.00	12,233.55	26.82%
Total Benefits		<u>51,325.74</u>	<u>59,342.00</u>	<u>2,863,624.03</u>	<u>2,940,249.00</u>	<u>3,118,258.00</u>	<u>254,633.97</u>	<u>8.17%</u>
Materials and Supplies								
Animal Control	4201	40.00	100.00	3,285.46	900.00	1,200.00	(2,085.46)	(173.78)%
Auxiliary Police	4203	0.00	165.00	0.00	1,505.00	2,000.00	2,000.00	100.00%
Boards and Commissions	4205	0.00	854.00	12,655.79	28,690.00	31,250.00	18,594.21	59.50%
Dues and Subscriptions	4213	0.00	245.00	1,409.00	2,215.00	2,950.00	1,541.00	52.23%
Investigation and Equipment	4217	1,355.41	5,109.50	38,776.42	50,651.50	65,980.00	27,203.58	41.23%
Liability Insurance	4219	3,140.52	7,332.00	42,119.95	121,004.00	143,000.00	100,880.05	70.54%
Maintenance - Equipment	4225	1,010.00	1,874.00	25,703.16	25,178.00	30,800.00	5,096.84	16.54%
Maintenance - Vehicles	4229	10,229.83	2,721.00	38,123.76	32,362.00	65,625.00	27,501.24	41.90%
Postage/Mailings	4233	0.00	290.00	1,231.76	2,630.00	3,500.00	2,268.24	64.80%
Printing and Forms	4235	0.00	125.00	52.00	1,125.00	1,500.00	1,448.00	96.53%
Public Relations	4239	779.40	291.00	1,621.20	2,627.00	3,500.00	1,878.80	53.68%
Rent - Equipment	4243	0.00	483.00	500.00	4,351.00	5,800.00	5,300.00	91.37%
Supplies - Office	4253	150.80	580.00	2,969.83	5,260.00	7,000.00	4,030.17	57.57%
Training and Education	4263	5,218.95	3,775.00	24,871.86	33,975.00	45,300.00	20,428.14	45.09%
Travel/Meetings	4265	99.19	1,790.00	4,216.70	16,180.00	21,550.00	17,333.30	80.43%
Telephone	4267	1,084.49	1,382.00	9,164.03	12,454.00	16,600.00	7,435.97	44.79%
Uniforms	4269	2,814.90	800.00	39,685.02	49,200.00	50,300.00	10,614.98	21.10%

CITY OF DARIEN
Statement of Revenues and Expenditures - Expenditures
General Fund
Police Department
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Utilities (Elec,Gas,Wtr,Sewer)	4271 809.42	1,166.00	5,995.80	10,502.00	14,000.00	8,004.20	57.17%
Vehicle (Gas and Oil)	4273 0.00	7,500.00	58,426.30	67,500.00	90,000.00	31,573.70	35.08%
Total Materials and Supplies	26,732.91	36,582.50	310,808.04	468,309.50	601,855.00	291,046.96	48.36%
Contractual							
Consulting/Professional	4325 0.00	2,625.00	359,251.92	383,275.00	551,950.00	192,698.08	34.91%
Dumeg/Fiat/Child Center	4337 0.00	0.00	27,680.00	27,700.00	27,700.00	20.00	0.07%
Total Contractual	0.00	2,625.00	386,931.92	410,975.00	579,650.00	192,718.08	33.25%
Capital Outlay							
Equipment	4815 0.00	1,666.00	1,545.00	435,002.00	440,000.00	438,455.00	99.64%
Total Capital Outlay	0.00	1,666.00	1,545.00	435,002.00	440,000.00	438,455.00	99.65%
Total Expenditures	501,397.97	546,553.75	7,209,935.19	8,271,581.75	10,095,823.00	2,885,887.81	28.58%
Total	(501,397.97)	(546,553.75)	(7,209,935.19)	(8,271,581.75)	...,095,823.00)	(2,885,887.81)	0.00%

CITY OF DARIEN
Statement of Revenues and Expenditures - Expenditures
Water Fund
Public Works, Water
From 1/1/2024 Through 1/31/2024

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures								
Salaries								
Salaries	4010	42,853.31	55,590.00	482,191.54	500,338.00	667,108.00	184,916.46	27.71%
Overtime	4030	25,298.77	7,500.00	133,146.37	67,500.00	90,000.00	(43,146.37)	(47.94)%
Total Salaries		<u>68,152.08</u>	<u>63,090.00</u>	<u>615,337.91</u>	<u>567,838.00</u>	<u>757,108.00</u>	<u>141,770.09</u>	<u>18.73%</u>
Benefits								
Social Security	4110	4,073.85	3,911.75	37,436.36	35,205.75	46,941.00	9,504.64	20.24%
Medicare	4111	952.76	915.00	8,825.86	8,235.00	10,978.00	2,152.14	19.60%
I.M.R.F.	4115	4,788.56	4,422.75	47,461.21	39,804.75	53,073.00	5,611.79	10.57%
Medical/Life Insurance	4120	7,104.87	9,455.00	79,937.81	85,088.00	113,453.00	33,515.19	29.54%
Supplemental Pensions	4135	184.60	200.00	1,846.00	1,800.00	2,400.00	554.00	23.08%
Total Benefits		<u>17,104.64</u>	<u>18,904.50</u>	<u>175,507.24</u>	<u>170,133.50</u>	<u>226,845.00</u>	<u>51,337.76</u>	<u>22.63%</u>
Materials and Supplies								
Liability Insurance	4219	148,966.11	186,071.00	164,108.90	205,487.00	209,945.00	45,836.10	21.83%
Maintenance - Building	4223	7.83	1,135.00	5,790.49	26,241.00	29,646.00	23,855.51	80.46%
Maintenance - Equipment	4225	204.37	900.00	8,757.35	9,600.00	12,300.00	3,542.65	28.80%
Maintenance - Vehicles	4229	0.00	571.00	8,250.89	5,139.00	6,850.00	(1,400.89)	(20.45)%
Maintenance - Water System	4231	12,247.68	15,260.00	263,260.89	261,845.00	309,625.00	46,364.11	14.97%
Postage/Mailings	4233	0.00	133.00	88.06	1,201.00	1,600.00	1,511.94	94.49%
Quality Control	4241	908.28	0.00	7,083.12	10,850.00	10,850.00	3,766.88	34.71%
Rent - Equipment	4243	0.00	0.00	0.00	40,500.00	40,500.00	40,500.00	100.00%
Service Charge	4251	20,833.34	20,833.00	187,500.06	187,501.00	250,000.00	62,499.94	24.99%
Supplies - Office	4253	138.00	130.00	1,638.47	1,210.00	1,600.00	(38.47)	(2.40)%
Supplies - Operation	4255	0.00	330.00	3,253.33	3,010.00	4,000.00	746.67	18.66%
Training and Education	4263	106.00	305.00	3,088.00	20,245.00	21,150.00	18,062.00	85.39%
Telephone	4267	572.92	1,137.50	6,866.45	13,753.50	17,166.00	10,299.55	59.99%
Uniforms	4269	0.00	0.00	4,258.58	5,600.00	5,600.00	1,341.42	23.95%
Utilities (Elec,Gas,Wtr,Sewer)	4271	3,923.47	3,500.00	29,674.06	31,500.00	42,000.00	12,325.94	29.34%
Vehicle (Gas and Oil)	4273	0.00	2,005.00	16,106.29	18,045.00	24,055.00	7,948.71	33.04%
Total Materials and Supplies		<u>187,908.00</u>	<u>232,310.50</u>	<u>709,724.94</u>	<u>841,727.50</u>	<u>986,887.00</u>	<u>277,162.06</u>	<u>28.08%</u>
Contractual								
Audit	4320	0.00	0.00	13,250.00	13,313.00	13,313.00	63.00	0.47%

CITY OF DARIEN
Statement of Revenues and Expenditures - Expenditures
Water Fund
Public Works, Water
From 1/1/2024 Through 1/31/2024

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Consulting/Professional	4325	402.22	1,246.00	2,100.24	11,214.00	14,950.00	12,849.76	85.95%
Leak Detection	4326	0.00	1,650.00	0.00	14,850.00	19,800.00	19,800.00	100.00%
Data Processing	4336	26,528.79	28,473.00	106,522.48	142,365.00	170,837.00	64,314.52	37.64%
DuPage Water Commission	4340	365,808.52	417,325.00	3,330,351.64	3,755,947.00	5,007,922.00	1,677,570.36	33.49%
Janitorial Service	4345	515.00	685.00	5,797.00	6,195.00	8,250.00	2,453.00	29.73%
Forestry	4350	0.00	0.00	1,289.00	657.00	657.00	(632.00)	(96.19)%
Total Contractual		393,254.53	449,379.00	3,459,310.36	3,944,541.00	5,235,729.00	1,776,418.64	33.93%
Other Charges								
Transfer to Other Funds	4605	0.00	0.00	150,000.00	0.00	0.00	(150,000.00)	0.00%
Total Other Charges		0.00	0.00	150,000.00	0.00	0.00	(150,000.00)	0.00%
Capital Outlay								
Equipment	4815	2,499.50	0.00	391,077.46	613,550.00	613,550.00	222,472.54	36.25%
Water Meter Purchases	4880	0.00	0.00	1,203.74	5,000.00	5,000.00	3,796.26	75.92%
Total Capital Outlay		2,499.50	0.00	392,281.20	618,550.00	618,550.00	226,268.80	36.58%
Debt Service								
Debt Retire-Water Refunding	4950	0.00	0.00	692,803.00	693,900.00	693,900.00	1,097.00	0.15%
Total Debt Service		0.00	0.00	692,803.00	693,900.00	693,900.00	1,097.00	0.16%
Total Expenditures		668,918.75	763,684.00	6,194,964.65	6,836,690.00	8,519,019.00	2,324,054.35	27.28%
Total		(668,918.75)	(763,684.00)	(6,194,964.65)	(6,836,690.00)	(8,519,019.00)	(2,324,054.35)	0.00%

CITY OF DARIEN
Statement of Revenues and Expenditures - Expenditures
Motor Fuel Tax
MFT Expenses
From 1/1/2024 Through 1/31/2024

		Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures								
Salaries								
Salaries	4010	29,413.73	25,000.00	254,932.97	146,500.00	200,000.00	(54,932.97)	(27.46)%
Overtime	4030	43,178.00	8,000.00	51,299.02	47,807.00	67,807.00	16,507.98	24.34%
Total Salaries		<u>72,591.73</u>	<u>33,000.00</u>	<u>306,231.99</u>	<u>194,307.00</u>	<u>267,807.00</u>	<u>(38,424.99)</u>	<u>(14.35)%</u>
Benefits								
Social Security	4110	4,500.69	2,313.00	18,986.38	11,313.00	16,013.00	(2,973.38)	(18.56)%
Medicare	4111	1,052.58	580.00	4,440.38	2,685.00	3,745.00	(695.38)	(18.56)%
I.M.R.F.	4115	5,088.69	2,500.00	16,937.87	12,800.00	18,105.00	1,167.13	6.44%
Total Benefits		<u>10,641.96</u>	<u>5,393.00</u>	<u>40,364.63</u>	<u>26,798.00</u>	<u>37,863.00</u>	<u>(2,501.63)</u>	<u>(6.61)%</u>
Materials and Supplies								
Road Material	4245	0.00	0.00	148,811.94	262,580.00	262,580.00	113,768.06	43.32%
Salt	4249	0.00	66,487.50	58,807.00	166,218.75	265,950.00	207,143.00	77.88%
Supplies - Other	4257	0.00	1,541.00	24,976.49	13,877.00	18,500.00	(6,476.49)	(35.00)%
Pavement Striping	4261	0.00	1,666.00	14,900.90	15,002.00	20,000.00	5,099.10	25.49%
Total Materials and Supplies		<u>0.00</u>	<u>69,694.50</u>	<u>247,496.33</u>	<u>457,677.75</u>	<u>567,030.00</u>	<u>319,533.67</u>	<u>56.35%</u>
Contractual								
Tree Trim/Removal	4375	0.00	1,500.00	19,947.50	13,500.00	18,000.00	(1,947.50)	(10.81)%
Total Contractual		<u>0.00</u>	<u>1,500.00</u>	<u>19,947.50</u>	<u>13,500.00</u>	<u>18,000.00</u>	<u>(1,947.50)</u>	<u>(10.82)%</u>
Capital Outlay								
Street Lights	4840	1,690.62	1,666.00	15,350.47	15,002.00	20,000.00	4,649.53	23.24%
Total Capital Outlay		<u>1,690.62</u>	<u>1,666.00</u>	<u>15,350.47</u>	<u>15,002.00</u>	<u>20,000.00</u>	<u>4,649.53</u>	<u>23.25%</u>
Total Expenditures		<u>84,924.31</u>	<u>111,253.50</u>	<u>629,390.92</u>	<u>707,284.75</u>	<u>910,700.00</u>	<u>281,309.08</u>	<u>30.89%</u>
Total		<u>(84,924.31)</u>	<u>(111,253.50)</u>	<u>(629,390.92)</u>	<u>(707,284.75)</u>	<u>(910,700.00)</u>	<u>(281,309.08)</u>	<u>0.00%</u>

CITY OF DARIEN
Statement of Revenues and Expenditures - Expenditures
Stormwater Management Fund
Native Plantings
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures							
Contractual							
Stormwater Management Special	4379	0.00	14,700.00	0.00	0.00	(14,700.00)	0.00%
Total Contractual	0.00	0.00	14,700.00	0.00	0.00	(14,700.00)	0.00%
Total Expenditures	0.00	0.00	14,700.00	0.00	0.00	(14,700.00)	0.00%
Total	0.00	0.00	(14,700.00)	0.00	0.00	14,700.00	0.00%

CITY OF DARIEN
Statement of Revenues and Expenditures - Expenditures
Special Service Area Tax Fund
SSA Expenditures
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures							
Materials and Supplies							
Maintenance - Equipment	4225 0.00	125.00	0.00	1,125.00	1,500.00	1,500.00	100.00%
Total Materials and Supplies	0.00	125.00	0.00	1,125.00	1,500.00	1,500.00	100.00%
Contractual							
Consulting/Professional	4325 0.00	458.00	2,508.75	4,126.00	5,500.00	2,991.25	54.38%
Contingency	4330 0.00	166.00	0.00	1,502.00	2,000.00	2,000.00	100.00%
Total Contractual	0.00	624.00	2,508.75	5,628.00	7,500.00	4,991.25	66.55%
Total Expenditures	0.00	749.00	2,508.75	6,753.00	9,000.00	6,491.25	72.13%
Total	0.00	(749.00)	(2,508.75)	(6,753.00)	(9,000.00)	(6,491.25)	0.00%

CITY OF DARIEN
Statement of Revenues and Expenditures - Expenditures
State Drug Forfeiture Fund
Drug Forfeiture Expenditures
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures							
Materials and Supplies							
Investigation and Equipment	4217 0.00	0.00	31.50	0.00	0.00	(31.50)	0.00%
Total Materials and Supplies	0.00	0.00	31.50	0.00	0.00	(31.50)	0.00%
Other Charges							
Transfer to Other Funds	4605 2,664.00	0.00	2,664.00	0.00	0.00	(2,664.00)	0.00%
Total Other Charges	2,664.00	0.00	2,664.00	0.00	0.00	(2,664.00)	0.00%
Total Expenditures	2,664.00	0.00	2,695.50	0.00	0.00	(2,695.50)	0.00%
Total	(2,664.00)	0.00	(2,695.50)	0.00	0.00	2,695.50	0.00%

CITY OF DARIEN
Statement of Revenues and Expenditures - Expenditures
Water Depreciation Fund
Depreciation Expenses
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures							
Capital Outlay							
Capital Improv-Infrastructure	4390	0.00	43,166.61	0.00	0.00	(43,166.61)	0.00%
Equipment	4815	0.00	9,582.88	50,000.00	50,000.00	40,417.12	80.83%
Total Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>52,749.49</u>	<u>50,000.00</u>	<u>50,000.00</u>	<u>(2,749.49)</u>	<u>(5.50)%</u>
Total Expenditures	<u>0.00</u>	<u>0.00</u>	<u>52,749.49</u>	<u>50,000.00</u>	<u>50,000.00</u>	<u>(2,749.49)</u>	<u>(5.50)%</u>
Total	0.00	0.00	(52,749.49)	(50,000.00)	(50,000.00)	2,749.49	0.00%

CITY OF DARIEN
Statement of Revenues and Expenditures - Expenditures
FESA - Justice - 1
Drug Forfeiture Expenditures
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures							
Materials and Supplies							
Dues and Subscriptions	4213	0.00	46,787.15	0.00	0.00	(46,787.15)	0.00%
Total Materials and Supplies	0.00	0.00	46,787.15	0.00	0.00	(46,787.15)	0.00%
Total Expenditures	0.00	0.00	46,787.15	0.00	0.00	(46,787.15)	0.00%
Total	0.00	0.00	(46,787.15)	0.00	0.00	46,787.15	0.00%

CITY OF DARIEN
Statement of Revenues and Expenditures - Expenditures
Capital Improvement Fund
Capital Fund Expenditures
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures							
Contractual							
Consulting/Professional	4325	2,200.00	0.00	21,846.00	51,500.00	29,654.00	57.58%
Total Contractual		<u>2,200.00</u>	<u>0.00</u>	<u>21,846.00</u>	<u>51,500.00</u>	<u>29,654.00</u>	<u>57.58%</u>
Capital Outlay							
Ditch Projects	4376	22,556.00	0.00	357,172.17	810,000.00	452,827.83	55.90%
Sidewalk Replacement Program	4380	3,983.09	0.00	1,381,151.34	1,307,450.00	(73,701.34)	(5.63)%
Curb & Gutter Replacement Prog	4383	0.00	0.00	718,209.80	779,640.00	61,430.20	7.87%
Capital Improv-Infrastructure	4390	1,421.51	0.00	399,059.12	505,000.00	105,940.88	20.97%
Street Reconstruction/Rehab	4855	0.00	0.00	1,487,529.97	2,023,000.00	535,470.03	26.46%
Total Capital Outlay		<u>27,960.60</u>	<u>0.00</u>	<u>4,343,122.40</u>	<u>5,425,090.00</u>	<u>1,081,967.60</u>	<u>19.94%</u>
Debt Service							
Debt Retire - Property	4945	0.00	0.00	112,420.00	113,420.00	1,000.00	0.88%
Total Debt Service		<u>0.00</u>	<u>0.00</u>	<u>112,420.00</u>	<u>113,420.00</u>	<u>1,000.00</u>	<u>0.88%</u>
Total Expenditures		<u>30,160.60</u>	<u>0.00</u>	<u>4,477,388.40</u>	<u>5,590,010.00</u>	<u>1,112,621.60</u>	<u>19.90%</u>
Total		<u>(30,160.60)</u>	<u>0.00</u>	<u>(4,477,388.40)</u>	<u>(5,590,010.00)</u>	<u>(1,112,621.60)</u>	<u>0.00%</u>

CITY OF DARIEN
Statement of Revenues and Expenditures - Expenditures
Cannabis Funds
Police Department
From 1/1/2024 Through 1/31/2024

	Current Period Actual	Current Period Budget	Current Year Actual	YTD Budget - Original	Total Budget	Total Budget Variance	Percent Total Budget Remaining
Expenditures							
Materials and Supplies							
Miscellaneous Expenditures	4232	0.00	35,394.00	0.00	0.00	(35,394.00)	0.00%
Total Materials and Supplies	0.00	0.00	35,394.00	0.00	0.00	(35,394.00)	0.00%
Total Expenditures	0.00	0.00	35,394.00	0.00	0.00	(35,394.00)	0.00%
Total	0.00	0.00	(35,394.00)	0.00	0.00	35,394.00	0.00%

CITY OF DARIEN -- CASH RESERVES
January 31, 2024

FUND	FUND NAME	TOTAL
01	General Fund	\$ 4,020,823.35
02	Water Fund	\$ 2,684,494.56
03	MFT Fund	\$ 1,562,598.18
05	Impact Fees Fund	\$ -
07	Stormwater Management Fund	\$ 42,818.04
10	Special Service Area Tax Fund	\$ 24,534.52
11	State Drug Forfeiture Fund	\$ 30,935.15
12	Water Depreciation Fund	\$ 511,805.49
17	Federal Equitable Sharing Acct	\$ 268,550.51
18	Seized Asset Funds	\$ -
19	DOT - Federal Equitable Sharing	\$ 19,677.14
23	DUI Technology Fund	\$ 63,011.67
24	E-Citation Fund	\$ 12,843.36
25	Capital Improvement Fund	\$ 16,097,168.12
26	Cannabis Fund	\$ 85,845.19
	TOTAL	\$ 25,425,105.28

Prior Month Cash Balance

\$ 25,424,655.72

Bank Accounts and Interest Rates	Account Balances
Republic Bank Drug Forfeiture Account - 0.10% *	\$ 30,935.15
Republic Bank Federal Federal Sharing Acct - 3.83% *	\$ 288,227.65
Republic Bank Now Account - 3.83% *	\$ 1,925,658.05
Republic Bank Operating Account	\$ 146,323.61
Republic Bank Payroll Account - Zero Balance Acct	\$ (16,707.77)
Illinois Funds Money Market Account - 5.451%	\$ 13,723,013.64
IMET Investment Fund 5.02%	\$ 5,122,486.93
Cash on hand - PD - 1052	\$ 34.35
Petty Cash - CH - 1050	\$ 311.26
Republic Bank 24 Month CD *2473 - 5.02% - Maturity 11/07/2024	\$ 4,204,822.41
	TOTAL
	\$ 25,425,105.28

Market Value

Letter of Credit # 269960 - 01/02/2024 - 4/02/2024 @ 4:30

\$ 12,000,000

* Republic Bank interest rate is Annual Percentage Rate

AGENDA MEMO
City Council
Meeting Date: February 5, 2024

Issue Statement

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF DARIEN AND THE DARIEN CHAMBER OF COMMERCE--\$35,000 GRANT AND DARIEN FEST

[BACKUP – Chamber letter](#)

[BACKUP – Chamber Members from Grant](#)

RESOLUTION

Background/History

In FYE 23, the City provided the Chamber with a \$35,000 grant. The intent of the grant was to cover the Chamber's current membership dues of \$30,000, potential growth of 15 new Darien business memberships totaling \$33,375, and assist in miscellaneous expenses of \$1,625. Businesses outside of Darien paid the annual membership fee. The FYE 24 budget also included \$35,000 for the grant. A memorandum of understanding ([MOU](#)) between the city and chamber is attached.

Based on the city's goal to bring the fest back to a local park, the MOU has been revised this year to include the Darien Fest. In summary, the intent in the MOU is to have a partnership between the city and chamber in holding the event. The language added to last year's MOU is below:

- 1 The Chamber and City agree to the following regarding the Darien Fest**
 - a) The City and Chamber will co-sponsor the Darien Fest**
 - b) The fest will take place at Westwood Park. If Westwood Park is not available another park will be chosen**
 - c) The City and Chamber agree that Darien Fest is a community event and intend on partnering with other local not for profit groups to assist with the event**
 - d) The Chamber will serve as the lead group to plan, organize, finance, carry out, and all other responsibilities as in previous Darien Fests**
 - e) In consideration of d above, the Chamber will retain profits from the fest. This excludes profits from local not for profit groups participating in the fest**

- f) **The City and Chamber will have the Darien Action Committee (or DAC subcommittee) as an advisory group to provide input for the planning of the Darien Fest**
- g) **The City agrees to take the lead in working with the Darien Park District for all required approvals to use the park**
- h) **The City will provide police services as a contribution to the event**

The city has tentative approval from the park district to hold this year's fest at Westwood Park. The park district is preparing an intergovernmental agreement allowing the fest to be held at Westwood Park. The agreement will be presented to the council for approval when it is completed by the park district. This topic was discussed at the November 14, 2023 council goal-setting meeting. At that meeting staff advised that in the current fiscal year the council approved a grant of \$35,000 for the Chamber. The council discussed continuing the grant for another year. The council generally favored continuing the grant, but did ask for more specific examples of how the Chamber benefited from the grant. See attached memo from the Chamber.

Staff/Committee Recommendation

The Administrative/Finance Committee recommends approval of the resolution

Alternate Consideration

As directed

Decision Mode

This will be on the February 20, 2024 city council meeting for consideration.



**Darien Chamber
of Commerce**
YOUR CONNECTION TO COMMUNITY

Nov. 3, 2023

The Darien Chamber of Commerce is a not-for-profit business organization founded in 1984. It is a diverse group of Business professionals in and around the City of Darien. The purpose of the Darien Chamber is to provide opportunities to business to further promote, expand, and network to potential clients and customers. Membership also includes schools, Public Service, and many Not-for-Profit organizations. The chamber receives all operating income from membership dues and hosted events.

In March of 2023, the City of Darien issued the Darien Chamber of Commerce a grant of \$35,000 to be used for registered Darien Businesses 2023 Chamber Membership. The Darien Chamber had about (150) area businesses registered at that time, with about (97) being Darien Businesses. Approximately (70) new Darien Businesses have been registered because of this grant bringing the current membership to about 222 members. *Current Membership list is attached with new Darien Business highlighted.

The Darien Chamber has conducted the following to date:

Jan. 18, 2023: Multi-Chamber Business EXPO & Luncheon, State of the County with DuPage County Chair Deb Conroy

Apr. 6, 2023: Multi-Chamber Economic Outlook Business EXPO & Luncheon Keynote Speaker: Leslie McGranahan VP and Director of Regional Research Federal Reserve Bank of Chicago

Apr. 13, 2023: Ribbon Cutting Ceremony, Harmi Sushi "Restaurant

Apr. 19, 2023: Lunch & Learn featuring Attorney Kevin Camden, "Small Business, Legal Minefield" How to protect you and your business.

May 17, 2023: Multi Chamber After Hours Networking with Darien, Clarendon Hills, Hinsdale, and Willowbrook - Burr Ridge Chambers at Katherine Legge Memorial Lodge.

May 21, 2023: Darien Dash 1mile, 5k and 10k race and Business EXPO

June 21, 2023: "Breakfast Bites" Morning Networking held at BMO Harris Bank

July 19, 2023: Business After Hours Networking, Harmi Sushi Restaurant

July 20, 2023: Ribbon Cutting Ceremony at Compass Lending

Aug. 1, 2023: Participated in NNO

Aug. 10-13, 2023: 35th Annual Darien Fest and Business EXPO

Aug. 30, 2023: Ribbon Cutting Ceremony at High Haven Dispensary

Sept. 20, 2023: "Breakfast Bites" Morning Networking with Mayor Marchese at Darien Police Dept.

Sept. 22, 2023: Networking for Small Businesses at BMO Harris

Sept. 27, 2023: Implemented "Business Builder's Workshop. Guest speakers, networking, and business promotional ideas as hosted by the Darien Chamber and Members of the Board of Directors.

Oct. 11, 2023: "Business Builder's Workshop" Guest Speaker Attorney Kevin Camden presenting on Business Issues.

Oct. 18, 2023: Lunch & Learn - Secure Choice Illinois & SECURE Act 2.0, at The Qbar.

Oct. 25, 2023: "Business Builder's Workshop" Guest Speaker Virginia Weiskopf presenting on Artificial Intelligence.

Oct. 25, 2023: Darien, Hinsdale and Clarendon Hills Chambers Networking Event at: The Range at 355.

Nov. 8, 2023: "Business Builder's Workshop" Guest Speaker Attorney Joerg Seiffert presenting on Wills.

Nov. 10, 2023: Casino Night at Ashton Place Banquets in Partnership with Cancer Smashers

The chamber also issues a weekly newsletter of news and events and is currently preparing a Community Guide magazine that will list each chamber member both alphabetically and by category. This issue is planned for both mailing and electronic copy in January 2024.

On behalf of the Darien Chamber and Board of Directors, we wish to thank the City of Darien for their support both financially and other. The success of the Darien Chamber and it's membership will succeed with a continued partnership with the City of Darien and we are most grateful for that.

Sincerely,

April Padalik

Executive Director

Darien Chamber of Commerce

Your Connection to Community!

1702 Plainfield Road

Darien, IL 60561

Phone: (630) 968-0004

Email: www.darienchamber.com

	Company Name	Join Date
1	Tri-State Fire Protection District	3/21/2016
2	AAA CHICAGO	5/17/2017
3	ABC Land Preschool	5/15/2023
4	AFC Urgent Care of Willowbrook & Naperville	5/15/2023
5	Air Ducts Done Right	7/18/2023
6	Al Chile Mexican Grill	9/21/2023
7	All - Cut, Inc.	5/15/2023
8	AlphaGraphics Lisle	8/20/2018
9	Alpine Banquets, Inc.	1/1/2000
10	American Academy of Sleep Medicine	3/30/2013
11	Angela's Decorative Art	9/1/2023
12	Anytime Fitness - Darien	5/1/2023
13	Aodake Sushi & Hibachi Restaurant	3/24/2023
14	Argonne National Laboratory	1/1/2003
15	Ashton Place	1/1/1994
16	Automated Forms and Graphics, Inc	1/1/2010
17	B & R Dentists	4/25/2023
18	Babba Grill	5/18/2023
19	Barbara J. Vondra, CPA	1/1/2004
20	Bayern Builders, Inc.	11/1/2010
21	Begeman Jewelers	1/1/1998
22	Bella Cosa Jewelers	10/1/2007
23	Better Business Bureau of Chicago & Northern Illinois	12/11/2011
24	Binny's Beverage Depot	1/1/2006
25	Blue Diamond Wealth Management, Inc.	5/15/2023
26	BMO Harris	1/1/1998
27	Bonita Hair & Nail Salon	5/15/2023
28	Bridgestone Firestone	9/10/2021
29	Bright Light Medical Imaging	5/15/2023
30	Brookhaven Marketplace	4/1/2005
31	Bua Thai Kitchen	4/18/2023
32	Buddhist Tzu Chi Foundation	7/29/2016
33	Burr Ridge Veterinary Clinic	4/1/2009
34	Burrito Paradise	9/23/2014
35	BY YOUR SIDE Autism Therapy Services	3/1/2023
36	Cadence Academy Preschool	12/12/2018
37	Camden Law Office, LLC.	4/25/2022
38	Cancer Smashers	10/17/2018
39	Canteen Vending	7/13/2023
40	Card Frenzy	8/7/2023
41	Carmelite Gift Shop	1/1/2007
42	Carriage Greens Country Club	1/1/1984
43	Cass Dental Care	4/4/2022
44	Cass School District # 63	1/1/2002
45	Cattaneo Electric Company	1/1/1984
46	Celestine Salon and Spa	4/25/2023

47	Chapo Construction Company	5/1/2023
48	Chiba Japanese Restaurant	12/14/2012
49	Chicago Association Management - CAM	6/5/2023
50	Chuck's Southern Comforts Cafe & Banquets	12/4/2012
51	Citibank	10/2/2023
52	Citizen's Bright Ideas - Home Care	9/15/2023
53	City of Darien	1/1/1984
54	Claes and Claes, Ltd.	4/25/2023
55	Clark Chiropractic	6/1/2023
56	Clean Slate Inc.	5/19/2016
57	College Hunks Hauling Junk and Moving	10/30/2020
58	ComEd	10/30/2013
59	Compass Lending Inc.	5/15/2023
60	Crosstown Realtors	10/20/2023
61	Culver's of Darien	4/6/2011
62	CWA Accounting Inc.	3/16/2015
63	D' Pelos Salon & Barbershop	5/15/2023
64	Danielle Hardesty Photography	9/10/2021
65	Darien Animal Clinic	4/9/2013
66	Darien Arts Council	1/13/2022
67	Darien Chamber of Commerce	1/1/1984
68	Darien Collision Center	7/15/2008
69	Darien Community Bank	1/1/2004
70	Darien District 61/Eisenhower Jr. High	1/1/2002
71	Darien Eye Specialists	4/25/2023
72	Darien Historical Society	1/1/2006
73	Darien Immediate Care	9/30/2014
74	Darien Lions Club	1/1/2003
75	Darien Liquors	8/31/2020
76	Darien Management Company, LLC.	5/15/2023
77	Darien Memorial VFW Post 2838	8/22/2011
78	Darien Pantry	4/18/2023
79	Darien Park District	3/21/2011
80	Darien Swim and Recreation Club	3/4/2016
81	Darien Tobacco Wine & Liquor	2/9/2016
82	Darien Woman's Club	1/1/2006
83	Darien Youth Club	4/30/2013
84	Darien-Woodridge Fire District	1/1/2000
85	Dawn Center Rescue	3/23/2022
86	Dell Rhea's Chicken Basket	6/27/2019
87	DLD Dance Center	6/13/2017
88	Dotty's	4/25/2023
89	Downers Grove Township Assessor	8/9/2022
90	Downers Grove Township Republican Organization	8/18/2011
91	Dunkin Donut's	5/15/2023
92	DuPage Star Technology	1/1/2007
93	Eagan & Company, Certified Public Accountants	1/3/2022

94	Edward Jones Investments - James Burke	1/16/2014
95	Elevation Talent Group	10/6/2022
96	Elite Smiles	4/25/2023
97	Evolve Dentistry	12/20/2022
98	EXiT Real Estate Partners	1/1/1999
99	Express Med Spa	12/1/2022
100	Ezzi Signs	3/20/2023
101	Ezzy & Associates LLC	7/2/2019
102	Fairview Dental Group	7/25/2016
103	Finan Animal Hospital	4/10/2023
104	First American Bank	1/1/2005
105	First Merchants Bank	1/1/2004
106	Fortress Data Management	7/14/2017
107	Four Corners Community Church	10/21/2021
108	Frugal Muse Books-Music-Video	5/1/2023
109	Fruitful Yield	4/25/2023
110	Fry the Coop	5/1/2023
111	Fun House Entertainment, LLC.	6/28/2018
112	Gear & Repair, LLC.	4/18/2023
113	George & Sons	6/12/2023
114	Goddard School	5/31/2012
115	Grand Dukes Restaurant	12/15/2021
116	Hallstar Beauty and Personal Care North America	5/1/2023
117	Haraldsen's Garage & Body	1/1/2004
118	Harmi Sushi	2/23/2023
119	Herus Inc.	4/18/2023
120	High Haven Dispensary	8/7/2023
121	Higher Health Chiropractic	8/29/2023
122	Hinsdale Animal Cemetery and Crematory	1/1/2008
123	Hinsdale South High School	1/1/2001
124	Hinsdale South High School Foundation	6/17/2019
125	Holistic Health & Beauty Naturally, LLC.	8/10/2021
126	Holtz Educational Center	5/1/2023
127	Home Depot	1/1/1994
128	Home Run Inn Pizza	1/1/1989
129	Homes By Jones Family Real Estate Team - Coldwell Banker	8/12/2021
130	Indian Prairie Public Library	1/1/1984
131	Insurance Agent's Co-Operative, Inc.	5/1/2023
132	Interfaith Community Partners	7/1/2021
133	Jagat Holdings, LLC.	5/15/2023
134	Jam N Jelly Pancake House, Inc.	8/29/2023
135	Jameson's Charhouse	1/21/2013
136	Jenny Craig Weight Loss Center #213	5/15/2023
137	Jets Pizza, TJM Pizza Corp.	4/18/2023
138	Jimmy John's	7/13/2023
139	Joerg Seifert Law Offices P.C.	2/22/2012
140	K & B Financial, Inc.	1/1/1999

141	Kiddie Academy of Darien	3/11/2016
142	Kiefer Financial Group	5/30/2019
143	Kingery Dental Health & Wellness	4/12/2011
144	Kingswood Academy	1/1/2000
145	KO Business Solutions	5/15/2023
146	L & M Car Wash	5/1/2023
147	LaPanza	3/10/2023
148	Law Office of Joseph P. Glimco III, P.C.	11/21/2007
149	Life Stance Health	6/1/2020
150	Lord of Life Lutheran Church	8/9/2011
151	LRS	8/1/2022
152	M.M.J.R. - LLC. / Office Leasing	1/1/2006
153	Marketing Card Technology	5/1/2023
154	Married by Michael	10/21/2021
155	Massage Envy (Darien - Downers Grove PCRK Group)	12/6/2019
156	McDonald's	4/18/2023
157	Mi Hacienda	1/1/2003
158	Michael Overmann, Ltd. - Attorneys At Law	1/1/2000
159	Midwest Express Clinic	7/30/2019
160	Modell Funeral Home	1/1/1984
161	Modern Way Dry Cleaners	5/15/2023
162	Multi Print and Digital, LLC.	5/1/2023
163	New City Moving	11/18/2021
164	New Edens Cleaners	5/15/2023
165	Nick Pitzer State Farm Agency	3/12/2015
166	Nothing Bundt Cakes	6/1/2023
167	Old Second National Bank	1/1/1984
168	Old Vilnius Cafe	5/8/2013
169	Olsick Insurance Group	3/7/2023
170	Onyx Dental Care	7/26/2023
171	P.M. Tax and Accounting Service Inc.	8/26/2020
172	Padrinos	9/7/2021
173	Patio Restaurant	1/1/1995
174	Pizzeria K, LLC	5/1/2023
175	Platinum Patio and Pavers	1/26/2021
176	Punia Heating & Cooling, Inc.,	10/26/2023
177	Q Bar & Grill	1/1/2002
178	Realty Executives Midwest	1/1/1995
179	Republic Bank	1/1/1995
180	Revive Psychological Services	4/18/2023
181	RhinoShield - Northern Illinois Coatings, LLC	8/3/2023
182	Rooftech Systems, Inc.	1/1/2006
183	Rose Landscape Design, Inc.	1/1/2006
184	Rotary Club of Darien	1/1/2007
185	Runco Office Supply	8/21/2023
186	Sally Beauty Supply #3323	5/1/2023
187	Semyck Financial Services, Inc.	6/7/2022

188	SENECA Real Estate Group, LLC	9/27/2017
189	Signal Marketing	7/7/2021
190	Single Source, Inc.	1/1/2007
191	SMB Contracting	3/28/2023
192	Smile Studio 87	8/6/2012
193	Smiles on Cass	1/13/2014
194	Snyder Insurance & Financial Services	8/18/2015
195	Sports Clips Haircuts	5/1/2023
196	SpringHill Suites by Marriott	1/1/2006
197	St. John Lutheran Church and Early Learning Center	1/1/2006
198	State Farm Ryan Wahlheim	7/12/2016
199	Stella's Place	4/14/2015
200	Suburban Life (Shaw) Media	1/1/1984
201	Sweet Home Kitchen & Bath, Inc.	5/1/2023
202	T-Mobile	5/15/2023
203	TGI Fridays	3/30/2015
204	The Dog District	6/25/2014
205	The Joint Chiropractic	9/24/2021
206	The Range at 355 LLC	7/1/2022
207	The Salvation Army	4/18/2023
208	Tizzy Treats & Eats	5/1/2023
209	Tobacco Nest	4/10/2023
210	Township of Downers Grove	9/16/2011
211	Trucksx Inc.	4/18/2023
212	TVG - Medulla, LLC. Chiro One Wellness	8/10/2011
213	Uni-Carrier, Inc.	4/1/1999
214	Unique Balloon Decorating	10/13/2023
215	Viking Travel	7/2/2019
216	Wayback Burgers	10/5/2021
217	Wealthbridge Financial Advisors	9/17/2018
218	Wendling Designs	6/7/2012
219	Windy City Amusements, Inc.	1/1/2009
220	Wiz Plumbing	9/8/2022
221	Woodridge Dental LLC	1/1/2007
222	Zazzo's Pizza and Catering	11/21/2012

Memorandum of Understanding

Between the City of Darien and the Darien Chamber of Commerce

- 1 The City of Darien (City) will provide a business grant to the Darien Chamber of Commerce (Chamber) of \$35,000.
- 2 The grant will be used solely to provide a one-year Chamber membership to all Darien businesses beginning with the membership renewal in 2024. Businesses outside of Darien will pay the annual membership fee
- 3 The MOU is limited to one year but may be reviewed annually during city budget discussions.
- 4 The City will monitor the chamber over the next year to determine if the new increased membership adds to the value of the chamber, including, but not limited to:
 - § increased member participation
 - § educational activities for members such as special event speakers addressing topics of interest
 - § satisfaction of membership exposure to the consumer
 - § financial stability

Monitoring the chamber over the next year does not mean the city has any authority or oversight of the chamber's operations.

- 5 The City and Chamber will look for partnerships during the grant period, such as combined mailings, business outreach, public events, business promotion and other partnership opportunities that promote the Chamber
- 6 This MOU will be in effect for 12 months upon formal approval from the City and Chamber
- 7 The Chamber is permitted to obtain advertising sponsorships, from chamber members, at city events such as the summer concert series and other events the city may hold. The chamber will retain all sponsorship fees they collect. All sponsorships/advertising material needs pre-approval from the city.
- 8 **The chamber and City agree to the following regarding the Darien Fest**
 - a) **The City and Chamber will co-sponsor the Darien Fest**

- b) The fest will take place at Westwood Park. If Westwood Park is not available another park will be chosen**
- c) The City and Chamber agree that Darien Fest is a community event and intend on partnering with other local not for profit groups to assist with the event**
- d) The Chamber will serve as the lead group to plan, organize, finance, carry out, and all other responsibilities as in previous Darien Fests**
- e) In consideration of d above, the Chamber will retain profits from the fest. This excludes profits from local not for profit groups participating in the fest**
- f) The City and Chamber will have the Darien Action Committee (or DAC subcommittee) as an advisory group to provide input for the planning of the Darien Fest**
- g) The City agrees to take the lead in working with the Darien Park District for all required approvals to use the park**
- h) The City will provide police services as a contribution to the event**

Approved by Chamber's authorized representative: _____ Date: _____

Approved by JOSEPH MARCHESE, MAYOR: _____ Date: _____



RESOLUTION NO. _____

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF DARIEN AND THE DARIEN CHAMBER OF COMMERCE

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, as follows:

SECTION 1: The City is committed to assist Darien local businesses in a variety of ways while also helping to build a strong Darien Chamber of Commerce

SECTION 2: The City will provide financial assistance to the Chamber to facilitate chamber memberships of all Darien businesses and co-sponsor the 2024 Darien Fest.

SECTION 3: This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

SECTION 4: The City Council of the City of Darien hereby authorizes approval of the Memorandum of Understanding, and authorizes the Mayor to sign the MOU, a copy of which is attached hereto as "[Exhibit A](#)" and is by this reference expressly incorporated herein.

PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 20th day of February 2024

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 20th day of February 2024.

JOSEPH MARCHESE, MAYOR

ATTEST:

JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

Memorandum of Understanding

Between the City of Darien and the Darien Chamber of Commerce

- 1 The City of Darien (City) will provide a business grant to the Darien Chamber of Commerce (Chamber) of \$35,000.
- 2 The grant will be used solely to provide a one-year Chamber membership to all Darien businesses beginning with the membership renewal in 2024. Businesses outside of Darien will pay the annual membership fee
- 3 The MOU is limited to one year but may be reviewed annually during city budget discussions.
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 - § increased member participation
 - § educational activities for members such as special event speakers addressing topics of interest
 - § satisfaction of membership exposure to the consumer
 - § financial stability

Monitoring the chamber over the next year does not mean the city has any authority or oversight of the chamber's operations.

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- 7 The Chamber is permitted to obtain advertising sponsorships, from chamber members, at city events such as the summer concert series and other events the city may hold. The chamber will retain all sponsorship fees they collect. All sponsorships/advertising material needs pre-approval from the city.
- 8 **The chamber and City agree to the following regarding the Darien Fest**
 - a) **The City and Chamber will co-sponsor the Darien Fest**

- b) The fest will take place at Westwood Park. If Westwood Park is not available another park will be chosen**
- c) The City and Chamber agree that Darien Fest is a community event and intend on partnering with other local not for profit groups to assist with the event**
- d) The Chamber will serve as the lead group to plan, organize, finance, carry out, and all other responsibilities as in previous Darien Fests**
- e) In consideration of d above, the Chamber will retain profits from the fest. This excludes profits from local not for profit groups participating in the fest**
- f) The City and Chamber will have the Darien Action Committee (or DAC subcommittee) as an advisory group to provide input for the planning of the Darien Fest**
- g) The City agrees to take the lead in working with the Darien Park District for all required approvals to use the park**
- h) The City will provide police services as a contribution to the event**

Approved by Chamber's authorized representative: _____ Date: _____

Approved by JOSEPH MARCHESE, MAYOR: _____ Date: _____

AGENDA MEMO

City Council
February 20, 2024

Issue Statement

A RESOLUTION ACCEPTING A PROPOSAL FROM GOVTEMPS-MGT FOR THE DEVELOPMENT OF A FOUR-YEAR STRATEGIC PLAN IN THE AMOUNT OF \$18,100.

RESOLUTION

Background/History

During the November 2023 goal-setting session, council determined that a four-year strategic plan be developed utilizing a strategic planning consultant to facilitate the process. Staff prepared an RFP, [Attachment A](#), and solicited 3 competitive companies. Staff received 2 proposals, attached and labeled as [Attachment B](#):

NIU – Center for Intergovernmental Studies	\$19,400
GOVTEMPS-MGT	\$18,100

The proposed FYE25 fiscal year includes funding of \$30,000 in Account 10-4325

Staff/Committee Recommendation

Admin/Finance recommends a resolution accepting a proposal from GovTemps-MGT for the development of a four-year strategic plan.

ALTERNATE CONSIDERATION

As directed by the City Council.

DECISION MODE

This item will be placed on the February 20, 2024 City Council agenda for formal approval.



City of Darien
Strategic Planning
Request for Proposals
Submissions due
January 31, 2024

1. SUMMARY

The City of Darien, Illinois is seeking consultant services for the development of a four-year strategic plan. All proposals should clearly define how consultants will work with the City to assist in a comprehensive and participatory planning process.

2. BACKGROUND

Incorporated December 13, 1969, the City of Darien, population of 22,011, operates under a Council/Aldermanic form of government. The Mayor, City Clerk and City Treasurer are elected at-large from the entire City. Alderpersons are elected from seven wards to serve four-year terms.

For detailed information about Darien you may review the following link to our new resident welcome packet.

<https://www.darien.il.us/community/new-resident/welcome-packet-4-01-20.aspx>

3. SCOPE OF WORK

The Mayor and City Council are seeking a consultant to lead the City through the process of developing a four-year strategic plan with the deliverables outlined below. The process will include engaging key stakeholders as determined by the City, and include input from the recent citizen survey. The following are the requested scope of services:

A. Perform a S.W.O.T Analysis (Strengths, Weaknesses, Opportunities, and Threats)

The consultants will review information collected from the City Council and staff interviews, community survey data, local organization leaders and others to be determined. Through a facilitated process, the consultants will capture further information from the City Council to modify the SWOT analysis (if needed) and seek group consensus to ensure the SWOT analysis reflects the group's overall assessment of the City's environment.

B. Facilitate Goal-Setting Session

Facilitate a process for the development of a 4-year strategic plan. The consultant shall collaborate with relevant parties to provide input for the development of a vision and mission statement, a set of priorities, as well as, an action plan focused on achieving the identified priorities during the four-year lifespan of the strategic plan. The action plan will contain the priorities, each with their associated context, goals/objectives, strategies/actions, indicators, persons or groups responsible, target dates, and estimated costs. This process shall include pre-workshop stakeholder input, 4-hour workshop, and preparation of a strategic plan document.

4. PROPOSAL CONTENT

a. Step 1 (Technical and Qualifications)

Proposals should include the following information, presented in a clear, comprehensive, and concise manner, to illustrate the firm's capabilities and technical approach to the work.

Information Required of RFP Respondents:

- i. **Firm name, business address, telephone, and other relevant contact information.**
- ii. **Description of the firm.**
Include history, size, and statement of ability to perform the work.
- iii. **Summary of the Proposal.**
Provide a brief summary of the proposal.
- iv. **Work Plan & Timeline.**
Provide information about proposed activities including a timeline for completion and deliverables.
- v. **Staffing Plan, Including Resumes.**
Identify each person who will work on the project and identify his or her role. Please provide professional background.
- vi. **References.**
Provide the names of three references that you have worked with on similar strategic planning projects.
- vii. **Examples.**
Provide two examples of adopted Strategic Planning documents from other communities that you have worked with on similar strategic planning projects.

b. Step 2 (Pricing)

- i. A project budget that includes a “not to exceed” cost for professional services to complete the items identified in the scope of work. The “not to exceed” costs should be an all-inclusive cost to include all elements of this assignment, including travel, meeting facilitation, document preparation and printing costs. The budget shall also include any limitations to the scope of work.
- ii. The pricing document should also include any potential work not defined within the proposed scope of services, or not mentioned in this RFP.

5. SUBMISSION OF PROPOSALS

Applicants will provide two (2) copies and one electronic copy (emailed) of the proposal. Proposals are to be submitted by January 31, 2024 to:

**City Darien
ATTN: Lisa Klemm,
Administrative Assistant
to City Administrator
1702 Plainfield Road
Darien, IL 60561**

Applicants may send the electronic copy to lklemm@darienil.gov

Envelopes containing the proposal shall be marked "**FOUR Year Strategic Planning Proposal**". An estimated project timeline should also be included. **Anticipated start date of project May 6, 2024.**

6. EVALUATION OF PROPOSALS

Evaluation Procedure:

City Staff will internally review the responses to the RFP and recommend one firm to the City Council for approval. The City reserves the right to establish a final award determination and to negotiate with the successful respondent in the addition or deletion of any or all tasks included within the RFP. The City of Darien also reserves the right to accept or reject any or all RFP's and to accept the RFP most advantageous to the City.

7. QUESTIONS REGARDING THE RFP

Contact for questions: Lisa Klemm at lklemm@darienil.gov

Questions regarding the RFP must be received via email to the address above by January 26, 2024.

Strategic Planning and Goal Identification Proposal for Darien, Illinois



Prepared by:
NIU Center for Governmental Studies
DeKalb, Illinois

January 2024



NORTHERN ILLINOIS UNIVERSITY

Center for
Governmental Studies

Outreach, Engagement, and Regional Development



Mel Henriksen
Assistant Director
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mhenriksen@niu.edu
www.cgs.niu.edu

*Building stronger regions
through innovation and
collaboration.*

January 18, 2024

Lisa Klemm
Administrative Assistant to City Administrator
City of Darien
1702 Plainfield Road
Darien, IL 60561

RE: Proposal to provide strategic planning services

Dear Ms. Klemm:

In response to the city's request for a proposal to facilitate a multi-year strategic planning process, the following outline and approach is offered for your consideration. The approach that follows addresses the needs identified in the RFP:

- Identifying a long-term vision, setting organizational priorities, and shaping the city's strategic direction;
- Providing an environmental analysis of the governing and community environment including a review of the city's strengths, weaknesses, opportunities, and challenges (SWOC);
- Facilitating a strategic planning workshop with the city's elected officials and senior leadership team to establish clear priorities and trackable short- and long-term strategic goals;
- Launching action planning of the consensus goals; and
- Providing a communicative summary document/final report for use by the council, staff, and broader community.

As the list of representative projects reflects, members of our proposed team, and the Center for Governmental Studies as a whole, have provided similar services for a variety of municipalities and local governments across Illinois.

Thank you for the opportunity to be considered to assist the City of Darien with this important undertaking. We would be pleased to meet further with the city's leadership team to review our proposed approach, amplify the outline presented in the attached, and confirm the goals and expectations for the project.

Sincerely,

A handwritten signature in cursive script that reads 'Melissa Henriksen'.

Melissa "Mel" Henriksen
Assistant Director
Strategic Management, Policy, and
Community Development
NIU Center for Governmental Studies

CGS provides expertise that helps decision-makers implement efficient, sustainable, and cost-effective approaches to economic, social, and information management issues.

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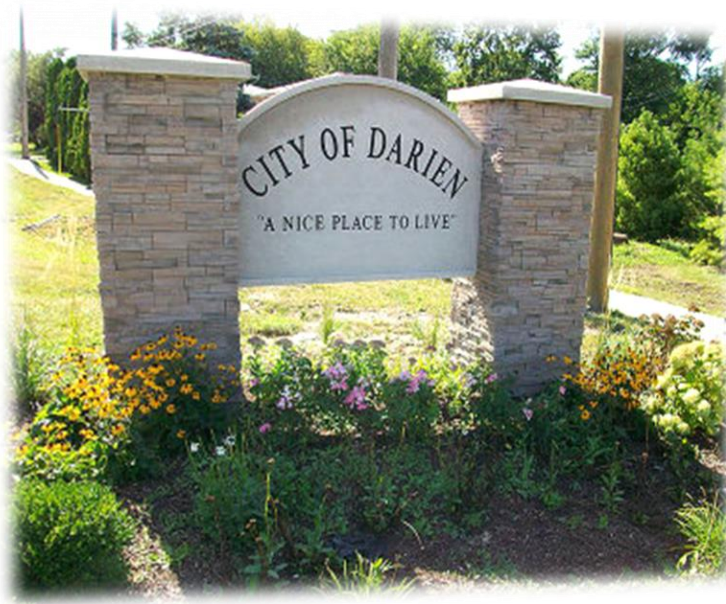
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City of Darien

Strategic Planning and Goal Identification Proposal

January 2024

direct questions to

Melissa “Mel” Henriksen
Assistant Director

Northern Illinois University Center for Governmental Studies

Strategic Planning

*"The art of progress is to preserve order amid change,
and change amid order" - A.N. Whitehead*

Strategic planning, at its core, is leadership's expression of the future. Whether it be a private or public organization, the world in which all organizations operate continues to rapidly change and grow more complicated as witnessed by the changing dynamics of our region, our state, the nation, and the globe.

The following proposal has been prepared in response to the city's request for a proposal (RFP) for comprehensive strategic planning services for the City of Darien. The Northern Illinois University Center for Governmental Studies (NIU-CGS) is recommending a participative process that will enable the city's elected officials and senior staff to collaboratively gain insights, share perspectives, and undertake an exploration of organizational dynamics generating an updated consensus view of the city's future. The result of the process will be a thorough discussion of policy and administrative leaders' views of the city's most critical goals, objectives, and organizational arrangements for both the short and long term.

INTRODUCTION

As the city's leadership is aware, strategic planning initiatives are not a new phenomenon for progressive organizations. The value of such processes continues to be recognized by leaders at the policy and administrative levels in both private and public organizations. The world in which we all operate continues to rapidly change and grow more complicated. In turn, the challenges and choices that you face in establishing policies, providing vital services, and setting priorities are likewise more complex and challenging than ten years ago, five years ago--even one year ago. Consider some of the trends within and beyond your borders: healthcare trends, the global pandemic, changing demographics, value shifts, growth, economic contraction, tax limitations, demands for service, funded and unfunded mandates, technology changes, etc. These are just a sample of the many factors that impact the how, what, when, where, and why of operating and providing services in today's civic environment.

STRATEGIC PLANNING PROCESS OVERVIEW

The proposed framework presented outlines the recommended exercises and goal-setting techniques that will be employed to undertake a holistic review of the city's strategic direction. A sound strategic planning process helps to focus leadership, energize the organization, and engage stakeholders. It should be seen as an avenue to not only map out the future, but also to foster a sense of ownership and boost the overall effectiveness in setting the course for the city in partnership with the community.

Although the word *"planning"* appears in the description, it must be emphasized that the result of this process is not to create a plan that sits on a bookshelf like a trophy. Rather, the primary outcome is to foster *strategic thinking* and *communication* among council members and senior staff leading to an evaluation of the current strategic plan components, including a viable review of identified and prioritized goals that incorporate the overall *vision for the city's short- and long-term future*.

Strategic Planning Cycle: Scanning, Planning, and Action

Taken as a whole, the strategic planning process that is envisioned can be represented in a model of the various steps and elements in a cycle of input, environmental scanning, goal setting, prioritization, action planning, and re-examination of the city's progress. An illustration of the strategic planning cycle described is presented below:



* Model generally represents the steps that are taken for this type of initiative.

DETAILED DESCRIPTION OF PROPOSED PROJECT COMPONENTS

Component A: Pre-Workshop–Strategic Planning Readiness

Kick-off Meeting

As part of initiating actions and launching the project, the facilitator(s) will convene a project review meeting with the city administrator and other project staff designated or desired by the city to: (1) confirm expected outcomes; (2) review status of current mission, vision, and values to determine the need or desire for any development and/or updating; (3) explore the best ways to incorporate the results of Darien’s 2023 Citizen Survey; and (4) review status of prior goals or initiatives, if applicable, and discuss how to best share progress at workshop(s). This meeting will also be used to set estimated project schedules and finalize the exercises and options included in the process.

Component B: Pre-Workshop–Environmental Scanning

Stakeholder and Background Information Gathering

This pre-workshop component is an important piece designed to help ground the process as listening is vital to planning. The project team will use various techniques for gathering background data, ranging from desktop review of documents to interviews and preparatory group discussions. These steps are an important part of “taking stock” by the project team to help understand current policy and operational perspectives, perceptions, and preferences.

The avenues identified for collecting and involving stakeholders to gain the input and perspective of organization members and others beyond the city government include interviews and focus groups. The proposed work plan highlights the key organizational and stakeholder groups that should be considered for input for the city. The extent to which the listening component will be utilized will translate into the depth of data gathered, the time it will take to gather it, the analysis, and the cost associated with the collection method or technique employed. Each technique has its own strengths and outcomes.

Interviews are an interactive, source-focused approach that provides participants with an opportunity to share personal perspectives at a one-on-one or one-on-two level with a professional interviewer. It results in highly personalized participation and the in-depth sharing of ideas. Interviews are the most labor-intensive approach to gathering stakeholder input. A list of five to six key questions will be developed to help guide discussions. The focus of the interview sessions is to gain an initial perspective by building a balanced and informed view of the City of Darien from each stakeholder’s unique vantage point.

Focus groups are also an interactive approach that assures broad participation and the sharing of ideas in a non-threatening group environment created by the facilitator. Participants are led through a structured but informal discussion that will focus on five to six discussion questions that highlight key areas of insight for the process. The advantages of focus groups are the efficiency of gaining multiple insights at one time, the dynamic discussion that takes place among multiple participants, and the robust nature of the comments. Like the interview approach, the aim of the focus group sessions will be to gain a balanced and informed view of the city from each

stakeholder's unique perspective. The ideal size for focus groups is approximately 12–15 participants, with sessions lasting 60-90 minutes.

Background Interviews and Focus Group Suggestions

Virtual and in-person options are available

➤ City Senior Staff and Leadership

Tier I: Organization Views

- City Administrator (one interview, 45-60 minutes)
- Mayor (one interview, 45-60 minutes)
- Aldermen, Clerk, and Treasurer (nine interviews, 30-45 minutes each)
- Department Head Prep Session (1.5 minutes to two hours)
- Front-line and Mid-line Staff (*optional*, one focus group)

➤ Community Stakeholder Input

Tier II: Community Views and Perspectives

- Civic and Intergovernmental Institutions (e.g., secular community, non-profits, school district, etc.) (one focus group)
- Business Community (one focus group consisting of small and large businesses, diversity of sectors)
- Invitational Resident (assisted by staff to include a cross section of residents including age, gender, race, geography, residential tenure, etc.) (one focus group)

➤ Data Analysis and Thematic Summarization of Stakeholder Input

- Provide summary of themes and key issues or desires as expressed by stakeholder focus groups

Component C: Strategic Planning Leadership Workshop(s)

Senior Staff and City Council Leadership Workshop Agenda

Five to six contact hours needed, on average

➤ Mission Affirmation and Vision Review

- Affirmation: what is our raison d'être or mission?
- Review, affirm, or adjustments: what is our vision of the future for the city, the community?
 - Imagine the city, 10, 15 years from now...

➤ Stakeholder Input Analysis

- Presentation of summary of themes identified by stakeholder focus groups and interviews

Agenda example options include:

- ✓ One weeknight (3:00 p.m.–9:00 p.m.)
- ✓ One weekday (9:00 a.m.–3:00 p.m.)
- ✓ Two weeknights (6:00 p.m.–9:00 p.m. each night), OR
- ✓ Saturday option (9:00 a.m.–3:00 p.m.)

- City leadership presents themes and ideas from Darien’s 2023 Citizen Survey
- Environmental Scanning – Strengths, Weaknesses, Opportunities, and Challenges (S.W.O.C.)
 - Part 1: Small group S.W.O.C. warm-up exercise
 - Part 2: Large group S.W.O.C. analysis
 - Identify internal strengths and weaknesses
 - Identify external opportunities and challenges
- Group Goal Development
 - Presentation of prior goals’ status or progress from prior planning initiatives by city staff (if applicable)
 - Short- and long-term goal development and discussion
 - Group goal classification

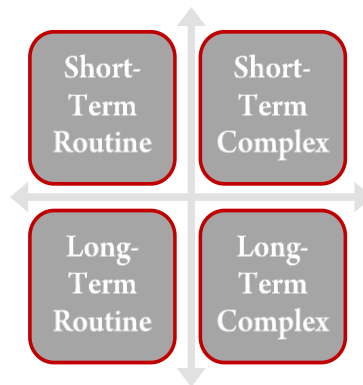
Component D: Post-Workshop Follow-Up

Elected Official Prioritization

- Goal refinement and consolidation as needed and development of strategic priority areas with city staff and the NIU-CGS project team
- Elected officials’ goal prioritization process (via online ranking exercise)
 - Goal prioritization can also be done with **all workshop participants**, if preferred
- Goal ranking survey results prepared and sorted by time and complexity classification

Time and Complexity Goal Classification Grid

-by G. Gabris



Elected Official Goal Prioritization Process Overview

Following the classification exercise, the elected officials will be asked, through a post-workshop online exercise, to delineate why certain goals should be given high priority, and some, although worthy, should receive lower priority. Point values will be assigned to each goal within each classification. The resulting consensus ranking of short- and long-term goals will be the outcome of this phase of the process.

Component E: Post-Workshop Implementation Launch

Action Planning Launch

- Presentation of tools and techniques: implementation launch in the organization
- Operationalizing the goals – clarification of goals statements
- Structural assignments and goal coordination responsibilities
- Scheduling of start dates, milestones, and status reports
- Approaches for action steps and work plans

FINAL REPORT

A final report documenting both the process and outcomes will be provided to the administrative leadership for approval. A standalone executive summary will also be produced. Both will be provided in electronic form and presented in person to the city council.

ESTIMATED RANGE OF COSTS

The base project cost, including all project components (A-E) and final report editing and design, is not to exceed the amount of \$19,400. The final cost of the project will be determined by the components selected, i.e., number of focus groups, number of workshops, etc. The estimated costs presented here would include professional and analytical fees and project expenses (including mileage and travel) for all phases, from inception through action planning launch, including background research, process design, environmental scanning, analyses, leadership workshop facilitation by a team of facilitators, and all related project expenses.

Project Phase/Element	Project Budget
<ul style="list-style-type: none"> • Component A: Pre-Workshop–Strategic Planning Readiness • Component B: Environmental Scanning/Community Input • Component C: Strategic Planning Workshop(s) • Component D: Post-Workshop Follow Up • Component E: Post-Workshop Action Planning Launch • Final Report Editing and Design 	
Total Base Cost	Not to exceed \$19,400

**Please note: Additional components or tasks would represent an additional research effort and will result in additional costs beyond the cost estimate presented and will be charged at a rate of \$140 per hour, for professional staff, \$60 per hour for support and technical staff, plus related expenses. CGS will advise the client before starting any additional work and secure authorization to proceed before undertaking additional assignments.*

The city will be responsible for securing and reviewing meeting sites or coordinating online invites if virtual meetings are required with the NIU-CGS project team. The city will coordinate with NIU-CGS all notices, invitations, postings, room setups, and refreshments for all workshops and project sessions. **The city should check with its legal counsel to make sure all meeting postings are consistent with any Open Meetings Act procedures.** The city will also be responsible for reviewing, securing, and funding

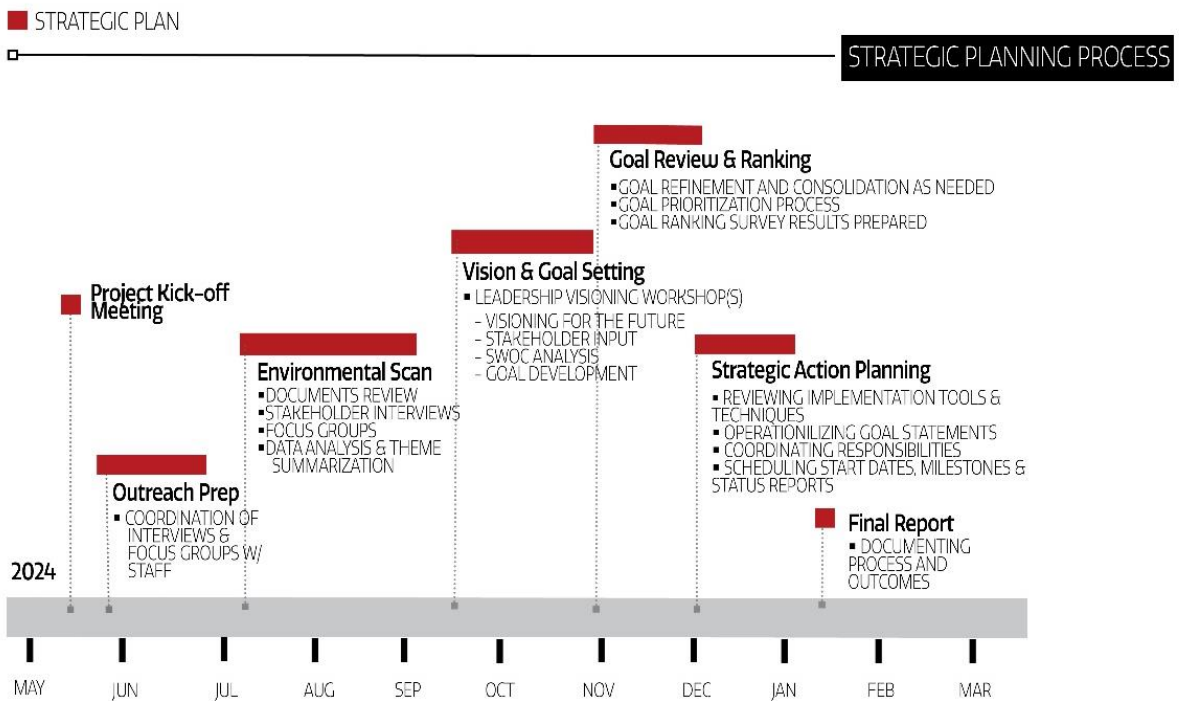
any costs for facilities and refreshments, including technology or equipment, room rentals, supplies, and/or other ancillary logistical items.

PROPOSED TIMELINE

The workshops and meetings for the 2024 strategic plan will be held on dates that are mutually convenient for both the city’s participants and the NIU-CGS lead facilitator and project team. The anticipated start date for the project is May 2024. The completion date will be dependent on the scope of services selected, the timing and sequence of the various planning components, and the scheduling of workshops that permit the gathering and analysis of stakeholder input prior to the leadership workshop. A series of pre-workshop discussion and environmental scanning session(s), a five- to six-hour strategic planning workshop(s), and a two-hour action planning launch session with the city administrator and staff or other leaders are included in the planned base project meeting activities.

CITY OF DARIEN PROJECT TIMELINE ESTIMATES

The Project Timeline below illustrates how the Strategic Planning process will be coordinated throughout the duration of the project timeframe. In addition, certain outcomes will inform subsequent phases of the planning process.



****Estimated duration**—dates are to be determined and are subject to the facilitator(s) and the city’s project team’s availability, progress of exercises, and return of requested data or decisions from the city. The timeline may vary based on optional and/or any additional components selected.

APPROVAL/ACCEPTANCE

An engagement letter between the Center for Governmental Studies and the City of Darien, with a final scope of services, proposed fees, expenses, and terms will be prepared upon city approval and acceptance of the final project framework and approach.

REFERENCES AND REPRESENTATIVE PROJECTS

Listed below are representative strategic planning projects led by Greg Kuhn, Mel Henriksen, CGS, and team members. There are also links to the strategic plans you can access by clicking the name below.

1. [Oswegoland Park District](#)
2. [City of Monticello](#)
3. [Village of Elburn Parks Commission](#)
4. [City of Rochelle](#)
5. [Hanover Township](#)
6. Village of Lincolnwood
7. Village of North Aurora
8. Village of LaGrange
9. Village of Western Springs

Contacts

1. Thomas Betsinger, Executive Director, Oswegoland Park District, (630) 554-4460, tbetsinger@oswegolandpd.org
2. Terry Summers, City Administrator, City of Monticello, (217) 762-2583, tls@cityofmonticello.net
3. John Nevenhoven, Village Administrator, Village of Elburn, 630-365-5062, jnevenhoven@elburn.il.us
4. Jeff Fiegenschuh, City Manager, City of Rochelle, 815-562-2073, jfiegenschuh@rochelleil.us
5. James Barr, Township Administrator, Hanover Township, 630-837-0301, JBarr@hanover-township.org
6. Anne Marie Gaura, Village Manager, Village of Lincolnwood, 847-745-4717, agaura@lwd.org
7. Steve Bosco, Village Administrator, Village of North Aurora, 630-897-8228, sbosco@vil.north-aurora.il.us
8. Andri Peterson, former Village Manager, Village of LaGrange, apeterson@villageofhinsdale.org, 708-789-7005
9. Ellen Baer, Village Manager, Village of Western Springs, 708-246-1800 x128, ebaer@wsprings.com

Additional strategic planning projects in Illinois led by Mel Henriksen, Dr. Kuhn or undertaken by CGS include the Villages of Libertyville, Orland Park, West Dundee, Northfield, Carol Stream, Glen Ellyn, Long Grove, Deer Park, Pingree Grove, Sugar Grove, Winfield, Woodridge, Riverside, the Cities of Rochelle, DeKalb, Dixon, Des Plaines, Geneva and St. Charles, and Streator in Illinois and Oak Creek, Monroe and Mequon, Wisconsin. Other organizations include IRMA, ILCMA, ILGFOA, IPELRA, the Naperville Park District, the DeKalb Park District, the Carol Stream Fire Protection District, the Schaumburg Fire Dept., McHenry County, Winnebago County, Lake County, Livingston County, Peoria County, Dist. 99 Downers Grove H.S., Hanover Township, Schaumburg Township, Ela Township, as well as many other communities and units of government or governmental agencies.

MISSION AND QUALIFICATIONS OF NIU AND CGS



NIU's **Center for Governmental Studies**, founded in 1969, is a public service, applied research, and public policy development organization that recently celebrated 53 years of public service. Its mission is to provide expertise that helps decision-makers implement efficient, sustainable, and cost-effective approaches to economic, social, governance, public policy, and information management issues.

CGS' research and services include work in a variety of areas including community and economic development, workforce development, strategic planning, public management and training, association management, informatics, survey research, data visualization, and health and technology engagement. Clients include municipal, county, state, and federal agencies, as well as nonprofit and for-profit organizations. For more information, please call 815-753-0914 or visit www.cgs.niu.edu.

CGS has established itself as the center of choice for civic organizations in Northern Illinois needing to gather, analyze and operationalize information from their constituents. Assistance has been provided to state and federal agencies, colleges and universities, school districts, libraries, park districts and municipalities as well as a variety of other organizations. Since its founding, CGS has provided expertise to help decision-makers throughout Illinois implement efficient, sustainable, and cost-effective approaches to public policy, public management, social, economic and information management issues. As noted above, this expertise is made available to all levels of governmental entities, private enterprises, public-private partnerships, and other types of institutions such as higher education.

As part of NIU's Division of Outreach, Engagement and Regional Development, CGS fulfills its outreach and engagement mission through public service, applied research, technical assistance, and public policy development activities that are supported by interdisciplinary teams.

CGS TEAM DESCRIPTION

The proposed project team will consist of seasoned specialists and researchers with extensive experience conducting strategic planning, survey research, data assessments, and leadership training. In addition to these core team members, other expertise within CGS will be used for various aspects of the project (i.e., project management and analysis, data research, etc.).

CGS PROJECT TEAM–FACILITATORS AND ANALYSTS

Greg Kuhn, Ph.D., Director. Dr. Kuhn is a former Village Manager who now conducts research, teaches, and consults with governmental units in Illinois and across the Midwest. Dr. Kuhn completed his doctoral studies mid-career with emphases in Public Administration at the Local Government Level, Organization Development and Public Policy at Northern Illinois University. Greg served as Village Manager in Clarendon Hills, Illinois and Assistant to the Manager in Skokie, Illinois. Greg has also provided organizational and leadership services to governments on a consulting basis as Director of Local Government Management Services at Sikich, LLP., Managing Vice-President of the PAR Group, and Senior Associate in Governmental Services at Korn-Ferry International.

Greg has taught a variety of courses at both NIU and Northwestern including graduate courses in strategic planning, leadership, human resources, budgeting, and public policy. In total, Dr. Kuhn has over 43 years of public management experience as an administrator, consultant, and instructor. Greg is a specialist in strategic planning, organizational development and design, governance, and training. He has conducted over sixty strategic planning projects for public and nonprofit organizations. He will be joined by other senior members of the Center for Governmental Studies and the University in the execution of the exercises and data gathering portions of the strategic planning initiative.

Melissa Henriksen, MPP, Assistant Director of Strategic Management, Policy, and Community Development. Ms. Henriksen has a diverse background including economic and community development, technical assistance, strategic and comprehensive planning, rural health care research and grant writing. She is a specialist in the areas of strategic planning, conducting focus groups, wage and benefit studies and asset/needs assessments, community and economic development, and rural health research. Mel has led or co-facilitated strategic planning efforts for municipalities, non-profits, schools and other districts, boards of directors, and institutes of higher education. For the past 16 years, she has managed funded projects for the Illinois Critical Access Hospital Network (ICAHN), the National Association of Development Agencies (NADO), the U.S. Economic Development Administration (EDA), and the U.S. Department of Agriculture (USDA), as well as state and local organizations focused on economic and community development and health care. These projects included coordinating surveys, community focus groups, strategic planning to identify potential challenges and solutions, demographic analysis and distilling themes and findings from a variety of qualitative information to share with key stakeholders.

Mel holds a B.A. degree in Political Communication/Public Relations and a master's degree in Public Policy, both from the University of Northern Iowa. Mel is a board member for the Illinois Rural Health Association and is the chair of its Research and Education and Conference Committee. In addition, she is a former Kettering Foundation Research Fellow and received the ICAHN Service Award for her research in rural health care and its economic impact on rural communities. Mel has been a speaker for several Civic Leadership Academy (CLA) classes and has taught courses at NIU and Kishwaukee College, including strategic performance management and American government.

Jim Norris, Senior Public Management and Local Government Specialist. Mr. Norris has served from 1998 to 2020 as the Village Manager of the Village of Hoffman Estates, Illinois. Previously, Jim served as the City Manager of Gladstone, Missouri, the assistant Village Manager of Schaumburg, Illinois, Palatine, Illinois and interned for the Village of Western Springs, Illinois. He is a member of the International City/County Management Association, a member and past president of the Illinois City/County Management Association and a member and past president of the Chicago Metropolitan Manager's Association.

Jim served as the Executive Board chairperson for the Northwest Suburban Municipal Joint Action Water Agency, chair of the Northwest Central Dispatch Joint Emergency Management Agency, vice chair of the Executive Committee of the Solid Waste Agency of Northern Cook County and was on the board and a past chair of the Northwest Central Dispatch Agency. Mr. Norris has a B.A. in history from the University of Missouri, St. Louis and received his MPA from NIU. As an Adjunct for NIU's Public Administration Department, Mr. Norris teaches PSPA 600, PSPA 412, PSPA 410, POLS 303X. Jim has previously taught in the Master of Public Policy program at Northwestern University and the Master of Public Affairs program at Park College.

Alli Hoebing, MPA, Research Specialist. Ms. Hoebing is a research specialist focusing on Association and Public Management. Alli graduated from NIU's Master of Public Administration program with an emphasis in local government administration. As an undergrad at NIU, Alli was a member of the Pre-Law Honors Society and collegiate Mock Trial team, majoring in political science, public law, and communication.

At CGS, Alli also works with the Associations Management team, serving as the Executive Director of the Illinois Local Government Lawyers Association (ILGL). Alli also works with the Illinois City/County Management Association (ILCMA) and affiliates, the Wisconsin City/County Management Association (WCMA), and the American Planning Association's Illinois Chapter (APA-IL). In her work with associations, Alli assists with conferences, committees, financial reports, research and analytics and strategic planning.

Jeanna Ballard, MPA, Senior Research Specialist. Ms. Ballard has a varied background in strategic and comprehensive planning, technical assistance, and performance improvement studies. She has helped facilitate strategic planning workshops, focus groups, interviews, organizational design reviews, leadership development seminars, and compensation analyses. Jeanna has co-facilitated strategic planning for elected officials, non-profits, municipalities, counties, townships, park districts, libraries, council of governments, and institutes of higher education. For the past two years, Jeanna has provided staff support for funded projects for the Illinois Critical Access Hospital Network (ICAHN). Most recently, she has worked on local government strategic planning initiatives. These projects included coordinating online surveys, community focus groups, goal development sessions, identifying potential challenges and solutions, and distilling themes from a variety of quantitative and qualitative information to share with key stakeholders.

Jeanna holds a dual MPA degree via her joint studies at Northern Illinois University and Renmin University of China in Beijing. She joined the Center for Governmental Studies in 2017 and serves as an elected Representative on NIU's Supportive Professional Staff Council and is the Chair of the Advocacy Committee. Jeanna has seven years of public service experience serving in local, county, and federal levels of government and is a former Banovetz Fellow. Jeanna has also been a speaker for several Civic Leadership Academy (CLA) classes and taught courses at NIU in public service leadership and management.

Other Project Staff and Support

Mel and the project team will also be joined and assisted by other staff members of the Center for Governmental Studies and the University for certain project elements or at critical junctures of the project.

Strategic Planning Proposal

DARIEN, ILLINOIS

JANUARY 31, 2024



Submitted by:

MARY JACOBS
EXECUTIVE VICE PRESIDENT

630 DUNDEE ROAD, SUITE 225
NORTHBROOK, IL 60062

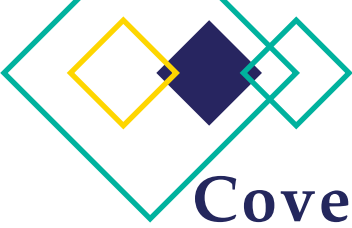
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mjacobs@govhrusa.com



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Cover Letter



January 31, 2024

City of Darien
Attn: Lisa Klemm, Administrative Assistant to the City Administrator
1702 Plainfield Road
Darien, IL 60561

RE: PROPOSAL FOR STRATEGIC PLANNING SERVICES

Dear Mr. Mayor Marchese and City Council Members:

Thank you for the opportunity to provide you with a proposal for Strategic Planning Services for the City of Darien (City). Our proposal provides the City with firm qualifications, key experience, a detailed work plan and timeline, and associated fees to provide services that exceed expectations. We provide a tailored, personal approach to the City’s strategic planning initiative, and can further adapt to your specific requirements.

We have some very exciting news to share. GovHR USA (GovHR) has recently been acquired by MGT of America Consulting, LLC (MGT). MGT is a nationally respected leader in public sector management consulting and technology services with a long track record in support of state, local, and education clients. GovHR and MGT are joining forces to take the next step in offering integrated solutions that can accelerate our most important shared goal: dramatically improving lives by *advancing and lifting up the communities we serve*.

Our consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, communications, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT and GovHR proven leaders in public sector consulting.

MGT CONTACT INFORMATION

MGT HEADQUARTERS	MGT of America Consulting, LLC 4320 West Kennedy Boulevard Tampa, Florida 33609 P: 813.327.4717 www.mgtconsulting.com FEIN: 81-0890071
PROPOSAL CONTACT	Mary Jacobs, GovHR Executive Vice President for Consulting Services 630 Dundee Road, Suite 225 Northbrook, Illinois 60062 847.380.3240 ext. 17 mjacobs@govhrusa.com

Thank you for the opportunity to submit a proposal to the City of Darien. Should you have questions on any aspect of this proposal, please contact **Mary Jacobs** at the contact information above.

Regards,

Patrick J. Dyer, Vice President
Authorized to bind the firm.





Firm Profile

We impact the communities we serve – for good.

MGT began operations in 1974 as a public sector research firm. Since then, we have significantly expanded our consulting capabilities and client offerings. Today, we are a national consulting firm specializing in **assisting clients to operate more efficiently and effectively.**

MGT has acquired a keen understanding of the structures, operations, and issues facing public entities. This understanding comes from **nearly 50 years** of experience providing innovative yet practical solutions to public sector clients. We provide objective, creative, expert services in the areas of human capital, finance, technology, programming, and planning. We draw on the expertise of our highly qualified staff, most of whom have prior careers at city-, county-, and state-level government offices. This insider's knowledge of government operations and structure gives MGT a competitive advantage and an ability to hit the ground running from the very start of a project.



MGT FIRM AT A GLANCE

Name: MGT of America Consulting, LLC (MGT)

Founded: 1974

Locations: Headquarters in Tampa, Florida; branch offices nationwide

Staff: 500+ consultants across the country

Structure: Privately held and client-driven

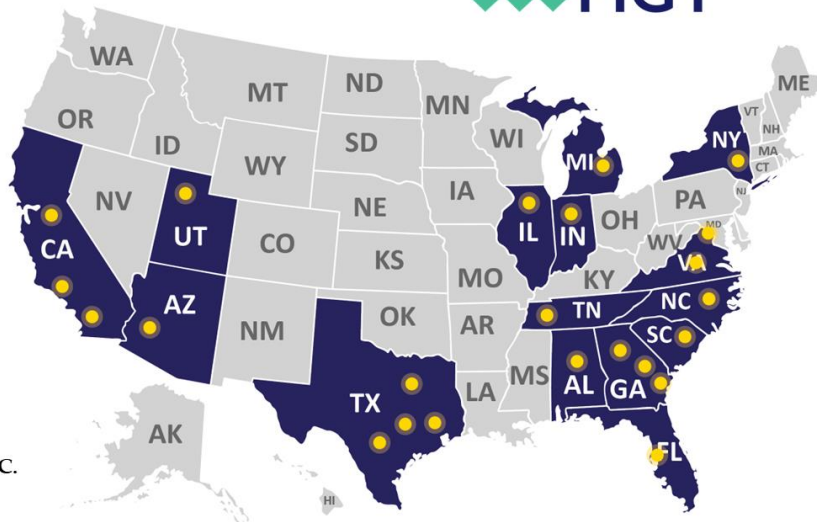
Lines of Business: Government Consulting; Education and Financial Solutions; Diversity and Inclusion; Human Capital; Cybersecurity and Technology

Find out more at www.mgtconsulting.com.

MGT has successfully worked with clients on **more than 30,000 projects** to help them adapt to change while maintaining the vision and direction towards their short- and long-term goals. With the recent combination of GovHR, our firm includes **more than 500 professionals and administrative staff** to support our clients' success. MGT's corporate office is in Tampa, Florida, with additional offices around the country as shown below.

NATIONAL FIRM LOCAL FOCUS

- Alabama**
Birmingham
- Arizona**
Phoenix
- California**
Sacramento
Riverside
Carlsbad
- Florida**
Tampa HQ
- Georgia**
Savannah
Atlanta
Alpharetta
- Illinois**
Chicago Metro
- Indiana**
Gary
- Michigan**
Bay City
- New York**
NYC
- North Carolina**
Raleigh
- South Carolina**
Columbia
- Tennessee**
Nashville
- Texas**
Dallas
Austin
San Antonio
Houston
- Utah**
Salt Lake City
- Virginia**
Richmond
- Washington, D.C.**



Social Impact Solutions

The MGT Social Impact Solutions team has an impressive track record of providing **customized solutions, objective research, creative recommendations, and quality products** that respond to each client's unique needs and time requirements. GovHR is now a part of MGT's Social Impact Solutions Team.

GovHR USA

GovHR was originally formed as Voorhees Associates in 2009, changed its name to GovHR USA in 2013, and joined MGT (**the nation's leading social impact firm**) in 2023. GovHR provides public management consulting services to local government clients and other public-sector entities across the country. GovHR offers customized management studies, consulting projects and executive recruitment services for local government and organizations who work with local government. Additionally, GovHR's GovTempsUSA division provides interim staffing solutions to assist local governments during times of transition.

GovHR's consultants represent a breadth of executive and senior-level experience across all aspects of local government operations and have worked with cities, counties, special districts, and other governmental entities of all sizes throughout the country. They have held leadership positions within local government, giving them an understanding of the complexities and challenges facing today's public sector leaders.

GOVHR'S LEADERSHIP



Heidi Voorhees
(847) 380-3240

HVoorhees@GovHRusa.com

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 22 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois.



Joellen Cademartori
(847) 380-3238

JCademartori@GovHRusa.com

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

Our Commitment

MGT embraces the most complex challenges with deep commitment, agility, and local expertise to make a measurable and profound social impact. Simply stated, our promise is:

We improve lives by advancing and lifting up your community.

This purpose reflects the company's strong social conscience and service ethic that forms the core of the MGT "Why." MGT models this philosophy by systematically seeking out the highest-impact projects and relationships, encouraging community involvement, and investing in a collaborative and rewarding world-class work environment for employees.

*Impacting
Communities.
For Good.*



Defined by Our Impact

We understand the goals of the City of Darien and how this strategic planning initiative will guide the City for the next four years.

The MGT team empowers organizations to enhance their teams through innovations in people, processes, and technology to **lift and strengthen their human resources solutions.**

Part of our success is based upon our **promise to be flexible and responsive.** We are acutely aware of the political, economic, social, and technological factors that impact today's public sector clients. MGT is structured into several primary consulting divisions to support these needs. **We are pleased to have the Government Consulting Experts within the MGT Social Impact Solutions Group responsible for leading the completion of this project.**



Social Impact Solutions

Our Social Impact Solutions team combines Financial Solutions, Education Solutions, Human Capital, Government Consulting, and Diversity, Equity, and Inclusion (DEI) to provide an integrated team with subject matter expertise and the financial acumen to help municipalities, government agencies, schools, districts, state agencies, and colleges and universities perform at their best and thrive.



Technology Solutions

Our Technology Solutions business supports state, local, education, and private companies as they seek to improve and protect their network infrastructure and data for greater resiliency. We offer world-class IT infrastructure management, cyber security, and strategic IT professional staffing.

Why Choose MGT?

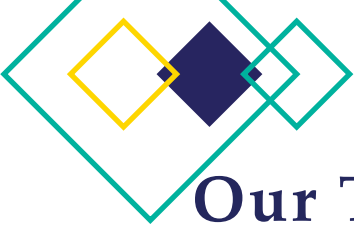
- ✓ **Unparalleled Expertise and Level of Service.** With clients in 44 states, in communities ranging in population from 1,000 to 3,000,000, we are a leader in providing management consulting and executive recruitment services to local governments. Our consultants have extensive experience in all aspects of local government and bring with them knowledge and approaches that are tried and true. More than 40% of our clients are repeat clients, and 94% of surveys show our overall performance rating as **Outstanding** – indicating a plan to use our services and/or highly recommend us in the future.
- ✓ **Delivering the Best.** We believe that our services embody the very principles of good government: collaboration, communication, transparency, and excellence. We ensure our clients are well informed during the process, producing quality deliverables that exceed expectations.
- ✓ **A Partner from Start to Finish.** We are your partners in this important engagement. We work closely with your City Council and leadership team in ensuring we fully understand your expectations and strive to facilitate a strategic plan that will guide your organization and community into the future. Our goal is your **complete satisfaction**. We can strategize with you during the process to pivot where it makes sense to deliver the quality product you seek.
- ✓ **Services for Any Budget.** We strive to meet the specific needs of our clients by offering the opportunity to meet with you and modify our approach based on available resources. In the following proposal, we have provided the scope we believe **best fits your needs**.



“We were very impressed by how efficient they worked, their methodology, their insight, and their professionalism.

I would highly recommend MGT and hope to do business with them again. . .”

*- Joseph Onzick
Executive Director of Finance
Kane County, IL*



Our Team

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. With the City's needs in mind and due to the significance of this project, we have assigned highly knowledgeable and experienced consultants Kathleen (Katy) Rush and Ann Tennes, with Mary Jacobs serving as strategic advisor and peer reviewer. Ms. Rush will act as your project manager and primary point of contact for this project. Biographies for all our consultants are attached in **Appendix A**.

Consultant, Project Manager and Lead Facilitator



KATHLEEN (KATY) RUSH

Consultant
630-432-2677
KRush@GovHRusa.com

Consultant



ANN TENNES

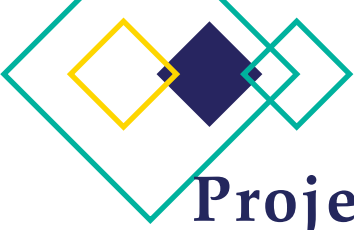
Consultant
847-380-3240 ext. 186
ATennes@GovHRusa.com

Proposal Inquiries, Strategic Advisor, and Peer Reviewer



MARY JACOBS

Executive Vice President
for Consulting Services
847.380.3240 ext. 17
MJacobs@GovHRusa.com



Project Approach & Methodology

A detailed plan specifically designed for you.

Project Understanding

The City of Darien is located in southeastern DuPage County with a population of 22,011. Incorporated in 1969, this close-knit community will continue to grow as a planned community with a balance of private and multiple residential development, while also striving to provide convenient shopping areas. The City is proud to be in some of the best school districts within the State of Illinois. Residents are offered superior outdoor recreational amenities such as Waterfall Glen Forest Preserve and Argonne National Laboratory are found on its southern border.



The City Council desires to conduct a comprehensive strategic planning process that will result in a document to help guide the City, its priorities, and its investments over the next four years. After a thorough review of information collected from City Council and staff and other key leaders and working documents, including the community survey, a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis will be conducted to seek group consensus on those factors influencing the goals and objectives of the community.

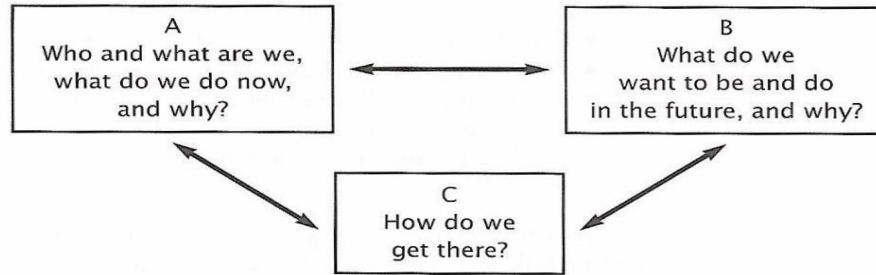
In addition, the City wants to reflect and engage with the community in the process to ensure its residents' voices are heard as they work to develop a Vision, Values and Mission for Darien, and create goals and objectives that contribute to achievement of that vision.

MGT believes that successful strategic planning must be done in partnership with the leadership team responsible for its implementation. As such, our proposal includes the City Manager and members of his executive leadership team responsible for the delivery of community services in the strategic planning process, while respecting the governing body's role and decision-making authority.

John M. Bryson, one of the foremost experts in public sector strategic planning, outlined the following benefits to strategic planning. MGT will organize its services to ensure that the Darien community realizes:

- ◆ Increased organizational effectiveness and efficiency.
- ◆ Improved understanding of the organizations and the community's situation, and better learning opportunities.
- ◆ Better decision making.
- ◆ Improved organizational capabilities where leadership is improved and the capacity for further strategic thought and action is enhanced.
- ◆ Improved communications and public relations.
- ◆ Increased political or community support for potentially significant community initiatives. (See graph below.)

Figure 1 ■ The Interactive ABCs of Strategic Planning



The Interactive ABCs of Strategic Planning, Bryson, and Alston

Project Methodology and Deliverables

PHASE 1 STUDY PREPARATION AND PROJECT KICKOFF

Activities

MGT treats each engagement as a transparent partnership with our client. Consultants will coordinate a remote meeting with designated City Leaders to review expectations, scope, and methodology, and finalize the timeline of the strategic planning project and process. Consultants will also request key City documents to review in preparation for the strategic planning retreat as well as any existing plans and strategic goals underway.

The Consultants will begin the project within two weeks following the award of the contract. This phase is expected to take 16 hours and approximately two weeks to complete.

PHASE 2 INTERNAL AND EXTERNAL ENGAGEMENT

Activities

The Consultants will review the materials provided in Phase 1 and summarize the existing conditions of the City of Darien. As part of the review, the Consultants will individually interview each member of the City Council as well as the City Manager and up to four additional staff leaders to capture other issues, current events, trends, and expectations affecting or likely to affect the City and its current and future service delivery, goals, and community needs. The interviews will also capture preliminary thoughts on the organization's strengths, weaknesses, opportunities, and threats. These one-on-one interviews have especially helped the consultants find common ground among the elected body, leading to richer discussions during the group meetings.

Consultants will conduct one facilitated meeting with community organization leaders (to be determined by the City), evaluate the existing community survey results, and information from the Consultant's review of City documents as well as the Council and leadership interviews.

The information received will be summarized by the Consultants and included in the agenda packet materials in advance of the strategic planning workshop. All individual input will be kept strictly

confidential, and open-ended comments will be summarized in such a way as to provide high-level, meaningful input to the City Council for its goal-setting deliberations. *This task will require the City to select a group of organizational leaders of not more than 15 who will participate in an evening facilitated input session.*

This phase is expected to take 46 hours and approximately four weeks to complete.

PHASE 3 CITY COUNCIL AND STAFF STRATEGIC PLANNING WORKSHOP

Activities

In this four-hour, in-person workshop, the Consultants will facilitate meaningful discussion to accomplish the following:

- a) The Consultants will conduct a brief review of information gathered during the first two phases of the project. Using the information as a foundation, the Consultants will facilitate a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis as a group, seeking consensus to ensure the analysis reflects the group's overall assessment of the City's environment.
- b) The Consultants will conduct large and small group exercises and discussion about organizational purpose and values, leading to a review of the City's current mission, vision, and values to determine alignment. Updated statements will be drafted with the group for City Council consensus.
- c) Through group decision-making techniques, Consultants will facilitate a process that will result in goal identification, possible strategies/actions, indicators, and prioritization within each of the major themes identified by the City. Goals will be classified by their complexity and timeframe in which they can reasonably be expected to be completed. At the end of this exercise, the group will have developed:
 - ◆ Goal statements.
 - ◆ Preliminary measurable objectives for each goal.
 - ◆ Priorities by deciding which strategies can be accomplished within the short term (within one year), mid-term (up to three years), and those considered long-term (up to five years).
 - ◆ Strategies or tactics for each of the objectives.
 - ◆ Consensus regarding which of the strategies are whose responsibility, i.e., classifying strategies as the duty of the City Council, City Manager or Department Directors.
 - ◆ Preliminary input from the City Council on concerns, issues and considerations for the City Manager and Department Heads to consider in the development of the implementation strategy.

MGT recommends the City include the executive leadership team in the strategic planning process and workshop. Our experience is that the subject matter expertise of the department directors is of great assistance to the elected body when considering goals, and what can reasonably be accomplished based on their knowledge of potentially technical or legal procedures, regulations, or available resources. It also provides an opportunity for the Council to strengthen their relationships with the professionals who will be supporting the City Manager in ensuring the implementation of their priorities.

This phase includes all consultant preparation, documentation, and travel time.

The City will be responsible for identifying the room, providing morning refreshments and lunch, supplying Post-it flip charts on stands, markers, and making hard copies of the materials provided by the Consultants for the agenda packet, as required.

This phase is expected to take 24 hours and approximately three weeks to complete.

PHASE 4 DEVELOPMENT OF STRATEGIC PLAN AND FINAL REPORT

Activities

Consultants will capture the discussion from the strategic planning workshop and draft a Strategic Plan report. The deliverable will include:

- ◆ Summary of the process.
- ◆ Summary of the information through the existing conditions review, Council and leadership interviews and community survey.
- ◆ Final SWOT Analysis.
- ◆ Final draft Mission, Vision, and Values.
- ◆ Strategic issues, goals and objectives identified in the workshop.
- ◆ Findings and recommendations of the Consultants regarding the implementation strategy development, integration of the strategic plan into City operations, and future strategic plan updates. The recommendations will include a preferred methodology for keeping the Council and City Staff involved and engaged in a continual strategic planning process.
- ◆ An internal peer review of the final report to provide an additional level of expertise and objective evaluation of the content and recommendations before submitting to the City.

The draft document will be sent to the City Manager electronically and a conference call will be scheduled with him (and those designated) to review the content and make any edits. *In the interest of economizing Consultant time, the City Manager or his designee will be responsible for distributing the draft to the City Council, leadership team and employees, collating input and providing the input back to the Consultants electronically. A final plan will then be resubmitted to the City Manager.*

The Consultant will also provide one in-person presentation and discussion with the City Council.

This phase is expected to take 24 hours and up to four weeks from the date of the workshop to fully complete, depending on City review time required.

Project Timeline

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 13 weeks of project initiation, as illustrated in the graph below, **based on mutual availability of the City Council and staff for the workshop.**

Exhibit 1. Proposed Schedule

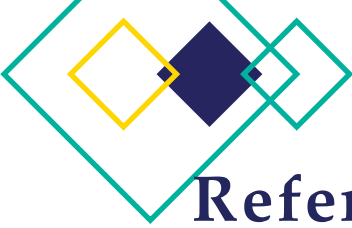
WORK PLAN TASKS	WEEK												
	1	2	3	4	5	6	7	8	9	10	11	12	13
Phase 1: Study Preparation and Project Kick-Off	█	█											
Phase 2: Internal and External Engagement			█	█	█	█							
Phase 3: Strategic Planning Workshop							█	█	█				
Phase 4: Strategic Plan and Final Report										█	█	█	█

Roles, Responsibilities, and Project Management

As outlined in the phases of the project above, MGT’s Consultants will serve as the project manager/coordinator and work with the City in identifying all tasks where the City’s action is required. The project manager will coordinate directly with the designated City contact/project manager in ensuring the engagement remains on schedule, and the City is provided with appropriate updates on progress along the way.

The City will be responsible for:

- ◆ Identifying the City project coordinator who will serve as the primary recipient of all Consultant communications. This project coordinator will be responsible for sharing communications with designated City staff as determined by the organization.
- ◆ Coordinating calendars of City officials to identify a mutually agreeable date for the in-person workshop.
- ◆ Providing a single point of contact for scheduling remote interviews with the elected body and the email addresses of all staff designated for interviews.
- ◆ Reviewing draft documents (e.g., strategic plan, final report), distributing the documents internally as determined by the City, collecting, and collating into a single document all comments/suggestions, and providing the comments to the MGT project manager.
- ◆ Identifying and scheduling an appropriate room for the workshop, arranging for set-up, ordering, and paying for all refreshments, providing flip charts, stands, and markers, and making any hard copies of documents provided by MGT for the meeting, if required by the City.



References

A leader in local government consulting.

More than one-third of the organizations served by MGT’s GovHR have contracted for multiple projects; we believe repeat business is the greatest testament to our commitment to customer service and client satisfaction. We encourage you to contact any of our references to learn of our professionalism, ability to meet timelines, and the expertise of our staff.

DUPAGE MAYOR AND MANAGERS CONFERENCE

SUZETTE QUINTELL

EXECUTIVE DIRECTOR

1220 OAK BROOK ROAD | OAK BROOK, IL 60523

(630) 571-0480 | SQUINTELL@DMMC-COG.ORG

GovHR provided comprehensive strategic planning services for this Council of Government comprised of 35 municipalities representing over one million residents in and near DuPage County, Illinois in 2017 and again in 2022. The process involved all members, both internal and external stakeholders, spanning local government elected officials and staff as well as agency staff. Consultants completed an environmental scan, SWOT analysis, stakeholder survey, and a two-day retreat with board members and key stakeholders. The process resulted in updated mission and vision statements, goal identification and classification, and prioritization of goals. The final report included a full strategic plan along with a summary version suitable for communicating with association members.



ILLINOIS CITY/COUNTY MANAGEMENT ASSOCIATION

DAWN PETERS

EXECUTIVE DIRECTOR

C/O NIU CENTER FOR GOVERNMENTAL STUDIES

148 N 3RD STREET | DEKALB, IL 60115

(815) 753-0972 | DPETERS@NIU.EDU

GovHR provided strategic planning services to this association that supports and engages city management professionals across the state of Illinois in 2017 and again in 2021. The process included development of an environmental scan, and a SWOT analysis with its members. Through the process, ILCMA developed an updated vision and system of values it wants to work under with its stakeholders. Through working groups and workshops, the consultants facilitated the development of goal statements, objectives, and tactics to achieve the goals.



WISCONSIN CITY/COUNTY MANAGEMENT ASSOCIATION

DAWN PETERS

EXECUTIVE DIRECTOR

C/O NIU CENTER FOR GOVERNMENTAL STUDIES

148 N 3RD STREET | DEKALB, IL 60115

(815) 753-0972 | DPETERS@NIU.EDU

REFERENCES

GovHR assisted the professional association in creating and updating its strategic plan in 2017 and 2020. The process included the participation of the WCMA Board members, regional coordinators, and committee members in the development of the plan. An environmental scan and SWOT analysis were completed with broad participation, and consultants facilitated a Board retreat where the information was used to refine the associations' mission, vision, and values, identify key strategic issues, and create goal statements for each issue. Goal statements, objectives and tactics were then written for each issue. Refinement and validation of the draft was accomplished through remote meetings with a core leadership committee.



CITY OF BURNSVILLE, HUMAN RESOURCES DEPARTMENT

GREGG LINDBERG

CITY MANAGER

100 CIVIC CENTER PARKWAY | BURNSVILLE, MN 55337

(952) 895-4465 | GREGG.LINDBERG@BURNSVILLEMN.GOV

GovHR conducted an organizational assessment for the Burnsville Human Resources Department then helped them create a strategic plan, vision and mission for the department that closely aligned with the strategic priorities of the City in 2021. The report identified key initiatives, goals, and objectives that the Department would undertake over a three-year period.



INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (ICMA)

VETERANS ADVISORY GROUP

LYNNE PHILLIPS

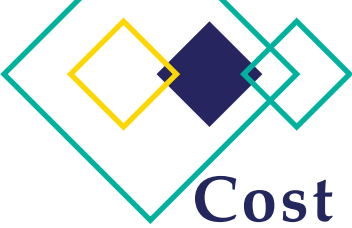
SENIOR PROGRAM MANAGER, VETERANS PROGRAMS

CAREER AND EQUITY ADVANCEMENT DIVISION

777 NORTH CAPITOL STREET, NE | WASHINGTON, DC 20002

(202) 962-3551 | LPHILLIPS@ICMA.ORG

GovHR assisted the newly created ICMA Veterans Advisory Group in creating its first strategic plan in 2022. Established in late 2020 to enhance local government through the inclusion of veterans who share the passion, skills, and knowledge to succeed in public service. The process included the identification of internal and external stakeholders, an environmental scan and SWOT analysis through engagement of its members, the remote facilitation of a member workshop, and the development of a final strategic plan that identified the Committee's key initiatives, goals, and objectives for three years.



Cost Proposal

Defined by Impact. Driven by People.

Dedicated to the Community.

We take pride in customizing our client’s needs — and we will work with you to ensure our fees are aligned with your expectations and budget.

Summary of Costs	Price
Strategic Planning Services Fee	\$16,500
Reimbursable Consultant Travel Expenses (not to exceed)	\$1,600
TOTAL NOT TO EXCEED:	\$18,100

**Consultant travel expenses for one consultant to facilitate a meeting with community organization leaders in Phase 2, two consultants for the in-person workshop in Phase 3, and one consultant for the final presentation in Phase 4 are included in this estimate. Only actual expenses will be billed to the City of Darien for reimbursement. It is assumed all other work performed by the Consultant will be conducted remotely.*

Any additional consultant visits requested by the City (beyond those listed above) will be billed at \$150/hour. The additional visits may also result in an increase in the travel expenses billed/estimated.

Payment for Fees & Services

- ◆ **1st Invoice:** Contract Award (40% of the Consulting Fee).
- ◆ **2nd Invoice:** Completion of the in-person workshop (40% of the Consulting Fee & expenses incurred to date).
- ◆ **Final Invoice:** Submittal of Final Report (20% of the Consulting Fee plus all remaining expenses).

Payment of invoices is due within thirty (30) days of receipt.

RESOLUTION NO. _____

A RESOLUTION ACCEPTING A PROPOSAL FROM GOVTEMPS-MGT FOR THE DEVELOPMENT OF A FOUR-YEAR STRATEGIC PLAN IN THE AMOUNT OF \$18,100

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, as follows:

SECTION 1: The City Council of the City of Darien hereby authorizes approval of a resolution accepting a proposal from GovTemps-MGT for the development of a four-year strategic plan in the amount of \$18,100, attached hereto as "[Exhibit A](#)" and is by this reference expressly incorporated herein

SECTION 2: This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 20th day of February 2024

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 20th day of February 2024.

JOSEPH MARCHESE, MAYOR

ATTEST:

JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

Strategic Planning Proposal

DARIEN, ILLINOIS

JANUARY 31, 2024



Submitted by:

MARY JACOBS
EXECUTIVE VICE PRESIDENT

630 DUNDEE ROAD, SUITE 225
NORTHBROOK, IL 60062

847.380.3198

mjacobs@govhrusa.com



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Cover Letter



January 31, 2024

City of Darien
Attn: Lisa Klemm, Administrative Assistant to the City Administrator
1702 Plainfield Road
Darien, IL 60561

RE: PROPOSAL FOR STRATEGIC PLANNING SERVICES

Dear Mr. Mayor Marchese and City Council Members:

Thank you for the opportunity to provide you with a proposal for Strategic Planning Services for the City of Darien (City). Our proposal provides the City with firm qualifications, key experience, a detailed work plan and timeline, and associated fees to provide services that exceed expectations. We provide a tailored, personal approach to the City’s strategic planning initiative, and can further adapt to your specific requirements.

We have some very exciting news to share. GovHR USA (GovHR) has recently been acquired by MGT of America Consulting, LLC (MGT). MGT is a nationally respected leader in public sector management consulting and technology services with a long track record in support of state, local, and education clients. GovHR and MGT are joining forces to take the next step in offering integrated solutions that can accelerate our most important shared goal: dramatically improving lives by *advancing and lifting up the communities we serve*.

Our consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, communications, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT and GovHR proven leaders in public sector consulting.

MGT CONTACT INFORMATION

MGT HEADQUARTERS	MGT of America Consulting, LLC 4320 West Kennedy Boulevard Tampa, Florida 33609 P: 813.327.4717 www.mgtconsulting.com FEIN: 81-0890071
PROPOSAL CONTACT	Mary Jacobs, GovHR Executive Vice President for Consulting Services 630 Dundee Road, Suite 225 Northbrook, Illinois 60062 847.380.3240 ext. 17 mjacobs@govhrusa.com

Thank you for the opportunity to submit a proposal to the City of Darien. Should you have questions on any aspect of this proposal, please contact **Mary Jacobs** at the contact information above.

Regards,

Patrick J. Dyer, Vice President
Authorized to bind the firm.





Firm Profile

We impact the communities we serve – for good.

MGT began operations in 1974 as a public sector research firm. Since then, we have significantly expanded our consulting capabilities and client offerings. Today, we are a national consulting firm specializing in **assisting clients to operate more efficiently and effectively.**

MGT has acquired a keen understanding of the structures, operations, and issues facing public entities. This understanding comes from **nearly 50 years** of experience providing innovative yet practical solutions to public sector clients. We provide objective, creative, expert services in the areas of human capital, finance, technology, programming, and planning. We draw on the expertise of our highly qualified staff, most of whom have prior careers at city-, county-, and state-level government offices. This insider's knowledge of government operations and structure gives MGT a competitive advantage and an ability to hit the ground running from the very start of a project.



MGT FIRM AT A GLANCE

Name: MGT of America Consulting, LLC (MGT)

Founded: 1974

Locations: Headquarters in Tampa, Florida; branch offices nationwide

Staff: 500+ consultants across the country

Structure: Privately held and client-driven

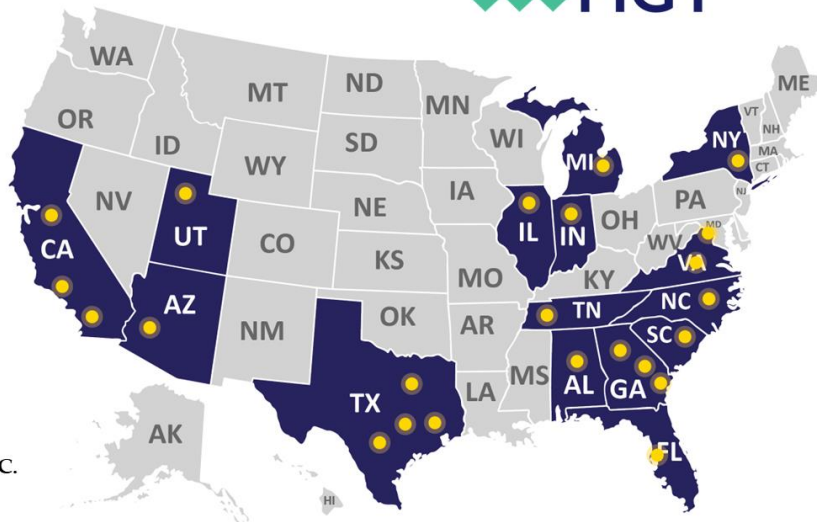
Lines of Business: Government Consulting; Education and Financial Solutions; Diversity and Inclusion; Human Capital; Cybersecurity and Technology

Find out more at www.mgtconsulting.com.

MGT has successfully worked with clients on **more than 30,000 projects** to help them adapt to change while maintaining the vision and direction towards their short- and long-term goals. With the recent combination of GovHR, our firm includes **more than 500 professionals and administrative staff** to support our clients' success. MGT's corporate office is in Tampa, Florida, with additional offices around the country as shown below.

NATIONAL FIRM LOCAL FOCUS

- Alabama**
Birmingham
- Arizona**
Phoenix
- California**
Sacramento
Riverside
Carlsbad
- Florida**
Tampa HQ
- Georgia**
Savannah
Atlanta
Alpharetta
- Illinois**
Chicago Metro
- Indiana**
Gary
- Michigan**
Bay City
- New York**
NYC
- North Carolina**
Raleigh
- South Carolina**
Columbia
- Tennessee**
Nashville
- Texas**
Dallas
Austin
San Antonio
Houston
- Utah**
Salt Lake City
- Virginia**
Richmond
- Washington, D.C.**



Social Impact Solutions

The MGT Social Impact Solutions team has an impressive track record of providing **customized solutions, objective research, creative recommendations, and quality products** that respond to each client's unique needs and time requirements. GovHR is now a part of MGT's Social Impact Solutions Team.

GovHR USA

GovHR was originally formed as Voorhees Associates in 2009, changed its name to GovHR USA in 2013, and joined MGT (**the nation's leading social impact firm**) in 2023. GovHR provides public management consulting services to local government clients and other public-sector entities across the country. GovHR offers customized management studies, consulting projects and executive recruitment services for local government and organizations who work with local government. Additionally, GovHR's GovTempsUSA division provides interim staffing solutions to assist local governments during times of transition.

GovHR's consultants represent a breadth of executive and senior-level experience across all aspects of local government operations and have worked with cities, counties, special districts, and other governmental entities of all sizes throughout the country. They have held leadership positions within local government, giving them an understanding of the complexities and challenges facing today's public sector leaders.

GOVHR'S LEADERSHIP



Heidi Voorhees
(847) 380-3240

HVoorhees@GovHRusa.com

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 22 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois.



Joellen Cademartori
(847) 380-3238

JCademartori@GovHRusa.com

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

Our Commitment

MGT embraces the most complex challenges with deep commitment, agility, and local expertise to make a measurable and profound social impact. Simply stated, our promise is:

We improve lives by advancing and lifting up your community.

This purpose reflects the company's strong social conscience and service ethic that forms the core of the MGT "Why." MGT models this philosophy by systematically seeking out the highest-impact projects and relationships, encouraging community involvement, and investing in a collaborative and rewarding world-class work environment for employees.

*Impacting
Communities.
For Good.*



Defined by Our Impact

We understand the goals of the City of Darien and how this strategic planning initiative will guide the City for the next four years.

The MGT team empowers organizations to enhance their teams through innovations in people, processes, and technology to **lift and strengthen their human resources solutions.**

Part of our success is based upon our **promise to be flexible and responsive.** We are acutely aware of the political, economic, social, and technological factors that impact today's public sector clients. MGT is structured into several primary consulting divisions to support these needs. **We are pleased to have the Government Consulting Experts within the MGT Social Impact Solutions Group responsible for leading the completion of this project.**



Social Impact Solutions

Our Social Impact Solutions team combines Financial Solutions, Education Solutions, Human Capital, Government Consulting, and Diversity, Equity, and Inclusion (DEI) to provide an integrated team with subject matter expertise and the financial acumen to help municipalities, government agencies, schools, districts, state agencies, and colleges and universities perform at their best and thrive.



Technology Solutions

Our Technology Solutions business supports state, local, education, and private companies as they seek to improve and protect their network infrastructure and data for greater resiliency. We offer world-class IT infrastructure management, cyber security, and strategic IT professional staffing.

Why Choose MGT?

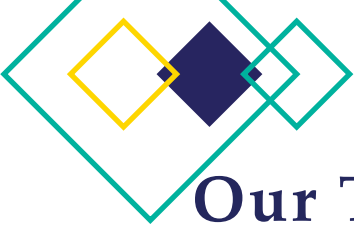
- ✓ **Unparalleled Expertise and Level of Service.** With clients in 44 states, in communities ranging in population from 1,000 to 3,000,000, we are a leader in providing management consulting and executive recruitment services to local governments. Our consultants have extensive experience in all aspects of local government and bring with them knowledge and approaches that are tried and true. More than 40% of our clients are repeat clients, and 94% of surveys show our overall performance rating as **Outstanding** – indicating a plan to use our services and/or highly recommend us in the future.
- ✓ **Delivering the Best.** We believe that our services embody the very principles of good government: collaboration, communication, transparency, and excellence. We ensure our clients are well informed during the process, producing quality deliverables that exceed expectations.
- ✓ **A Partner from Start to Finish.** We are your partners in this important engagement. We work closely with your City Council and leadership team in ensuring we fully understand your expectations and strive to facilitate a strategic plan that will guide your organization and community into the future. Our goal is your **complete satisfaction**. We can strategize with you during the process to pivot where it makes sense to deliver the quality product you seek.
- ✓ **Services for Any Budget.** We strive to meet the specific needs of our clients by offering the opportunity to meet with you and modify our approach based on available resources. In the following proposal, we have provided the scope we believe **best fits your needs**.



“We were very impressed by how efficient they worked, their methodology, their insight, and their professionalism.

I would highly recommend MGT and hope to do business with them again. . .”

*- Joseph Onzick
Executive Director of Finance
Kane County, IL*



Our Team

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. With the City's needs in mind and due to the significance of this project, we have assigned highly knowledgeable and experienced consultants Kathleen (Katy) Rush and Ann Tennes, with Mary Jacobs serving as strategic advisor and peer reviewer. Ms. Rush will act as your project manager and primary point of contact for this project. Biographies for all our consultants are attached in **Appendix A**.

Consultant, Project Manager and Lead Facilitator



KATHLEEN (KATY) RUSH

Consultant
630-432-2677
KRush@GovHRusa.com

Consultant



ANN TENNES

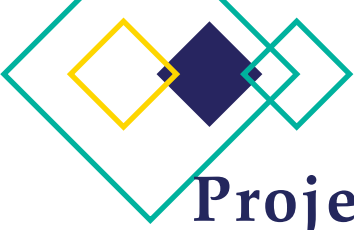
Consultant
847-380-3240 ext. 186
ATennes@GovHRusa.com

Proposal Inquiries, Strategic Advisor, and Peer Reviewer



MARY JACOBS

Executive Vice President
for Consulting Services
847.380.3240 ext. 17
MJacobs@GovHRusa.com



Project Approach & Methodology

A detailed plan specifically designed for you.

Project Understanding

The City of Darien is located in southeastern DuPage County with a population of 22,011. Incorporated in 1969, this close-knit community will continue to grow as a planned community with a balance of private and multiple residential development, while also striving to provide convenient shopping areas. The City is proud to be in some of the best school districts within the State of Illinois. Residents are offered superior outdoor recreational amenities such as Waterfall Glen Forest Preserve and Argonne National Laboratory are found on its southern border.



The City Council desires to conduct a comprehensive strategic planning process that will result in a document to help guide the City, its priorities, and its investments over the next four years. After a thorough review of information collected from City Council and staff and other key leaders and working documents, including the community survey, a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis will be conducted to seek group consensus on those factors influencing the goals and objectives of the community.

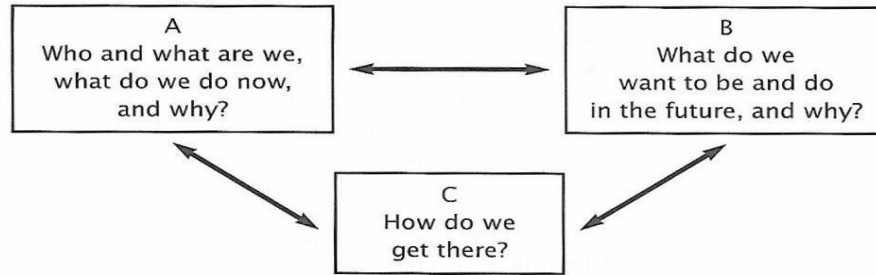
In addition, the City wants to reflect and engage with the community in the process to ensure its residents' voices are heard as they work to develop a Vision, Values and Mission for Darien, and create goals and objectives that contribute to achievement of that vision.

MGT believes that successful strategic planning must be done in partnership with the leadership team responsible for its implementation. As such, our proposal includes the City Manager and members of his executive leadership team responsible for the delivery of community services in the strategic planning process, while respecting the governing body's role and decision-making authority.

John M. Bryson, one of the foremost experts in public sector strategic planning, outlined the following benefits to strategic planning. MGT will organize its services to ensure that the Darien community realizes:

- ◆ Increased organizational effectiveness and efficiency.
- ◆ Improved understanding of the organizations and the community's situation, and better learning opportunities.
- ◆ Better decision making.
- ◆ Improved organizational capabilities where leadership is improved and the capacity for further strategic thought and action is enhanced.
- ◆ Improved communications and public relations.
- ◆ Increased political or community support for potentially significant community initiatives. (See graph below.)

Figure 1 ■ The Interactive ABCs of Strategic Planning



The Interactive ABCs of Strategic Planning, Bryson, and Alston

Project Methodology and Deliverables

PHASE 1 STUDY PREPARATION AND PROJECT KICKOFF

Activities

MGT treats each engagement as a transparent partnership with our client. Consultants will coordinate a remote meeting with designated City Leaders to review expectations, scope, and methodology, and finalize the timeline of the strategic planning project and process. Consultants will also request key City documents to review in preparation for the strategic planning retreat as well as any existing plans and strategic goals underway.

The Consultants will begin the project within two weeks following the award of the contract. This phase is expected to take 16 hours and approximately two weeks to complete.

PHASE 2 INTERNAL AND EXTERNAL ENGAGEMENT

Activities

The Consultants will review the materials provided in Phase 1 and summarize the existing conditions of the City of Darien. As part of the review, the Consultants will individually interview each member of the City Council as well as the City Manager and up to four additional staff leaders to capture other issues, current events, trends, and expectations affecting or likely to affect the City and its current and future service delivery, goals, and community needs. The interviews will also capture preliminary thoughts on the organization's strengths, weaknesses, opportunities, and threats. These one-on-one interviews have especially helped the consultants find common ground among the elected body, leading to richer discussions during the group meetings.

Consultants will conduct one facilitated meeting with community organization leaders (to be determined by the City), evaluate the existing community survey results, and information from the Consultant's review of City documents as well as the Council and leadership interviews.

The information received will be summarized by the Consultants and included in the agenda packet materials in advance of the strategic planning workshop. All individual input will be kept strictly

confidential, and open-ended comments will be summarized in such a way as to provide high-level, meaningful input to the City Council for its goal-setting deliberations. *This task will require the City to select a group of organizational leaders of not more than 15 who will participate in an evening facilitated input session.*

This phase is expected to take 46 hours and approximately four weeks to complete.

PHASE 3 CITY COUNCIL AND STAFF STRATEGIC PLANNING WORKSHOP

Activities

In this four-hour, in-person workshop, the Consultants will facilitate meaningful discussion to accomplish the following:

- a) The Consultants will conduct a brief review of information gathered during the first two phases of the project. Using the information as a foundation, the Consultants will facilitate a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis as a group, seeking consensus to ensure the analysis reflects the group's overall assessment of the City's environment.
- b) The Consultants will conduct large and small group exercises and discussion about organizational purpose and values, leading to a review of the City's current mission, vision, and values to determine alignment. Updated statements will be drafted with the group for City Council consensus.
- c) Through group decision-making techniques, Consultants will facilitate a process that will result in goal identification, possible strategies/actions, indicators, and prioritization within each of the major themes identified by the City. Goals will be classified by their complexity and timeframe in which they can reasonably be expected to be completed. At the end of this exercise, the group will have developed:
 - ◆ Goal statements.
 - ◆ Preliminary measurable objectives for each goal.
 - ◆ Priorities by deciding which strategies can be accomplished within the short term (within one year), mid-term (up to three years), and those considered long-term (up to five years).
 - ◆ Strategies or tactics for each of the objectives.
 - ◆ Consensus regarding which of the strategies are whose responsibility, i.e., classifying strategies as the duty of the City Council, City Manager or Department Directors.
 - ◆ Preliminary input from the City Council on concerns, issues and considerations for the City Manager and Department Heads to consider in the development of the implementation strategy.

MGT recommends the City include the executive leadership team in the strategic planning process and workshop. Our experience is that the subject matter expertise of the department directors is of great assistance to the elected body when considering goals, and what can reasonably be accomplished based on their knowledge of potentially technical or legal procedures, regulations, or available resources. It also provides an opportunity for the Council to strengthen their relationships with the professionals who will be supporting the City Manager in ensuring the implementation of their priorities.

This phase includes all consultant preparation, documentation, and travel time.

The City will be responsible for identifying the room, providing morning refreshments and lunch, supplying Post-it flip charts on stands, markers, and making hard copies of the materials provided by the Consultants for the agenda packet, as required.

This phase is expected to take 24 hours and approximately three weeks to complete.

PHASE 4 DEVELOPMENT OF STRATEGIC PLAN AND FINAL REPORT

Activities

Consultants will capture the discussion from the strategic planning workshop and draft a Strategic Plan report. The deliverable will include:

- ◆ Summary of the process.
- ◆ Summary of the information through the existing conditions review, Council and leadership interviews and community survey.
- ◆ Final SWOT Analysis.
- ◆ Final draft Mission, Vision, and Values.
- ◆ Strategic issues, goals and objectives identified in the workshop.
- ◆ Findings and recommendations of the Consultants regarding the implementation strategy development, integration of the strategic plan into City operations, and future strategic plan updates. The recommendations will include a preferred methodology for keeping the Council and City Staff involved and engaged in a continual strategic planning process.
- ◆ An internal peer review of the final report to provide an additional level of expertise and objective evaluation of the content and recommendations before submitting to the City.

The draft document will be sent to the City Manager electronically and a conference call will be scheduled with him (and those designated) to review the content and make any edits. *In the interest of economizing Consultant time, the City Manager or his designee will be responsible for distributing the draft to the City Council, leadership team and employees, collating input and providing the input back to the Consultants electronically. A final plan will then be resubmitted to the City Manager.*

The Consultant will also provide one in-person presentation and discussion with the City Council.

This phase is expected to take 24 hours and up to four weeks from the date of the workshop to fully complete, depending on City review time required.

Project Timeline

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 13 weeks of project initiation, as illustrated in the graph below, **based on mutual availability of the City Council and staff for the workshop.**

Exhibit 1. Proposed Schedule

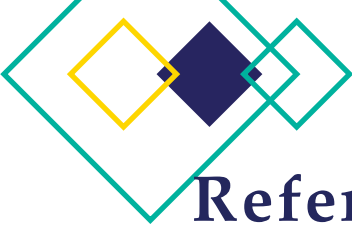
WORK PLAN TASKS	WEEK												
	1	2	3	4	5	6	7	8	9	10	11	12	13
Phase 1: Study Preparation and Project Kick-Off	█	█											
Phase 2: Internal and External Engagement			█	█	█	█							
Phase 3: Strategic Planning Workshop							█	█	█				
Phase 4: Strategic Plan and Final Report										█	█	█	█

Roles, Responsibilities, and Project Management

As outlined in the phases of the project above, MGT’s Consultants will serve as the project manager/coordinator and work with the City in identifying all tasks where the City’s action is required. The project manager will coordinate directly with the designated City contact/project manager in ensuring the engagement remains on schedule, and the City is provided with appropriate updates on progress along the way.

The City will be responsible for:

- ◆ Identifying the City project coordinator who will serve as the primary recipient of all Consultant communications. This project coordinator will be responsible for sharing communications with designated City staff as determined by the organization.
- ◆ Coordinating calendars of City officials to identify a mutually agreeable date for the in-person workshop.
- ◆ Providing a single point of contact for scheduling remote interviews with the elected body and the email addresses of all staff designated for interviews.
- ◆ Reviewing draft documents (e.g., strategic plan, final report), distributing the documents internally as determined by the City, collecting, and collating into a single document all comments/suggestions, and providing the comments to the MGT project manager.
- ◆ Identifying and scheduling an appropriate room for the workshop, arranging for set-up, ordering, and paying for all refreshments, providing flip charts, stands, and markers, and making any hard copies of documents provided by MGT for the meeting, if required by the City.



References

A leader in local government consulting.

More than one-third of the organizations served by MGT’s GovHR have contracted for multiple projects; we believe repeat business is the greatest testament to our commitment to customer service and client satisfaction. We encourage you to contact any of our references to learn of our professionalism, ability to meet timelines, and the expertise of our staff.

DUPAGE MAYOR AND MANAGERS CONFERENCE

SUZETTE QUINTELL

EXECUTIVE DIRECTOR

1220 OAK BROOK ROAD | OAK BROOK, IL 60523

(630) 571-0480 | SQUINTELL@DMMC-COG.ORG

GovHR provided comprehensive strategic planning services for this Council of Government comprised of 35 municipalities representing over one million residents in and near DuPage County, Illinois in 2017 and again in 2022. The process involved all members, both internal and external stakeholders, spanning local government elected officials and staff as well as agency staff. Consultants completed an environmental scan, SWOT analysis, stakeholder survey, and a two-day retreat with board members and key stakeholders. The process resulted in updated mission and vision statements, goal identification and classification, and prioritization of goals. The final report included a full strategic plan along with a summary version suitable for communicating with association members.



ILLINOIS CITY/COUNTY MANAGEMENT ASSOCIATION

DAWN PETERS

EXECUTIVE DIRECTOR

C/O NIU CENTER FOR GOVERNMENTAL STUDIES

148 N 3RD STREET | DEKALB, IL 60115

(815) 753-0972 | DPETERS@NIU.EDU

GovHR provided strategic planning services to this association that supports and engages city management professionals across the state of Illinois in 2017 and again in 2021. The process included development of an environmental scan, and a SWOT analysis with its members. Through the process, ILCMA developed an updated vision and system of values it wants to work under with its stakeholders. Through working groups and workshops, the consultants facilitated the development of goal statements, objectives, and tactics to achieve the goals.



WISCONSIN CITY/COUNTY MANAGEMENT ASSOCIATION

DAWN PETERS

EXECUTIVE DIRECTOR

C/O NIU CENTER FOR GOVERNMENTAL STUDIES

148 N 3RD STREET | DEKALB, IL 60115

(815) 753-0972 | DPETERS@NIU.EDU

REFERENCES

GovHR assisted the professional association in creating and updating its strategic plan in 2017 and 2020. The process included the participation of the WCMA Board members, regional coordinators, and committee members in the development of the plan. An environmental scan and SWOT analysis were completed with broad participation, and consultants facilitated a Board retreat where the information was used to refine the associations' mission, vision, and values, identify key strategic issues, and create goal statements for each issue. Goal statements, objectives and tactics were then written for each issue. Refinement and validation of the draft was accomplished through remote meetings with a core leadership committee.



CITY OF BURNSVILLE, HUMAN RESOURCES DEPARTMENT

GREGG LINDBERG

CITY MANAGER

100 CIVIC CENTER PARKWAY | BURNSVILLE, MN 55337

(952) 895-4465 | GREGG.LINDBERG@BURNSVILLEMN.GOV

GovHR conducted an organizational assessment for the Burnsville Human Resources Department then helped them create a strategic plan, vision and mission for the department that closely aligned with the strategic priorities of the City in 2021. The report identified key initiatives, goals, and objectives that the Department would undertake over a three-year period.



INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (ICMA)

VETERANS ADVISORY GROUP

LYNNE PHILLIPS

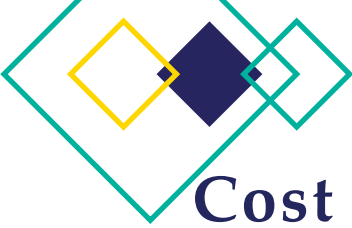
SENIOR PROGRAM MANAGER, VETERANS PROGRAMS

CAREER AND EQUITY ADVANCEMENT DIVISION

777 NORTH CAPITOL STREET, NE | WASHINGTON, DC 20002

(202) 962-3551 | LPHILLIPS@ICMA.ORG

GovHR assisted the newly created ICMA Veterans Advisory Group in creating its first strategic plan in 2022. Established in late 2020 to enhance local government through the inclusion of veterans who share the passion, skills, and knowledge to succeed in public service. The process included the identification of internal and external stakeholders, an environmental scan and SWOT analysis through engagement of its members, the remote facilitation of a member workshop, and the development of a final strategic plan that identified the Committee's key initiatives, goals, and objectives for three years.



Cost Proposal

Defined by Impact. Driven by People.

Dedicated to the Community.

We take pride in customizing our client’s needs — and we will work with you to ensure our fees are aligned with your expectations and budget.

Summary of Costs	Price
Strategic Planning Services Fee	\$16,500
Reimbursable Consultant Travel Expenses (not to exceed)	\$1,600
TOTAL NOT TO EXCEED:	\$18,100

**Consultant travel expenses for one consultant to facilitate a meeting with community organization leaders in Phase 2, two consultants for the in-person workshop in Phase 3, and one consultant for the final presentation in Phase 4 are included in this estimate. Only actual expenses will be billed to the City of Darien for reimbursement. It is assumed all other work performed by the Consultant will be conducted remotely.*

Any additional consultant visits requested by the City (beyond those listed above) will be billed at \$150/hour. The additional visits may also result in an increase in the travel expenses billed/estimated.

Payment for Fees & Services

- ♦ **1st Invoice:** Contract Award (40% of the Consulting Fee).
- ♦ **2nd Invoice:** Completion of the in-person workshop (40% of the Consulting Fee & expenses incurred to date).
- ♦ **Final Invoice:** Submittal of Final Report (20% of the Consulting Fee plus all remaining expenses).

Payment of invoices is due within thirty (30) days of receipt.



Appendix A. Consultant Biographies

The biographies of our proposed consultants are provided starting on the following page.



Kathleen F. Rush

Consultant | GovHR, within MGT's Social Impact Solutions

Kathleen F. Rush has over 30 years experience as a local government management professional including Woodridge and Riverside, Illinois. She is known for her extensive professional network.



From 2009 until 2017, Ms. Rush served as the Village Administrator in Woodridge, a progressive, vibrant, diverse community in south central DuPage County. During her tenure in Woodridge, Ms. Rush was responsible for an approximate \$44.5 million budget and 126 full-time employees. During her tenure in Woodridge award-winning intergovernmental cooperation and regional service, arrangements were initiated. She participated extensively at a leadership level in regional and County-wide agencies ensuring the implications of decisions were considered during decision making. Advancement of internal support systems were championed.

Ms. Rush served as the Village Manager In Riverside, Illinois (a national historic landmark) from 1998 to 2009. Riverside is a unique, small town with a high demand for resident service and attention to historic preservation. Designed by Frederick Law Olmsted, designer of Central Park, NY, the Village of Riverside presented a unique set of challenges and projects. The community is known for its significant amount of open space, distinctive zoning and curvilinear streets. The community retains its historic character that essentially has been unchanged since 1879. The community is part of the National Park Service inventory of designated landmarks. Significant financial challenges offered an opportunity for innovated financial solutions. Capital project financing, operational reductions and increased service demands were a focus. Significant water, street, sewer, forestry projects were completed. Significant grant funding and partnership with the National Park Service assisted in the financial undertakings. The Village of Riverside provided parks/recreation and fire services in addition to the primary Village operations.

Prior to serving in the Manager's role in Riverside, Ms. Rush did serve as the Assistant Village Administrator in Woodridge where she was responsible for human resources, information technology, purchasing, agenda management, community relations, special events and Village Board support. She served as the acting Director of Public Works and served as the project manager during the construction of a new Village Hall.

Professional Education

Graduate Degree in Public Administration, Northern Illinois University

Bachelor of Science in Political Science, Northern Illinois University

Professional Development & Speaking Engagements

ILCMA, panelist at various conferences

IAMMA, panelist at various conferences

The Legacy Project, Panelist 2017 Annual Conference, and luncheon speaker

Memberships & Affiliations

- DuPage Credit Union, Former Board member and Secretary
- DuPage Federation on Human Services Reform, Board of Directors, Vice Chairperson
- Northern Illinois University division of Public Administration, Board of Advisor's, Former President
- Illinois City/County Manager's Association, Former President
- Illinois Municipal Management Assistants Association, Former President
- Intergovernmental Risk Management Agency, Former Chairperson
- DuPage Mayors and Managers Association, Executive Board and Transportation Committee, Former Chairperson

Professional Background

Over 30 years' experience as a local government management professional.

- Village Administrator, Village of Woodridge, IL, 2009 – 2017
- Village Manager, Village of Riverside, IL, 1998 – 2009
- Assistant Village Administrator, Woodridge, IL, 1985 – 1998

Ann Tennes specializes in strategic local government communications and community engagement, having served as Director of Marketing and Communications for the Village of Skokie, Illinois for nearly 25 years. She has worked with elected officials, community groups, appointed boards and commissions, business leaders, fellow governments and peers with a track record of leadership, innovation and consensus-building. She is passionate about the importance of inclusive community engagement and best practices in local government communications.



Ms. Tennes brings extensive experience in project management, broad-based community engagement, creative social media, crisis and public safety communications, media relations, economic development, targeted outreach to diverse constituencies, land use and more. Now a Skokie resident, she previously lived in Park Ridge, Illinois where she served as Zoning Board of Appeals Chairperson for eight years. Her experience extends to sustainability and environmental initiatives, having been the Assistant Executive Director of the Solid Waste Agency of Northern Cook County prior to her position in Skokie.

Ms. Tennes has created and conducted numerous community engagement initiatives. Recently, she led a community review of the Skokie Police Department Use of Force Policy that involved education, active listening and consensus building during a nearly year-long series of monthly meetings with representatives of 16 diverse community groups and members of the Skokie Police Department. Tennes also directed a branding campaign for Skokie that spanned more than a decade and included cooperative marketing with the CTA. Her ability to create comprehensive communications initiatives and forge partnerships to benefit and strengthen the community were the cornerstones of her work in Skokie. Having also served for 12 years on the board of Oakton College, Tennes is well-versed in organizational and board dynamics, intergovernmental cooperation and best practices in local government and organizational administration.

Professional Education, Training, & Instruction

Master of Public Administration, with honors, Roosevelt University, Chicago, Illinois

Bachelor of Arts degree in Communications, Columbia College, Chicago, Illinois

Professional Development & Speaking Engagements

Instructor: Northern Illinois University Center for Governmental Studies Civic Leadership Academy—courses include Government Communications 101, Crisis Communications, Media Relations, Community Engagement and Branding

Conference Speaker: City-County Communications and Marketing Association National Conference—sessions include Strategic Media Relations, Public Safety Communications, Community Surveys

Co-Author: American Public Works Association Chicago Metro Region First Quarter 2023 Newsletter, *Resident Storm Water Task Force Assists with Developing Solutions*

Co-Author: American Public Works Association *Reporter Magazine*, April 2013, *The New Yellow Line Station in Downtown Skokie*

Professional Background

34 Years of Local Government Leadership and Management

- Director of Marketing and Communications, Village of Skokie, Illinois, 1998-2023
- Assistant Executive Director, Solid Waste Agency of Northern Cook County, Wheeling, Illinois, 1992-1998
- Executive Director, Keep Des Plaines Beautiful, Inc., Des Plaines, Illinois, 1989-1992

Memberships and Affiliations

Trustee, Oakton College, 2007 to 2019; Board Chairperson from 2011-2012, 2016-2017

Chicago's North Shore Convention and Visitors Bureau, founding Board Member and Executive/Finance Committee Member, 2002-2023

Northwest Municipal Conference Local Government Communications Committee, Founding Member, 1999-2023; Committee Chairperson, 2001-2002, 2014-2016

City of Park Ridge Zoning Board of Appeals, Commissioner 1997 to 2002; Chairperson, 2002-2010

Skokie Festival of Cultures, Board and Executive Committee Member, 2001-2023

Skokie Chamber of Commerce Marketing Task Force, Chairperson, 2018

Legacy Project, Member and Communications Committee Member, 2022-Present

Skokie Community Foundation, Vice-Chairperson, 2019-Present

North Shore Center for the Performing in Arts Foundation, Vice-Chairperson, 2014-Present

Skokie Tennis Association, Founder and Vice-President, 2015-Present

Skokie Valley Kiwanis Club Member, 2016-Present

Mary Jacobs is the Executive Vice President of Consulting Services and has held leadership positions over the past 30 plus years within the local government, including 28 years at either a city manager or assistant city manager level.

Mary Jacobs' extensive leadership experience at the state and national level with the International City/County Management Association, the Arizona City/County Management Association, and as a representative of the National League of Cities on a federal advisory committee has cemented a strong network of professionals across the U.S. and internationally. Mary's work and passion for supporting women and young people in the profession has further contributed to her reputation as a highly respected executive among her peers.



Mary served as the Town Manager for Oro Valley, Arizona from 2017-2022, a full-service community of nearly 50,000 residents in the Tucson metropolitan area. Among other accomplishments, she led the development of the Town's first comprehensive economic development strategy; negotiated an agreement that led to the Town's long-desired and lucrative annexation of a second resort property; and implemented policies that ensured the Town boasted its strongest financials in two decades. In addition, Mary brought a culture of process improvement, innovation and employee engagement to the organization that contributed to more than 40 employees obtaining "Green Belt" certification in the international LEAN management framework and resulted in substantial cost savings across all departments annually.

Mary also served as the Assistant City Manager for Sierra Vista, Arizona for 17 years, a similar sized community that is home to the largest military installation in the state. She introduced and oversaw a successful on-going comprehensive strategic planning process with the elected officials and senior management. Mary led the development and negotiation of several military partnerships with Fort Huachuca for the provision of municipal services on the Army fort. She also championed the development of a community-based economic development strategy and led the implementation of the Town's first economic development division. Mary also has experience in Massachusetts where she served as Barnstable's Assistant Town Manager for six years.

Mary is a trained facilitator, excellent communicator and is skilled at leading both government and non-profit organizations in developing short and long-term strategic plans, organizational strategies, and financial and capital plans. During Mary's career, she has also recruited dozens of highly skilled management professionals in local government.

Professional Education, Training, & Instruction

Master's Degree in Public Administration, University of Arizona

Bachelor of Arts in Political Science, University of Arizona

Senior Executive Program for State and Local Government, Harvard University, Kennedy School of Government

Presenter, various conference and training sessions for ICMA, ACMA, Arizona League of Cities and Towns, Arizona Women Leading Government, Arizona Association of Economic Developers, Rotary Clubs and Chambers of Commerce

Regular guest lecturer at University of Arizona MPA classes

Professional Background

Over 30 Years of Local Government Leadership & Management Experience

Town Manager, Town of Oro Valley, AZ 2017-2022

Assistant City Manager, City of Sierra Vista, AZ 2000-2017

Assistant Town Manager, Town of Barnstable, MA 1994-2000

Administrative Support Manager, Maricopa County Manager's Office, AZ 1991-1993

Management Analyst, Maricopa County Office of Organizational Development, AZ 1989-1991

Memberships and Affiliations

International City/County Management Association (ICMA), Current Member and Past Regional Vice President/Board Member and Chair of Board's Membership Committee. Also served as an ICMA coach/mentor, and Member of the Government Affairs Policy Committee, Task Force on Women in the Profession and Conference Planning Committee.

Arizona City/County Management Association (ACMA), Past President and Board Member, ACMA coach/mentor
Arizona Women Leading Government, Past Founding Board Member

Arizona Municipal Risk Retention Pool (AMRRP), Past Board Member (elected by membership)

Campus Research Corporation, Current Chair and Board Member. Non-profit arm of the Arizona Board of Regents responsible for oversight of property owned and leased for the University of Arizona (UA) Tech Parks and UA Center for Innovation

Wildland Fire Executive Council, Member. Appointed by the U.S. Secretaries of Interior and Agriculture to serve as the National League of Cities' representative on this federal advisory committee.

Court Appointed Special Advocate (CASA)



Appendix B. Strategic Planning Sample Documents

Two examples of adopted strategic planning documents from other communities we have worked with are provided on the following pages.



CITY OF BURNSVILLE HUMAN RESOURCES STRATEGIC PLAN

STRATEGIC PLAN 2021-2024

GOVHR USA, LCC CONSULTANTS:

Charlene Stevens

Rachel Skaggs

PRELIMINARY DRAFT REPORT

For Discussion Purposes Only

April 2021

CITY OF BURNSVILLE

HR DEPARTMENT

STRATEGIC PLAN

STRATEGIC PLAN INTRODUCTION

The City of Burnsville's Human Resources team met during February and March of 2021 to develop a strategic plan, vision, and mission for the department. The sessions were held via Zoom and included all members of the department. The Strategic Plan for the Human Resources Department aligns very closely with the strategic priorities of the City and focuses on ensuring that Burnsville is an employer of choice.

This report identifies the participants in the Plan's development and outlines the process, steps and methodology used in creating the 2021-2024 Plan. This report also identifies the Burnsville Human Resources Department's key initiatives, goals, and objectives that the Department will undertake during the next three (3) years.

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PROCESS SUMMARY

The Burnsville Human Resources team participated in several opportunities to formulate the Plan.

Four (4) virtual meetings were conducted, and team members also participated in written exercises. All written feedback was combined and synthesized further in the virtual retreats. Data was also used from a previous “listening tour” conducted by the City Manager and Deputy City Manager as part of the search process for a new Human Resources Director.

VIRTUAL RETREATS

Participating in the four (4) virtual retreat were Karissa Bartholemew, Director; Beth Wacholz, Assistant Director; Amy Paczkowski, Payroll and Benefits Coordinator; and Janae Folden, Human Resources Generalist. At the time of the Study, the department had one (1) current vacancy, the position of Organizational Development Manager.

The retreats were facilitated by GovHR USA Senior Vice Presidents Rachel Skaggs and Charlene Stevens who together authored this report.

PROCESS TO CREATE THE 2021 STRATEGIC PLAN

- Development of a list of key stakeholders.
- An environmental scan and analysis of the internal strengths and weaknesses, along with its external opportunities and threats (SWOT analysis) was completed. This was completed both in the workshop and by using data previously gathered during Burnsville's search for a new Human Resources Director.
- Participants envisioned what the Burnsville Human Resources Department would look like in 2024.
- Participants identified how the Human Resources Department should conduct itself and the system of principles and values it wants to work under with its stakeholders.
- A draft mission statement was developed by the team.
- Participants reviewed the SWOT analysis and identified key strategic initiatives.
- A master list of seven (7) key strategic initiatives were developed.
- Participants, having identified the key strategic initiatives, developed preliminary goals and objectives statements.
- The team worked on further refining the strategic initiatives with SMART goals, ensuring that the plan contains goals that are Specific, Measurable, Attainable, Relevant and Timely. The team will develop an associated timetable for the goals.

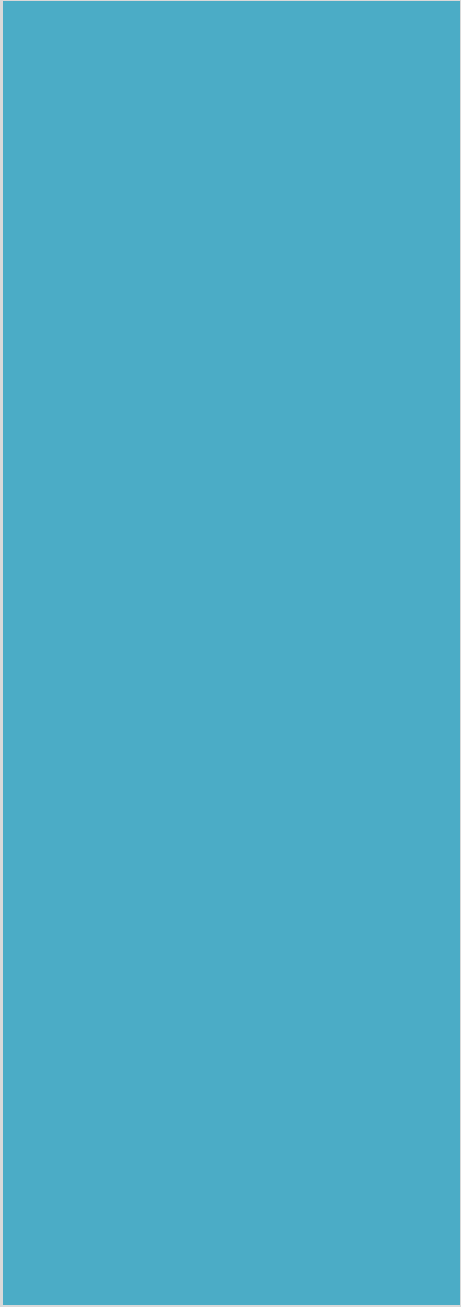
VISION 2024

Participants were asked to envision a picture of the Department three (3) years from now. In other words, what does the Burnsville Human Resources Department look like to its stakeholders in 2024? What positive changes have occurred since 2021? How does the department look different?

Accordingly, the positive changes that have occurred:

- The Department has the **ability to meet deadlines.**
- There is **clear direction and definition of roles.**
- The Department Team is **cross trained and update to date on best practices in human resources.**
- Burnsville Human Resources is a **trusted partner.**
- **A technology overhaul** is complete, and **all systems are well functioning.**
- The Department's processes **add value and eliminate duplication.**
- The **total compensation package for Burnsville employees** sets the City apart.
- The team can **leverage technology** and operate effectively and efficiently.
- The department is **adequately staffed.**
- The programs from human resources **benefit employees at all stages of the employment cycle.**
- The **wellness and safety programs are robust** and add value.
- There is a **healthy work life balance** for the Human Resources team.

VALUES AND GUIDING PRINCIPLES



Values are the behaviors by which the Department desires to operate. They are the key components to a system of values and principles that the Department wants to work under with its primary and secondary stakeholders. Those values are captured in these terms:

VALUES AND GUIDING PRINCIPLES

- **Team:** creating an inclusive environment.
- **Creative** and promoting innovation.
- **Committed** and dedicated to building relationships.
- **Service** is at a high level to the organization and employees in a manner that is prompt, equitable and consistent.
- **Acting with character:** Doing the right thing consistently.

KEY STAKEHOLDERS

KEY STAKEHOLDERS

- Current Employees
- Senior Leadership/Directors/Supervisors
- Future Employees (Regular Full-Time and Part-Time)
- Temporary and Seasonal Employees (Including Elections)
- Mayor and City Council
- Retirees/Former Employees

The Human Resources Department works as a team to help take care of these stakeholders throughout the entire organization. In turn, these stakeholders take care of the Burnsville community and citizens.

The impact that Human Resources has on these stakeholders internally plays a role throughout the entire City and ensures high quality services are offered to the residents of Burnsville.

STAKEHOLDERS

The Department considers the key groups on the left as stakeholders or constituencies having the potential to place a claim on the Department's attention or resources or being affected by the Human Resources Department actions.

CURRENT OPERATIONS

In early 2019, human resource staff and department directors were asked about the effectiveness of current human resource operations. Below is an overview of some of their comments. During the Strategic Planning Process, the HR Staff also successfully identified many of these same areas that need improvement and formulated goals for the next three (3) years that will target these specific areas. In addition, all areas identified in the new Plan focus on ensuring that Burnsville is an employer of choice and ensuring that the new Plan aligns closely with the Strategic Priorities of the City.

What is going well?

- ✓ Established Programs
- ✓ Relationships
- ✓ Staff Competence

What can be improved?

- ✓ Creativity/Innovation and Technology
- ✓ HR Practices
- ✓ Leadership and Service
- ✓ Training and Development

What do we want?

- ✓ Expertise
- ✓ Leadership
- ✓ Organizational Development
- ✓ Partner
- ✓ Service Organization

SWOT ANALYSIS

In February 2021, the employees were emailed an exercise seeking an assessment of the Department's environment in terms of identifying strengths, weaknesses, opportunities, and threats. The analysis is summarized below. The analysis was used by the participants to develop and identify the key issues challenging the association.

S

STRENGTHS:

- Benefits and Payroll
- Performance Appraisals
- On-Boarding and Off-Boarding
- Established Programs
- Relationships
- Staff Competence
- Wellness/Benefits Fair
- Hiring Process
- EE Appreciation Week
- Responsiveness
- Updated Handbook

W

WEAKNESSES:

- Employee Relations (Labor Contracts/Grievances)
- On-Boarding/Off-Boarding (Paper Heavy)
- Organizational Development
- Creativity
- Better Definition of Roles
- Technology (missing pieces)
- Consistent Communication

O

OPPORTUNITIES:

- Employee Hiring
- Best Practices
- Technology
- Training and Development
 - Personal and Professional

T

THREATS:

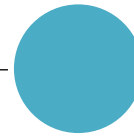
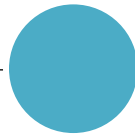
- Budget
- Personnel
- LaserFiche
- Outside Influences (COVID, WC Claim, etc.)
- Insurance Carrier



MISSION STATEMENT

The Participants, having identified the key values and preferred future, developed, and refined the following mission statement for the Department:

Burnsville Human Resources is a committed partner that fosters excellent and equitable customer service and enriches our employees' experience by providing engagement, benefits, training and employee friendly policies and procedures.



VISION STATEMENT

The participants also worked to develop a vision statement that reflects how the department will be seen in three years if the preceding initiatives and values are implemented and achieved.

The Burnsville Human Resources Department strives to make the City of Burnsville an employer of choice by providing exceptional service and effective partnerships.

IDENTIFYING KEY STRATEGIC INITIATIVES

During the retreat and based on a discussion and review of the SWOT analysis, participants identified seven (7) key strategic initiatives (not listed in any priority) needing the Department's attention in the next three (3) years.

KEY STRATEGIC INITIATIVES

- Encourage more self-sufficient employees and reduce the amount of time spent answering frequently asked questions (FAQ) for benefits and payroll.
- Leverage technology to benefit both human resources staff and Burnsville's employees.
- Improve and enhance the on-boarding experience for new employees and departments.
- Develop stronger relationships with the stakeholders and become a business partner with them.
- Provide excellent and timely customer service on a routine basis.
- Offer an employee wellness program that is inclusive for employees and addresses all the pillars identified for wellness: Physical, Nutritional, Financial, Intellectual, Emotional and Environmental.
- Become a department that regularly utilizes and implements best practices in human resources management.

GOALS AND OBJECTIVES

SMART Goals are Specific, Measurable, Attainable, Relevant, and Timely.

Based on the key strategic initiatives identified on the previous page, goals and objectives were articulated. They serve as the heart of the 2021 - 2024 Strategic Plan. The following pages include the framework of the plan's three-year goals, objectives, and key actions or tactics that are recommended means for accomplishing the Department's desired outcomes to achieve its 2024 Vision.

The following definitions were used to assure a common understanding:



GOAL

A long-term organizational direction that states what the Burnsville Human Resources Department wants to achieve over the life of the strategic plan.

OBJECTIVE

A target that must be achieved when reaching to attain organizational goals.

STRATEGIC INITIATIVE

Benefits and Payroll

GOAL

The Burnsville Human Resource Department will develop strategies to improve user friendliness and instruction of the current system; including finding ways to better allow employees and supervisors access to data and improving staff communications and understanding of benefits and payroll.

OBJECTIVE(S)

- The time spent answering routine questions will be reduced.
- Information will be easily accessible for employees.
- The department will leverage technology to reach employees.

KEY ACTIONS OR TACTICS

- Drive employees to the intranet site, employee portal.
- Create videos that can be used to educate employees and/or direct employees on how to find the information.
- Review how information is categorized (does it make sense to the non-HR user?)
- The HR team will identify frequently asked questions (FAQs).
- Create communication plans for open enrollment and revamp communication surrounding payroll inclusiveness of system instructions.

TIMEFRAME

- Benefits and Payroll Goal Completed by Q2: 2022

STRATEGIC INITIATIVE

Technology

GOAL

The Burnsville Human Resources Department will leverage technology to improve service delivery and departmental efficiencies.

OBJECTIVE(S)

- The department will implement all the new technology modules: applicant tracking system, onboarding, performance management and learning management.
- The department will schedule and provide training for all modules.
- The department will begin utilizing video software that has been purchased.
- The department will replace the Payroll/HRIS system and technology for benefits administration.

KEY ACTIONS OR TACTICS

- Develop a training schedule for each module and for each staff person.
- Evaluate existing processes and eliminate redundancies and manual input.
- Document processes.
- Provide on-going training and refreshers to ensure skills remain up to date.

TIMEFRAME

- Application Tracking Completed by: Q2: 2021.
- Onboarding Completed by: Q3: 2021
- Performance Management Completed by: Q1: 2022
- Learning Management Completed by: Q4: 2021
- New Payroll/HRIS System Completed by: Q4: 2022
- Benefits System Completed by: Q1: 2023

STRATEGIC INITIATIVE

Customer Service and Best Practices

GOAL

The Burnsville Human Resources Department will be able to provide excellent customer service in a timely fashion and will implement best practices in human resources when possible and be a stronger resource for the organization and employees.

OBJECTIVE(S)

- A higher level of customer service/satisfaction.
- A better functioning department
- Department employees have a better work/life balance.
- Team members will have the expertise and knowledge to benefit the organization and the Department.

KEY ACTIONS OR TACTICS

- Identify needs and opportunities for cross training.
- Document HR processes.
- Undergo process improvement for each major HR process.
- Rotate duties to allow for cross training and experience.
- Create “did you know” for policies.
- Evaluate staffing and workloads.
- Identify training needs and opportunities.
- Develop a training calendar annually.
- Share learnings from trainings with the entire HR team.
- Review best practices, emerging trends as a team.

TIMEFRAME

- Customer Service and Best Practices Goal Completed by: Q4:2022

STRATEGIC INITIATIVE

Employee Engagement

GOAL

The Burnsville Human Resources Department will create organizational development initiatives to help people, teams, and the organization be their best.

OBJECTIVE

- Create programming and culture changes to become a developmental and strengths-based organization that is inclusive.

KEY ACTIONS OR TACTICS

- Creation of a City University to offer training and development programming.
- Offer more employee engagement work to increase employee satisfaction and drive the City to become an employer of choice.
- Create a strengths-based organization to maximize employee talents.
- Build an inclusive and belonging workforce by engaging all employees in useful cultural competence and development.

TIMEFRAME

- City University Completed by: Q3:2021
- Increase Employee Satisfaction Completed by: Q4:2022
- Strengths-Based Organization Completed by: Q4:2022
- Inclusive and Belonging Workforce Completed by: Q4: 2023

STRATEGIC INITIATIVE

Wellness

GOAL

Burnsville Human Resources will offer a robust wellness program that is inclusive for all employees.

OBJECTIVE(S)

- The department will offer a program that addresses the six pillars of health.

KEY ACTIONS OR TACTICS

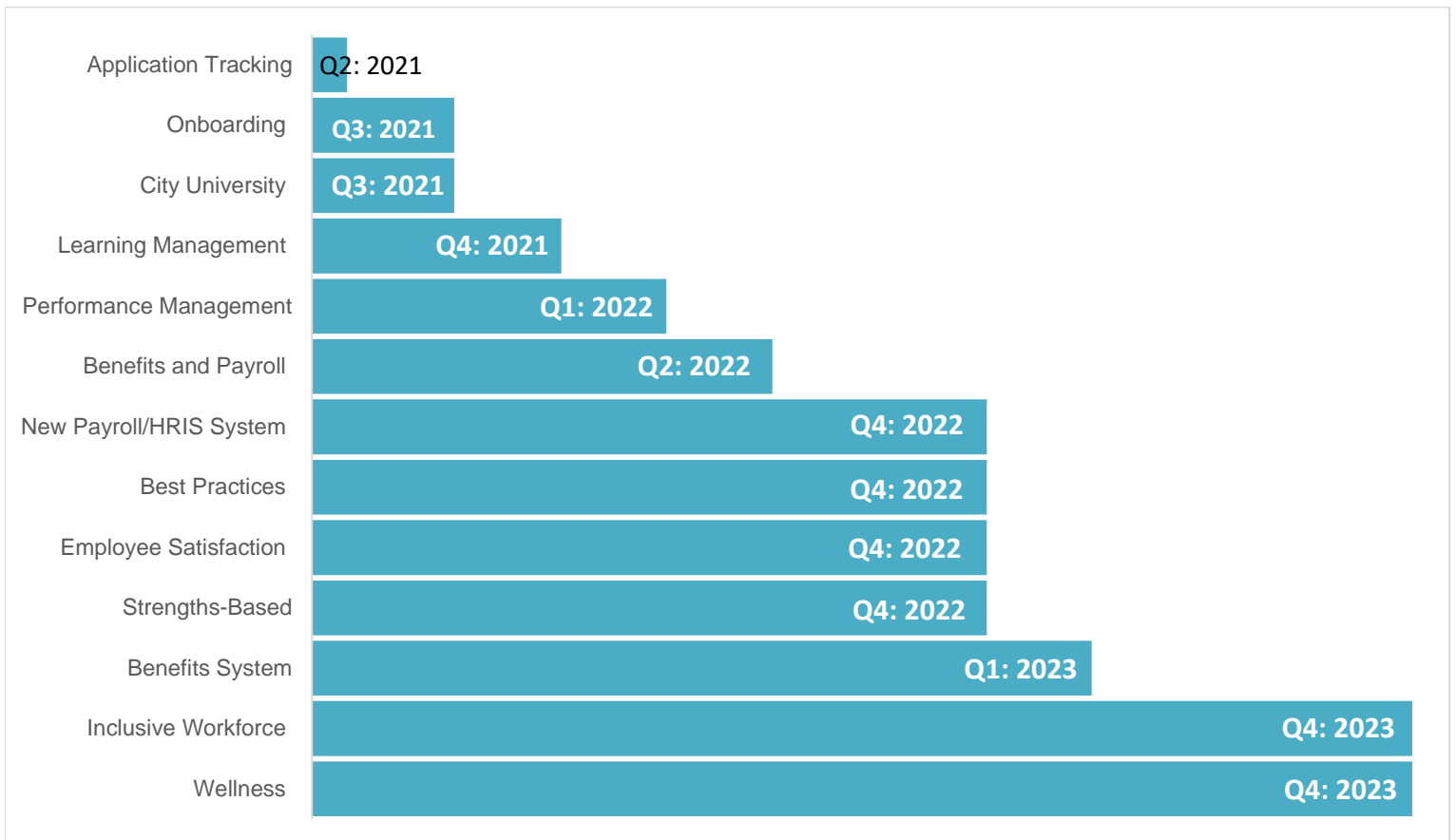
- Conduct a regular survey to evaluate offerings and develop metrics.
- Utilize vendors for programming.
- Develop a consistent planning structure.
- Utilize committee members to plan and lead events.

TIMEFRAME

- Wellness Goal Completed by: Q4: 2023.

STRATEGIC INITIATIVE

Goal Timeline



Each Goal focuses on the overall City Strategic Priorities. Most specifically the Goals listed above align with the following City Strategic Priorities:

Organizational Development and Employee Engagement:

- ✓ Create a workplace where people feel they belong.
- ✓ Develop a culture of competence and promote workplace inclusion.
- ✓ Build our reputation as an employer of choice.

Process Improvement:

- ✓ Evaluate and document our business processes.
- ✓ Identify what we should start, stop, and continue doing to best leverage our resources.
- ✓ Improve our effectiveness among our internal services to promote the best possible public service.

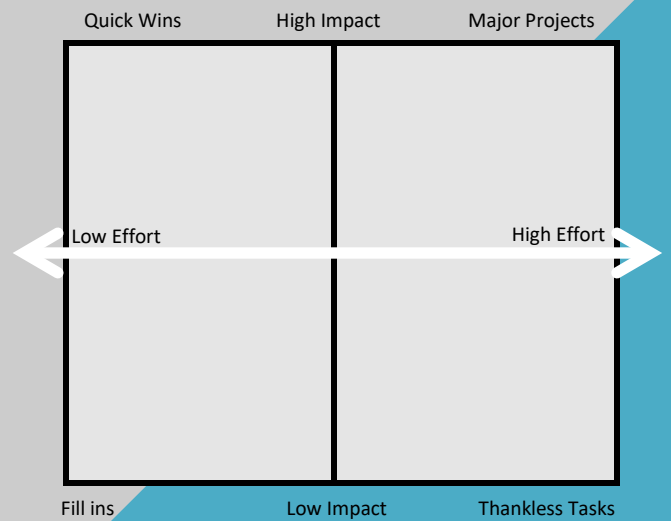
NEXT STEPS

After four (4) planning sessions, the Human Resources Department has successfully defined its stakeholders, mission, vision, values, and developed seven (7) strategic initiatives. The next steps for the department are to begin developing the timeframes for the initiatives and key actions, as well as designating a coordinator for each initiative. The coordinator does not have to be the subject matter expert, nor is the coordinator expected to lead each step; rather the coordinator commits to tracking the Department's efforts within the agreed upon time frames. A helpful way to begin establishing time frames is to utilize the matrix on the right.

By identifying the low effort/high impact opportunities the department can identify the quick wins and build momentum on the Strategic Plan, as well as helping to identify where additional resources and time will be needed over the next three years. If a task or project is identified as a low effort/low return, the Department should question if the task should be completed at all and re-evaluate options for otherwise achieving objectives.

The Department should also establish a regular method of checking in on projects and goals. It could be a part of monthly or quarterly departmental staff meetings. Department resources, including time should be aligned to achieve the goals.

An annual effort to set aside time to review the plan as a team and adjust to any changes in the Department, organization or wider community should also become routine. A Strategic Plan is only as good as the efforts made to implement the plan. Without intentional implementation, measurable goals and tactics and review of progress, a Strategic Plan will fall short, and the Department will not be able to effectively achieve its vision or mission. The Department is also encouraged to find creative ways to celebrate the "wins" along the way in the plan as it will help team members to recognize milestones and successes.



The Plan should also be used to evaluate new initiatives and opportunities to ensure that those new opportunities align with the existing mission or if they do not, the mission and workplans are intentionally altered to reflect a change in priorities. The team has had the opportunity now to become familiar with SMART goals as a planning tool and that tool can be utilized further by the Department as it develops the timelines, responsibilities and/or adjusts goals to align with changing needs or expectations over the next three years.



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**THANK
YOU**

BURNSVILLE HUMAN RESOURCES

STRATEGIC PLAN



DUPAGE MAYORS AND MANAGERS CONFERENCE STRATEGIC PLAN

STRATEGIC PLAN 2022-2027

GOVHR USA, LLC CONSULTANTS: FINAL REPORT

Katy Rush

Charlene Stevens

October 2022

DUPAGE MAYORS AND MANAGERS CONFERENCE STRATEGIC PLAN

STRATEGIC PLAN INTRODUCTION

The DuPage Mayors and Managers Conference hired GovHR USA to assist them in developing a strategic plan that will chart the course of the organization for the next five years. Members were invited to participate in two-half-day sessions, held on July 25 and July 26, 2022, at the DoubleTree Hilton in Lisle, IL. Prior to these workshops, GovHR sent out a survey to the full membership to gather their input and ensure that the plan reflected the Conference as a whole.

This report identifies the participants and outlines the process, steps, and methodology used in creating and developing the Conference's 2022 - 2027 Strategic Plan. This report also includes the Plan itself, identifying the Conference's key initiatives, goals, and objectives that will be undertaken over the next five years.

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WORKSHOP PARTICIPANTS

The following Conference members and staff participated in the planning sessions on July 25 and 26, 2022 with the GovHR facilitators, Katy Rush and Charlene Stevens.

MEMBERS:

Village of Addison, Richard Veenstra, Mayor
 Village of Bartlett, Paula Schumacher, Administrator
 Village of Burr Ridge, Evan Walter, Administrator
 Village of Carol Stream, Joseph Carey, Assistant Village Manager
 Village of Clarendon Hills, Kevin Barr, Manager
 City of Darien, Joseph Marchese, Mayor
 City of Elmhurst, James Grabowski, Manager
 Village of Glendale Heights, Chodri Ma Khokhar, President
 Village of Hanover Park, Rodney Craig, President
 Village of Itasca, Carie Anne Ergo, Administrator
 Village of Lisle, Eric Ertmoed, Manager
 Village of Lombard, Scott Niehaus, Manager
 City of Naperville, Doug Krieger, Manager
 Village of Roselle, Jason Bielawski, Administrator
 Village of Schaumburg, Brian Townsend, Manager
 Village of Villa Park, Matthew Harline, Manager
 City of West Chicago, Michael Guttman, Administrator
 City of Wheaton, Philip Sues, Mayor
 Village of Woodridge, Gina Cunningham, Mayor
 Village of Woodridge, Al Stonitsch, Administrator
 Village of Addison, Joe Maranowicz, Village Manager
 City of Aurora, Alex Alexandrou, Chief Management Officer
 Village of Bartlett, Paula Schumacher, Village Administrator
 Village of Bensenville, Evan Summers, Village Manager
 Village of Bloomingdale, Pietro Scalera, Village Administrator
 Village of Bolingbrook, Ken Teppel, Village Co-Administrator
 Village of Burr Ridge, Evan Walter, Village Administrator
 Village of Carol Stream, Joe Carey, Assistant Village Manager
 Village of Clarendon Hills, Kevin Barr, Village Manager

STAFF:

Suzette Quintell, Executive Director
 Joe Breinig, Deputy Executive Director
 Kimberly Blair, Communications and Member Services Manager
 Christina McDaniel, Member Services Associate
 Freddy Vasquez, Transportation Project Manager
 Kimberly White, Policy Analyst

WORKSHOP PARTICIPANTS

MEMBERS:

City of Darien, Joe Marchese, Mayor
City of Darien, Bryon Vana, City Administrator
Village of Downers Grove, Dave Fieldman, Village Manager
City of Elmhurst, Scott Levin, Mayor
City of Elmhurst, Jim Grabowski, City Manager
Village of Glendale Heights, Doug Flint, Acting Village Admin.
Village of Glen Ellyn, Mark Franz, Village Manager
Village of Hanover Park, Rodney Craig, Village President
Village of Lombard, Scott Niehaus, Village Manager
Village of Oak Brook, Greg Summers, Village Manager
Village of Roselle, David Pileski, Mayor
Village of Schaumburg, Brian Townsend, Village Manager
City of Warrenville, David Brummel, Mayor
City of Warrenville, John Coakley, City Administrator
Village of Wayne, Patricia Engstrom, Village Clerk
City of West Chicago, Michael Guttman, City Administrator
City of Wheaton, Phil Suess, Mayor
City of Wheaton, Michael Dzugan, City Manager
Village of Willowbrook, Frank Trilla, Mayor
Village of Willowbrook, Brian Pabst, Village Administrator
Village of Winfield, Curt Barrett, Village Manager
City of Wood Dale, Jeff Mermuys, City Manager
Village of Woodridge, Al Stonitsch, Village Administrator

The members of the Conference had two opportunities to participate in the Strategic Plan development. The first exercise, conducted via survey, resulted in internal and external stakeholder identification and an analysis of the Conference's internal strengths and weaknesses along with their external opportunities and threats. The consultants compiled the responses into a written document, which was later shared with the membership and is attached in Appendix 1.

PROCESS TO CREATE THE 2022-2027 STRATEGIC PLAN

- Compiled an internal and external stakeholders list.
- Completed an environmental scan and internal and external SWOT (strengths, weaknesses, opportunities, and threats) analysis of the Conference, based on the previously identified stakeholders.
- Reviewed the Conference's purpose and past performance.
- Examined and refreshed the Conference's existing mission statement and values.
- Reviewed the SWOT analysis and identified fundamental strategic concerns.
- Wrote opening goal and objective statements in correspondence to the identified strategic concerns the Conference should address.
- Developed a draft Strategic Plan and incorporated feedback from the Strategic Plan Working Group to finalize the document for presentation to the Managers Committee for recommendation to the Board of Directors and Full Membership.

WORKING GROUP:

GovHR USA Vice President Kathleen Rush and Senior Vice President Charlene Stevens facilitated the workshops and co-authored this report.

A working group consisting of Managers and Administrators also volunteered to assist in elaborating on the goals, objectives, and tactics included in the plan and providing feedback on the draft document.

Members Participating:

Village of Bartlett, Paula Schumacher, Administrator
Village of Burr Ridge, Evan Walter, Administrator
City of Elmhurst, James Grabowski, Manager
Village of Downers Grove, David Fieldman, Manager
City of West Chicago, Michael Guttman, Administrator

Staff Participating:

Suzette Quintell, Executive Director
Kimberly Blair, Communications and Member Services Manager
Kimberly White, Policy Analyst

PURPOSE OF THE DUPAGE MAYORS AND MANAGERS CONFERENCE

The Conference is a regional council of local governments that have joined together to collectively advocate for sound public policy initiatives affecting DuPage communities. This Conference provides a forum for:

- Legislative advocacy to benefit the region and DuPage municipalities.
- The promotion of professional and ethical local government.
- Administration of federal and state regional transportation resources allocated to DuPage County; and
- Intergovernmental cooperation fostering networking, policy research, and resources to Mayors, appointed officials, and other staff.

Established in 1962, the Conference unites 35 member municipalities, representing more than one million Illinois residents by providing a forum to enhance the provision of services to residents.

VALUES AND GUIDING PRINCIPLES

Values are the behaviors by which the Members desire to operate. They are the key components to a system of values and principles that the Conference wants to work under with its members, stakeholders, and the public. The members reviewed the existing Statement of Values, reaffirmed their importance, and added two additional values; “Advocacy for Local Government” and “Respect for All.”

VALUES AND GUIDING PRINCIPLES

- **Collaboration:** Working together for DuPage County residents.
- **Quality Communications:** Information is timely, accurate, and easy to understand.
- **Transparency:** Efforts will be open, communicated clearly, and demonstrate accountability.
- **Innovation and Shared Learning:** Members share best practices with one another.
- **Effective Representation:** The Conference is successful and effective in representing members’ interests.
- **Advocacy for Local Government:** The Conference advocates for and supports local control and decision-making.
- **Respect for All:** The conference members will respect differences of opinion and viewpoints and strive to have all perspectives and voices heard.

KEY STAKEHOLDERS

INTERNAL STAKEHOLDERS

Primary

- Mayors and Village Presidents
- City/Village Managers and Administrators
- Trustees and other elected officials
- Other community-appointed staff.

Secondary

- Conference employees
- Conference contract lobbyists.
- Conference contract communications specialist.

EXTERNAL STAKEHOLDERS

- Elected County, State, and Federal Officials
- Residents of member communities
- Consultants/Sponsors
- Political parties
- Political Action Committees
- Other Councils of Government
- State, Regional, and other Service Agencies

STAKEHOLDERS

The Conference identified stakeholders as groups or constituencies having the potential to place a claim on the membership's attention or resources or being affected by the Conference's actions.

PERFORMANCE REVIEW

The members reviewed the past performance of the Conference as it related to its three (3) Strategic Priority Areas: Collaborating to Leverage Assets, Effective Advocacy, and Managing Conference Resources.

On a scale of 1 to 10, with 10 being “Excellent,” 81.3% rated the performance of the Conference as 9 or 10.

Top Reasons to be a Conference Member

- ✓ Leadership on DuPage County issues and concerns
- ✓ Collaboration, Communication and Cooperation.
- ✓ Information Sharing, best practices
- ✓ Networking
- ✓ Capital Funding/Roadways

Potential Opportunities for Improvement:

- ✓ Streamline packets
- ✓ Update physical space, flexible meeting space.
- ✓ Update the logo
- ✓ Rotate the directors’ meeting for ease of participation
- ✓ More Human Resources information sharing or other targeted workgroups.
- ✓ Simplify priorities to streamline legislative review process
- ✓ Consideration of a federal lobbyist.
- ✓ More staff presence in Springfield/Wheaton

SWOT ANALYSIS

In June 2022 members were emailed an exercise seeking an assessment of the Conference's environment in terms of identifying their strengths, weaknesses, opportunities, and threats. The analysis summary is in a July 14, 2022, memo, which is appended to this report. The analysis was used by the participants to develop and identify the key issues and priorities challenging the Conference.

The exercise also offered the membership an opportunity to suggest operational suggestions to improve or enhance the Agency's effectiveness.

S

STRENGTHS:

- Strong Performance of DMMC Staff
- Member participation, engagement, and networking.
- Strong reputation, especially in legislative process.
- Value, resources, and capacity of members.
- Common Interests
- Sheer number of constituents represented.
- Effective programs, i.e., transportation, grants.

W

WEAKNESSES:

- Limited financial resources
- Staff retention/attraction
- Political Climate
- Leadership and advocacy limitations.
- Member participation is limited.
- DMMC Facility
- Communications

O

OPPORTUNITIES:

- Coordination with other COGs
- Expand technology use, update website
- Municipal and regional elected officials and potential staff
- Stronger relationship with legislators (new and current)
- Actively participate at County
- Corporate Partners
- Affordable suburban lease rates.

T

THREATS:

- Economy/Recession/Inflation
- State of Illinois Elected Officials, Funding Pressure
- Waning of Political Influence
- Staff turnover due to other opportunities.
- Increased federal mandates/unfunded.
- Political polarization, local level too!
- Loss of Grade A office leases/vacancies of businesses.



MISSION/VISION STATEMENT

Participants were asked to consider if the current Mission/Vision reflected their aspirations and desires for the association for the next five years. Using the previously defined Mission/Vision, the participants utilized a participative exchange to refine the Mission/Vision to define the focus of the organization more clearly.



MISSION/VISION STATEMENT

Newly Crafted Mission/Vision:

A coalition of cities and villages working together, the Conference fosters collaboration and advocates for excellence in municipal government.

Prior Vision:

Representing more than one million residents by advocating for sound public policy initiatives, the DuPage Mayors and Managers Conference (DMMC) strives to promote municipal government, foster intergovernmental cooperation, and find innovative solutions to make local government work more effectively for DuPage residents and ultimately all citizens of Illinois.

IDENTIFYING KEY STRATEGIC PRIORITIES

During the retreat and based on a discussion and review of the SWOT analysis, participants identified eight (8) goals (not listed in any priority) needing the Conference's attention in the next five (5) years. The goals were then refined and categorized into the three strategic priorities.

KEY STRATEGIC PRIORITIES

Collaborate to Leverage Assets

- Improve Awareness of Multi-Jurisdictional Grant and Purchasing Opportunities.
- Develop a course of action to promote positive discourse that engages opposition voices.
- Evaluate the value proposition of a federal lobbyist.

Advocacy

- Cultivate effective relationships with all government levels.
- Cultivate alignment of issues with other Councils of Governments (COGs).
- Create an annual advocacy plan.

Managing Resources:

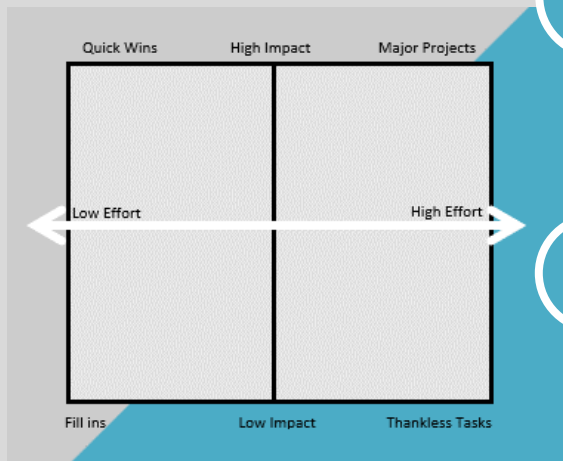
- Develop a sustainable plan addressing staffing and compensation retentions.
- Refine the Conference focus and concentrate on mission issues.

GOALS AND OBJECTIVES

SMART Goals are Specific, Measurable, Attainable, Relevant, and Timely.

Based on the key strategic priorities identified on the previous page, goals and objectives were articulated. They serve as the heart of the 2022-2027 Strategic Plan. The following pages include the framework of the plan's five-year goals, objectives, and time frame that are recommended means for accomplishing the Conference's desired outcomes to achieve its 2027 Vision. The participants were also asked to consider the priority or impact of the effort. The following definitions were used to assure a common understanding:

The small groups were also asked to consider the timeframes of their goals in terms of Impact vs. Effort. The following chart is a helpful visual to understand the amount of time, effort, and resources (financial or staff) vs. the impact of the project and its ultimate success.



GOAL

A long-term organizational direction that states what the Burnsville Human Resources Department wants to achieve over the life of the strategic plan.

OBJECTIVE

A target that must be achieved when reaching to attain organizational goals.

STRATEGIC PRIORITY

Collaborate to Leverage Assets

GOAL

The DuPage Mayors and Managers Conference will evaluate how to better foster jurisdictional awareness of grant opportunities.

OBJECTIVE(S)

- 1) Identify opportunities to improve grant awareness and potential for improved municipal success. **(Long Term 2026-27)**.
 - a) Consider creating a grant database (or purchase access to an existing database) to facilitate member applications. **(Long Term 2026-27)**.
 - b) Evaluate the potential of providing technical assistance for potential recipients. (Identified as a Major Project that will take staff resources but have a high impact on members). **(Long Term 2026-27)**.
- 2) Identify and communicate grant or other funding opportunities which align with municipal efforts. **(Mid Term 2024-2025)**.
- 3) Evaluate a regional-focused joint purchasing program. **(Long Term 2026-27)**.

PRIORITY/IMPACT

The above objectives were identified as “major projects” that will take staff time and resources but have a high impact or value to members. Identifying and communicating the funding opportunities once the database was established was identified as a potential “quick win.”

STRATEGIC PRIORITY

Collaborate to Leverage Assets

GOAL

The DuPage Mayors and Managers Conference will develop a course of action to promote positive discourse that engages opposition voices and viewpoints.

OBJECTIVE(S)

- 1) Create a clear set of expectations for committee leadership; offer training in navigating challenging conversations effectively. **Short Term (2023)**
- 2) Create a clear set of expectations and guidelines for committee membership and participation (rules of conduct). **Short Term (2023)**
- 3) Utilize meeting agendas and policy memos that set expectations and outcomes. **Short Term (2023)**
- 4) Develop and utilize an annual feedback or evaluation tool to benchmark. **Mid-Term (2024-25)**

PRIORITY/IMPACT

The objectives above were identified primarily as being “quick wins” and “fill ins”, for example establishing the expectations is a “quick win” but the monitoring and evaluation will be “fill ins.”

STRATEGIC PRIORITY

Collaborate to Leverage Assets

GOAL

The DuPage Mayors and Managers Conference will define a framework to evaluate the value proposition of hiring a federal lobbyist with a focus on those initiatives that have a potential high financial value (i.e., federal infrastructure bill).

OBJECTIVE(S)

- 1) Define the desired scope of work and services (general or program based). **Short Term (2023)**
- 2) Assess any possible access to existing or duplicate resources, such as NLC, IML. **Mid-Term (2024-25)**
- 3) Assess cost impact on the Conference budget and revenue formula or if a new revenue approach is appropriate (i.e., subscription basis or other approach). **Mid-Term (2024-25)**
- 4) Identify program measures for annual review and evaluate success and continued action. **Long Term (2026-27)**

PRIORITY/IMPACT

Identified as major projects with a high impact on members.

STRATEGIC PRIORITY

Effective Advocacy

GOAL

The DuPage Mayors and Managers Conference will continue to cultivate alignment on issues with other Councils of Governments (COG).

OBJECTIVE (S)

- 1) Continue to maintain and enhance leadership role among COGs (spearhead / lead on high profile topics). **Short Term (2023)**
- 2) Establish and monitor relationships with COG Leadership, anticipate changes in leadership and impacts. **Short Term (2023)**
- 3) Continue to identify issues of mutual interest; strategize on who is best positioned to lead on issues. **Mid-Term (2024-25)**
- 4) Evaluate efforts and identify measures and tactics that were successful. **Long Term (2026-27)**

PRIORITY/IMPACT

The “quick wins” are maintaining the existing leadership role and identifying issues of mutual interest. The “major project” is development of strategy and tactics for each issue.

STRATEGIC PRIORITY

Effective Advocacy

GOAL

The DuPage Mayors and Managers Conference will continue to cultivate alignment on issues with other Councils of Governments (COG).

OBJECTIVE (S)

- 1) Continue to maintain and enhance leadership role among COGs (spearhead / lead on high profile topics). **Short Term (2023)**
- 2) Establish and monitor relationships with COG Leadership, anticipate changes in leadership and impacts. **Short Term (2023)**
- 3) Continue to identify issues of mutual interest; strategize on who is best positioned to lead on issues. **Mid-Term (2024-25)**
- 4) Evaluate efforts and identify measures and tactics that were successful. **Long Term (2026-27)**

PRIORITY/IMPACT

The “quick wins” are maintaining the existing leadership role and identifying issues of mutual interest. The “major project” is development of strategy and tactics for each issue.

STRATEGIC PRIORITY

Effective Advocacy

GOAL

The DuPage Mayors and Managers Conference will cultivate effective relationships at all levels of government.

OBJECTIVE (S)

- 1) Identify additional partnership opportunities with other government groups and partners who align with strategic initiatives. **Long Term (2026-27)**
- 2) Prioritize relationships among the groups and partners to ensure staff resources and efforts are strategic and targeted. **Mid-Term (2024-25)**
- 3) Identify primary points of contact for each partner and within the Conference, the appropriate liaison. **Mid-Term (2024-25)**
- 4) Formalize the process, develop long term relationships strategies that can be proactive in addressing changes in staffing turnover at partner agencies. **Long Term (2026-27)**

PRIORITY/IMPACT

The objectives above were identified as “fill-in” projects primarily except for the final objective (Objective #4), which was identified as a major project with potentially limited impact.

STRATEGIC PRIORITY

Managing Conference Resources for Sustainability

GOAL

Refine the focus and concentrate Conference staff and financial resources on the mission.

OBJECTIVE (S)

- 1) Assess Impact and Effort. **Short Term (2023)**
- 2) Define and review focus annually. **Mid-Term (2024-25)**
- 3) Annual committee assessment for mission alignment. **Long Term (2026-27)**

PRIORITY/IMPACT

Identified as “quick wins” in terms of assessing the impact of programs, but a more challenging major project to refine the focus and ensure alignment with committee’s works.

STRATEGIC PRIORITY

Managing Conference Resources for Sustainability

GOAL

Develop a sustainable plan that addresses staff compensation and retention.

OBJECTIVE (S)

- 1) Perform a staff “stay” survey to gain feedback and understand priorities which will enhance retention. **Short Term (2023)**
- 2) Assess and develop a plan for staff development and expected staff tenure to ensure the organization plans for orderly transitions. **Mid-Term (2024-25)**
- 3) Develop a compensation policy including establishing comps and established criteria to ensure wage competitiveness. **Short Term (2023)**
- 4) Evaluate exit interview feedback to further understand gaps and career progression risk. **Mid-Term (2024-25)**

PRIORITY/IMPACT

Identified as “quick wins” in terms of assessing the impact of programs, but a more challenging major project to refine the focus and ensure alignment with committee’s works.

STRATEGIC PRIORITIES

Goal Timeline

Preliminary Preparation	Completion By: 2023
Clarify Committee Leadership Expectations/Training	
Develop Committee Membership Guidelines and Expectations	
Meeting Agendas Set Expectations	
Federal Lobbyist: Define Desired Scope of Work	
Demonstrate COG Leadership Role	
Monitor COG Leadership Relationships and Role Changes	
Assess Impact and Effort of Staff/Concentrate on Mission	
Perform Staff "Stay" Survey	
Develop Compensation Policy	
Identify/Disseminate Grants or Other Funding Opportunities	Completion By: 2025
Annually Offer Feedback/Evaluation of Committees	
Federal Lobbyist: Alternative Methods to Impact Federal Legislation	
Identify and Align with COGs on Mutual Interests; Coordinate Strategy	
Partnership Efforts are Strategic and Maximize Resources	
Assemble Key Contact Data for Strategic Partners in/outside of Conference	
Annually Define Staff Work Plan/Focus	
Develop Staff Development and Turnover Strategy	
Evaluate Exit Interviews to Understand Staff Retention/Attraction Risk	
Identify Opportunities to Improve Grant Awareness	Completion By: 2027
Evaluate Joint Purchasing Program	
Consider Grant Database Acquisition or Other Means	
Evaluate Potential of Offering Technical Assistance for Grants	
Federal Lobbyist: Cost Impact Assessment and Revenue Formula	
Federal Lobbyist: Develop Evaluation of Program Success	
Evaluate COG Joint Efforts to Improve Success	
Identify Strategic Partnerships to Advance Initiatives	
Develop Long-Term Strategies to Address Staff Change in Partner Agencies	
Consider Committee Structure to Ensure Mission Alignment	

Each Goal focuses on the overall Strategic Priorities. Most specifically the Goals listed above align with the following Strategic Priorities:

- ✓ Collaborate to Leverage Assets
- ✓ Effective Advocacy
- ✓ Managing DMMC Resources for Sustainability

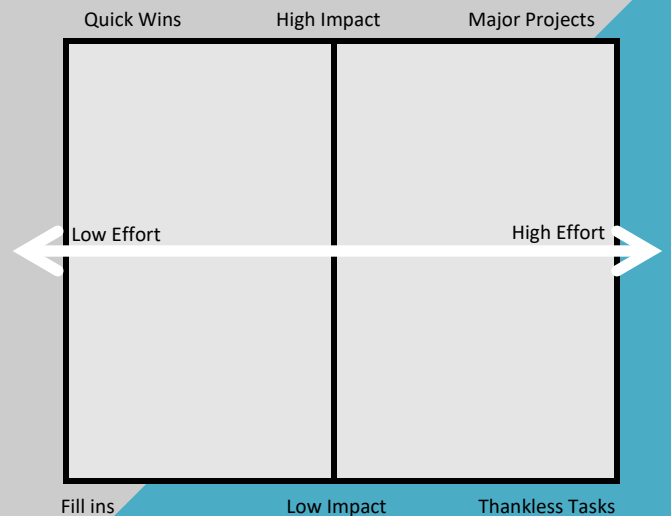
CONCLUSION

The Conference has successfully completed the identification of stakeholders, strengths, weaknesses, opportunities, and threats. The Conference has refined its Mission and Values, focusing on the work of the Conference for the next five years. Utilizing the previously identified Strategic Objectives, members created eight (8) goals in addition to several objectives. Using a tool to evaluate low-effort/high-impact opportunities, the group began prioritizing the goals. Prioritizing the goals will form the basis for resource assignments in the next five years. This evaluation will also allow for continual evaluations of opportunities to achieve objectives.

Regularly checking in on goals and objectives is a fundamental component of a successful Strategic Plan implementation. Fortunately, the Conference has a robust tracking system in place and regularly charts the progress of its efforts.

The Conference can use the Plan to evaluate new initiatives and opportunities that arise in the next five years and ensure those opportunities align with the existing mission. If they do not, the mission and work plans may be intentionally altered to reflect a change in priorities.

GovHR USA was thankful to have the opportunity to assist the Conference in updating its five-year strategic plan.





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**THANK
YOU**

DUPAGE MAYORS AND MANAGERS CONFERENCE

STRATEGIC PLAN

APPENDIX A

To: DMMC Board of Directors and Executive Director Quintell

**From: Kathleen Rush, Vice President, GovHR USA
Charlene Stevens, Senior Vice President, GovHR USA**

Date: July 14, 2022

Subject: Data and Analysis Memo - Strategic Plan Survey Results

Please bring this report with you to the retreat.

Key to the strategic planning process is developing a scan of the current working environment for DMMC. GovHR has secured and analyzed the data using a survey tool. Respondents included 32 communities and 33 individuals (one community responded on behalf of two individuals). Of the 32 responses, 10 were elected officials and the 23 were appointed officials. This is much improved compared to the survey results from 2018 where only 16 communities responded to the survey. The respondents reflect a strong representation from all parts of DuPage County. The data is reported anonymously - neither community or individual responding is identified. The report is provided in four parts: the Stakeholder Review, the SWOT analysis, the Report Card and Future Actions.

For your reference as you begin to review the report, the survey respondents included:

Addison	Aurora
Bartlett	Bensenville
Bolingbrook	Bloomingtondale
Burr Ridge	Clarendon Hills
Carol Stream	Darien
Downers Grove	Hanover Park
Glendale Heights	Glen Ellyn
Lombard	Naperville
Roselle	Schaumburg
Warrenville	Wayne
West Chicago	Wheaton
Winfield	Wood Dale
Woodridge	Oak Brook

PART I -STAKEHOLDER REVIEW

Each organization is impacted by its stakeholders. Your individual communities' stakeholders might include the State, your residents, interest groups, developers, etc. Stakeholders are those constituencies identified as having the potential of seeking the Conference's attention or resources, or being affected by DMMC's services, products or positions. Understanding their demands and needs helps to create the framework for service provision and can impact the overall effectiveness of the organization's efforts.

Internal Stakeholders

The survey respondents wholeheartedly agreed the following are internal stakeholders:

- Mayors/Village Presidents
- Trustees/other elected officials
- Managers/other community appointed staff

To a lesser extent, these are internal stakeholders:

- DMMC employees
- Contract Lobbyist
- Contract Communications Specialist

Why are they important (a sample of comments taken directly from survey):

*These are the folks who formulate the issues of concern, set direction, implement strategy and achieve results.

*Have direct interest in the success of DMMC

*I believe that the mayors, trustees and managers are natural stakeholders based upon their positions. In terms of the ED and her staff, I feel that they should and need to be stakeholders just as I am considered a stakeholder in ____. We also consider our employees to be stakeholders in our programs and policies. If DMMC goes down a path that will potentially impact its staff, we must consider the effect it will have on them in terms of morale, attraction and retention. In the current employment market this is a must.

External Stakeholders

The majority of the respondents felt that the list below are external stakeholders of the DMMC:

- County Board members
- County Board Chairperson
- Elected officials - regional agencies (Township, etc.)
- Elected officials - State Senators and Representatives
- Elected officials - Federal Senators and Representatives

- Residents of member communities
- Consultants/Sponsors
- Political parties
- Political Action Committees
- Other Councils of Governments
- State Agencies
- Regional Agencies
- Service Agencies

Interestingly, the media, outside lobbyists, elected officials from regional governments (i.e. township, park district) and utilities were not as strongly supported as internal stakeholders.

Why are these Stakeholders important (a sample of comments taken directly from the survey):

***DMMC has regular and direct interaction with them, including collaborative work, lobbying for legislation, and funding support.**

***We need their help to accomplish our mission.**

***DMMC stakeholders have to work in concert with the County offices to ensure all residents of the county have a voice through their representatives. Relationships with state and federal elected officials is important to give us voice in Springfield and DC, assisting with long term planning, funding opportunities and state and federal regulations. Listening to the needs of our corporate partners is important for the long term growth and prosperity of communities and the county at large.**

NOTES or OBSERVATIONS:

PART II -
Strengths, Weaknesses, Opportunities and Threats

Part II is a robust review of the Conferences strengths, weaknesses, opportunities and threats (SWOT). To assist in the assimilation of the data, we identified commonalities in answers and summarized them. This information will be very important to consider prior to the Workshop scheduled for July 26. This is the grist for the mill when helping to address the strategic issues.

SWOT Review

Internal Strengths	Options for maximizing strengths
Strong performance of DMMC staff.	<ul style="list-style-type: none"> ● Ensure proper compensation and benefits for the Executive Director and staff; ● Address succession planning; create/maintain positive work culture; ● Attract/retain talented employees focused on the mission ● Evaluate staff levels and resources to continue robust efforts ● Monitor work culture ● Provide resources (facilities, equipment, facilities)
Member participation, engagement and networking opportunities.	<ul style="list-style-type: none"> ● Look for opportunities to broaden and diversify participation and engagement. ● Identify those that have the time and inclination to participate, and capitalize on it. ● Create frequent opportunities to connect and share resources and information. ● Develop focused sessions and policy proposals that are critical for member-municipalities’ abilities to exercise control over their futures. ● Continue providing members with a variety of organizational activities. ● Develop an outreach effort to engage non-participating members.
Strong reputation as an effective and quality COG and critical partner in promoting the interests of DuPage communities	<ul style="list-style-type: none"> ● Maintain and build on DMMC’s credibility with legislators and County Board. ● Identify ways to ensure DMMC remains a responsible and transparent organization.

especially in the legislative process.	<ul style="list-style-type: none"> ● Assure means to continue good relationships with legislators. ● Assure nimbleness to inform and react to changing legislation. ● Evaluate information and offer consistent communication on positions. ● Continue providing strong advocacy and outreach, and consistent messaging. ● Keep member participation high and membership engaged.
Value, resources and capacity of members.	<ul style="list-style-type: none"> ● Continue to demonstrate the value of DMMC's services and the benefit of participation.
Communications and responsiveness.	<ul style="list-style-type: none"> ● Continue Board leadership efforts especially between President, Vice President and Executive Director. ● Consider technology efforts to provide timely and detailed legislative updates.
Common Interests, cohesiveness and collective vision focus' legislative efforts and resource sharing.	<ul style="list-style-type: none"> ● Assure that DMMC continues to provide consistent messaging that is reflective of a (generally) homogenous group of communities. ● Continue to build collaboration with member communities. ● Use technology to disseminate messages in a timely manner.
Sheer number of constituents represented	<ul style="list-style-type: none"> ● Maintain membership engagement.
Effective programs including administration of transportation/grants.	<ul style="list-style-type: none"> ● Assemble best practices ● Host additional forums to share interests and challenges.

Internal Weaknesses	Options for minimizing or overcoming weaknesses
Limited financial resources.	<ul style="list-style-type: none"> ● Explore coordinating with other COGs and partner agencies to share expertise. ● Partner with other COGs on Lobbyist.
Staff Retention/Attraction	<ul style="list-style-type: none"> ● Recruit emerging leaders as a non-traditional source to our 'non-traditional' employer. ● Examine staff roles, organizational structure, outsourcing some work, and

	<p>members' expectations. Avoid Work creep.</p> <ul style="list-style-type: none"> ● Look at staff compensation and benefits.. ● Identify workplace flexibility retention strategies not addressed above.
Political Climate	<ul style="list-style-type: none"> ● Regular monitoring by leadership to address politicization of issue conversations with early intervention
Leadership and advocacy limitations.	<ul style="list-style-type: none"> ● Advance a strategy to work with the Governor and other key political leaders to raise the profile of DMMC positions. ● Identify ways to build better relationships with state legislators and capitalize on our political strength. ● Consider a rapid response team/offer speciality response to avoid taking over organizations core efforts. ● Consider modifying 'Calls to Action" efforts to improve efficacy.
Membership participation is limited. Perception leadership is insular.	<ul style="list-style-type: none"> ● Use remote attendance. ● Seek ways to lift up the value of participation and encourage Mayors to attend events, share their voices. ● Provide clear guidelines to member-municipalities that define their roles and responsibilities. ● Consider how to diversify the Executive Board and Committee leadership (age, gender, race) ● Look at ways to convey DMMC's value through the on-boarding of new members (esp. new Managers) ● consider when Exec Committee meeting times are held; currently prohibits or hinders "working" voices.
DMMC facility.	<ul style="list-style-type: none"> ● redesign interior to improve meeting space
Communications.	<ul style="list-style-type: none"> ● professionalize and improve content of emails from DMMC.

External Opportunities	Options for taking advantage of opportunity
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Coordination with other COGs.	<ul style="list-style-type: none"> ● Team up with IML and others (legislative matters, regulatory issues, surveys and transportation. ● Team up with other COGs on joint projects, coordination of contractors, leverage staff resources.
Expand technology use	<ul style="list-style-type: none"> ● Adopt workplace flexibility model to attract high quality staff (shorter work week v pay) ● Improve processes using technology (Board packet)
Municipal and elected staffing changes	<ul style="list-style-type: none"> ● Create a means to foster improved networking, mentoring and gain new perspectives.
Stronger relationship with legislators.	<ul style="list-style-type: none"> ● Develop a strategy to leverage changing DuPage political climate (more 'blue') ● Utilize the Mayor's already established relationships with legislators to DMMC advantage. ● Utilize County's large population base to advocate for the Conference/region.
Actively participate at County	<ul style="list-style-type: none"> ● New leadership may provide agenda reset opportunity ● Establish a core mayor/manager group to meet with County leaders quarterly.
Corporate Partners	<ul style="list-style-type: none"> ● Revisit revenue opportunities. ● Consider use of their perspectives when formulating legislative strategies; partnership opportunities
Emergent issues	<ul style="list-style-type: none"> ● Consider if committee structure is appropriate to address emergent issues and/or existing needs.
Website update	<ul style="list-style-type: none"> ● Update considering purpose and objectives
Residents of members	<ul style="list-style-type: none"> ● Consider how to engage and tap into their energy/voices.
Suburban office lease rates are affordable	<ul style="list-style-type: none"> ● Consider selling DMMC building/land

External Threats	Options for minimizing or overcoming threat
Economy/Recession/inflationary pressures cause	<ul style="list-style-type: none"> ● Advocacy to increase LGDF ● School funding alternative advocacy to limit taxes

consider of continued DMMC membership	<ul style="list-style-type: none"> ● Develop financial strategy to consider revenue balance (dues, corporate sponsorships, etc.) ● Create and maintain value proposition of DMMC ● Monitor corporate sponsorship levels and engage when concerns arise
State of Illinois/State Legislature/Governor	<ul style="list-style-type: none"> ● Offer legislators insight into how proposed legislation impacts local government negatively ● Monthly impact statements on how the State is failing local government ● Engage with other COGs on IDOT processing time issues ● Evaluate opportunities or if engagement with State on DCEO grant allocation is beneficial
Waning political influence	<ul style="list-style-type: none"> ● Evaluate critically why lobbying has not been effective. ● Establish and implement an ongoing interaction strategy. ● Establish a stronger presence in Springfield (more staff?)
Staff turnover due to opportunities	<ul style="list-style-type: none"> ● Maintain a positive work climate (flex hours, work from home, compensation) ● Authorize the Director to manage operations to suit organization needs.
Political polarization	<ul style="list-style-type: none"> ● More conversations at Board level to focus positions and improve relationships/increase trust and confidence.
Politicization of city/village administrator positions	<ul style="list-style-type: none"> ● Support the council/manager form of government ● Encourage professional leadership as a cornerstone of good government ● Promote ethical and non-partisan leadership
Pressure on local government financial resources resulting from State / Chicago / Cook action	<ul style="list-style-type: none"> ● Develop proactive strategy to respond to COVID relief funding expiration. ● Foster CMAP relationship to protect capital funds ● Monitor aggressively potential changes in funding formula
Increased regulation by Federal government resulting in unfunded mandates	<ul style="list-style-type: none"> ● Lobby
Apathy of residents and negative perception of local government	<ul style="list-style-type: none"> ● Promote the effectiveness of local government (help with the tools and message)

	<ul style="list-style-type: none">• Increase messaging on direct impacts / implications of legislative proposals• Review DMMC events to ensure cost effective and show value to community
Loss of office space resulting from catastrophic event	<ul style="list-style-type: none">• Have a back up lease agreement with a community.

NOTES or OBSERVATIONS:

PART III - REPORT CARD/VALUES

Part III captures the qualitative and performance feedback from the survey respondents. This “report card” section allowed the respondents to share their feelings about the Conference, and provide information regarding the future direction of the Conference. The responses indicate a **high degree of satisfaction** with the current services and also reflect areas where the conference is wrestling with change. Consistently and similar to the last survey, respondents point to the challenge of how to serve an increasingly dynamic political landscape and respond to service demands in light of continued constraint of revenue.

The membership values enumerated here could be used to help promote the Conference to non-member municipalities but also should serve to reinforce the value to current elected officials.

Important reasons to be a member of DMMC:

The strongest reasons include:

- Leadership on DuPage County issues and concerns
- Collaboration, communication and cooperation on issues affecting municipalities
- Advocacy and lobbying for local government
- Unity of voice on critical issues (strength in numbers)
- Information sharing/best practices and innovation
- Networking - with other Mayors, Managers, County, Legislators
- Capital funding

Performance?

The level of satisfaction with DMMC performance is very strong:

26 people or 81.3% rated the performance a score of 9 or 10

2 people (6.2%) responded either 6 or 7

4 people (12.5%) responded 8

What would you change about DMMC?

- Legislative:
 - 1) Legislative Committee – add more discretion or free up criteria
 - 2) Simplify legislative review process
 - 3) Federal lobbyist
 - 4) Increase focus to specific issues
- Staff resources - address compensation and benefits, consider increasing organizational capacity
- Reduce disconnect between mayors and managers on issues
- Consider modifications on selection/recruitment to improve a wider diversity in the leadership of DMMC

- Operations:
 - Commit dollars to implement a plan for long term DMMC viability
 - Leverage technology - support operations, advocacy and outreach
 - Collaborate with other COGs
 - In person meetings/abandon remote meetings (only 2)
 - Change up meeting locations
- Improve member participation numbers; get a diversity of participation
- Help with UP/METRA
- Consider affiliate memberships

What services would you abandon?

The majority of respondents indicated they would not eliminate any (14 respondents). Other suggestions included:

- County meeting highlights (add a description of services to web site)
- Drive down – not always valuable/effective and more of an event
- Property/building maintenance – consider outsourcing
- Eliminate the golf outing unless it is making money

FUTURE: New areas to explore?

- Streamline packets
- Listen to Exec Director and eliminate those services without value
- Update the physical space
- Update the logo
- Consider Resident communication tools/effective messaging
- Rotate Directors meetings
- Routine municipal surveys; a routine practice may generate trends v. Haphazard efforts
- Explore selling building
- Flexible meeting space
- Board meeting agenda software and other technology advancements – communications
- Improve meeting speakers/presentations; use outside speakers
- Partner with ILCMA to increase knowledge of best management practices
- Cyber security best practice recommendations
- More HR information and working groups – hiring issues, policy problems, insurance challenges
- Legislative:
 - Better lobbying approach; simplify and prioritize legislative review process
 - More staff presence in Springfield and Wheaton; increase staff if needed
 - Federal lobbyist
 - Write / introduce original legislation; find a sponsor

- Continue outreach
- Creative ways to connect with legislators

NOTES or OBSERVATIONS:

NATIONAL FIRM LOCAL FOCUS

Alabama

Birmingham

Arizona

Phoenix

California

Sacramento

Riverside

Carlsbad

Florida

Tampa HQ

Georgia

Savannah

Atlanta

Alpharetta

Illinois

Chicago Metro

Indiana

Gary

Michigan

Bay City

New York

NYC

North Carolina

Raleigh

South Carolina

Columbia

Tennessee

Nashville

Texas

Dallas

Austin

San Antonio

Houston

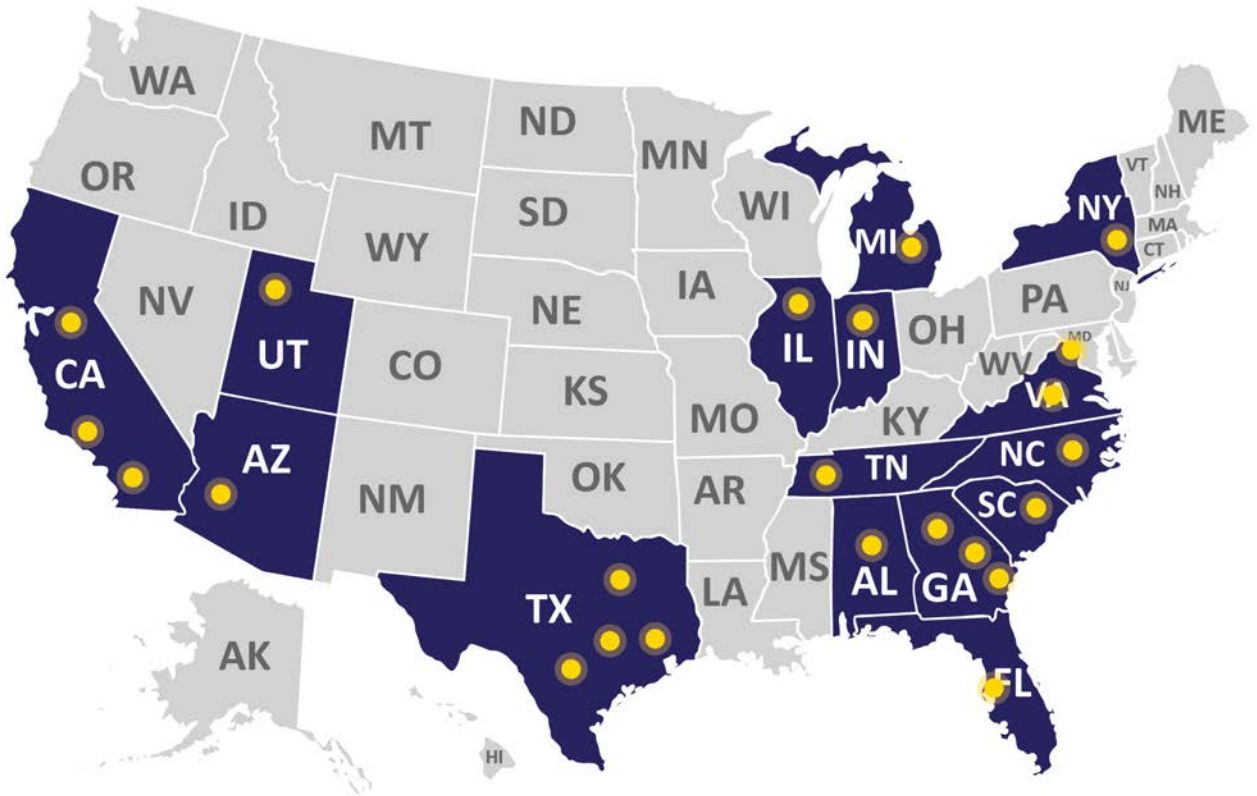
Utah

Salt Lake City

Virginia

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CITY OF DARIEN

RULES FOR COMPLIANCE WITH PUBLIC COMMENT REQUIREMENTS OF THE ILLINOIS OPEN MEETINGS ACT

I. PURPOSE OF RULES.

The purpose of these Rules is to comply with the requirement of Section 2.06 of the Illinois Open Meetings Act that a public comment section be provided at each meeting subject to the Open Meetings Act.

II. DEFINITION OF “PUBLIC BODY” or “BODY.”

For purposes of these Rules, the term “Public Body” or “Body” shall mean the City Council, any Committee of the City Council, and any Board and Commission established by the City Council.

III. RULES GOVERNING PUBLIC COMMENT.

A. Unless otherwise allowed by a majority vote of the Body, the public comment periods shall be as follows:

1. For the City Council, as set forth on the attached **Agenda template**.
2. For Council committees and advisory committees, at the conclusion of the meeting immediately before adjournment. At the direction of the Body, the floor may be opened for public comment in conjunction with specific agenda items.

B. Individuals seeking to make public comment to the Body shall be formally recognized by the Chair.

C. Individuals addressing the Body shall identify themselves by name, but need not provide their home address.

D. Individuals addressing the Body shall do so by addressing their comments to the Body

itself and shall not turn to address the audience.

E. Public comment time shall be limited to three (3) minutes per person.

F. An individual will be allowed a second opportunity to address the Body only after all other interested persons have addressed the Body and only upon the majority vote of the Body.

G. In the case of a special meeting, public comment will be limited to subject matters germane to the agenda of the special meeting.

IV. PUBLIC HEARING REQUIREMENTS.

Additional public comments periods will be allowed as required by law in the case of public hearing, subject to the same time constraints.

Approved by a Motion on November 17, 2014