

*Village of Downers Grove*

**Long-Range Plan 2013 - 2015**  
*2014 Meeting 4*



## Introduction

In July 2013 the Village Council developed a list of Action Items to be addressed in 2014 and 2015. Action Items are used to determine Council priorities and to guide staff work plans and the preparation of the annual operating budget. Projects that rise to the level of Action Items meet the following criteria:

- **Support of Strategic Plan Goals and Key Issues** - The action should achieve a measurable result that supports one or more of the Strategic Plan Goals and/or Key Issues identified in the Long-Range Plan Preliminary Report.
- **Village Council Policy Direction Required** - The action requires the Village Council to provide policy-level direction to be completed.
- **Six Months or More to Complete** - The action requires significant staff and/or Village Council time.
- **Multi-Department Effort** - The action requires effort from more than one Village department.
- **Significant Community Engagement** - The action includes significant interaction and dialogue with community members.

Implementation of the action items are planned to occur over an 18 month period (January 2014 through May 2015). High priority action items are given the highest priority to ensure completion within the established timeline. Medium priority items are acted on throughout the 18 month period and the Village takes opportunities to move forward on as many projects as possible. The graphic on the next page shows a tentative timeline for completion and current status of the various action items. Detailed reports on each item are found on the following pages.

The objective of the Long Range Planning discussion is to review and modify, if necessary, the priority action items to be addressed from now until May, 2015.

## Current Status

Work has been undertaken on 14 of the 15 items and all action items are proceeding on schedule. The Village is also working on two items from the 2013 action item list (zoning ordinance updates and wireless alarms)

### Completed Items

- Zoning ordinance (High, 2013)
- Negotiate Collective Bargaining Agreements (High - Firefighters)
- Fowl ordinance amendments (Medium)
- Update the Ogden avenue sidewalk policy (Medium)
- Explore options for methadone clinic relocation (Medium)

### On-going Items Not Requiring Further Council Action

- Wireless alarms (High, 2013)
- Sign ordinance amortization compliance deadline (High)
- Leverage membership in DMMC (Medium)

### On-going Items Requiring Further Council Action

- Facilities plan and implementation (High)
- Continue to improve resident engagement (High)
- Develop employee compensation strategy (High)
- Negotiate collective bargaining agreements (High - Police and Public Works)
- Consider amendments to stormwater management regulations (Medium)
- Develop a standard for ROW improvements (Medium)
- Update new construction sidewalk plan (Medium)
- Continue to implement downtown parking plan (Medium)

### Items Not Started

- Construct gateway signs (Medium)

## Priority Action Work Plan

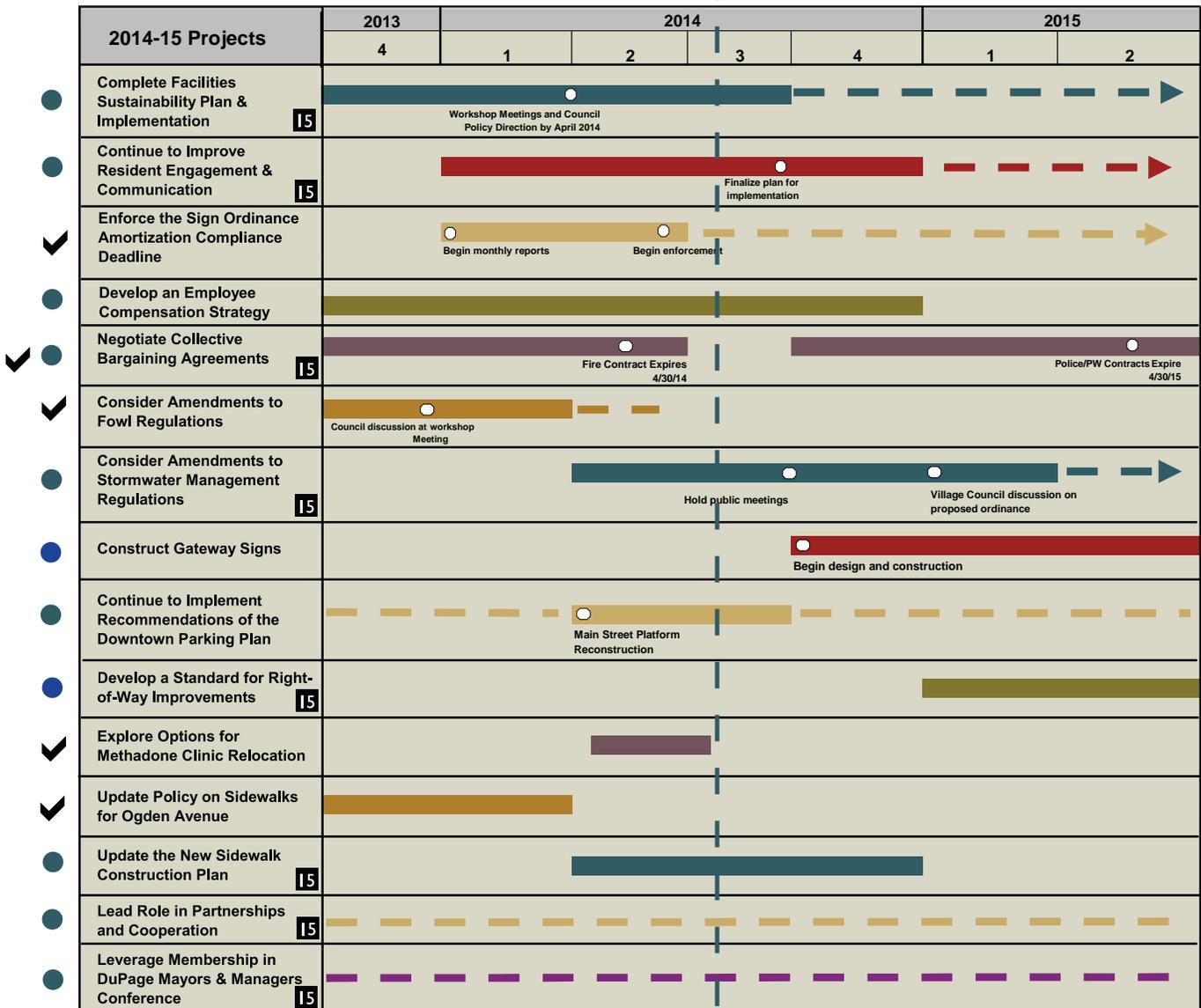
The current priority action item plan calls for the Village to work primarily on the following items from now until May 2015:

- Facilities plan and implementation (High)
- Continue to improve resident engagement (High)
- Develop employee compensation strategy (High)
- Negotiate collective bargaining agreements (High - Police and Public Works)
- Consider amendments to stormwater management regulations (Medium)
- Develop a standard for ROW improvements (Medium)
- Update new construction sidewalk plan (Medium)
- Continue to implement downtown parking plan (Medium)
- Construct gateway signs (Medium)

As part of the Long Range Planning process, the Village Council may make modifications to the work plan.

### Action Item Progress

✓ = completed ● = on-track ● = not started 15 = 2014/15 action item  
| — current date





## High Priority Action Item Report

1. Project Name	<b>Facility Sustainability Plan</b>	
2. Project Status	<b>Proceeding as Anticipated</b>	3. Target Completion Date: 09/19/14
4. Project Manager	Michael Baker - Deputy Village Manager	

### Project Plan

5. Project Purpose & Deliverable	This project will result in a long-range plan for Village Facilities, including all recommended improvements, maintenance and upkeep required to ensure that Village facilities effectively and efficiently support the goal of <i>Exceptional Municipal Services</i> . The emphasis of the plan will be Village Hall, Police and Fleet Maintenance operations, which are currently located in facilities requiring, at a minimum, substantial renovation.
6. Milestones & Major Activities (timeframe)	<ol style="list-style-type: none"> <li>1. Conduct public meetings beginning in February to discuss options with the Village Council</li> <li>2. Narrow and further analyze options by July 31, 2014</li> <li>4. Present updated information and recommendation to Village Council by September 9, 2014</li> <li>5. Develop final report and recommendations to be included as part of FY2015 Budget and 2015-19 Community Investment Plan</li> </ol>

### Progress Update (updated as of 8/15/14)

7. Recent Progress	<ul style="list-style-type: none"> <li>• Public meetings with Village Council in February and March</li> <li>• Village Council directed staff to pursue two options                         <ul style="list-style-type: none"> <li>• Village Hall and Police Department on Civic Center site</li> <li>• Police Department and Fleet at OgdeLacey and Civic Center site redevelopment to include Village Hall and apartments</li> </ul> </li> <li>• Staff met with Developer of Ogden and Lacey to further discuss development program and costs</li> <li>• Staff analyzed the impact of relocating Fire Station #1 to Ogden and Lacey</li> <li>• Met with Economic Development Corporation and Downtown Management to discuss options</li> <li>• Drafted preliminary site and engineering plan for Ogden and Lacey</li> <li>• Identified IEPA Brownfield Program as potential funding source for environmental remediation at Ogden and Lacey</li> </ul>
8. Upcoming Work	<ul style="list-style-type: none"> <li>• Perform additional evaluation and due diligence on Council-directed options</li> <li>• On-going public engagement process to improve community's understanding of project status and invite public participation</li> </ul>
9. Status explanation (for yellow or red)	<ul style="list-style-type: none"> <li>• Meeting with Downers Grove Economic Development Corporation on August 22</li> <li>• Discussion of options by Village Council on September 9</li> </ul>
Status Indicator Key	<ul style="list-style-type: none"> <li> <b>Green:</b> <i>Proceeding as Anticipated</i> – no issues likely to affect project scope, schedule and/or budget. Successful project completion is expected.</li> <li> <b>Yellow:</b> <i>Unexpected Hurdles</i> - known or potential issues are likely to affect project scope, schedule and/or budget. Successful project completion still achievable.</li> <li> <b>Red:</b> <i>Initiative Stalled</i> – significant unresolved issues will impact project scope, schedule and/or budget. Successful project completion unlikely without substantial changes or additional resources.</li> <li> <b>Blue:</b> <i>Not Yet Underway</i> – project is in work plan but not underway.</li> </ul>



## High Priority Action Item Report

1. Project Name	<b>Continue to Improve Resident Engagement and Communication</b>	
2. Project Status	<b>Proceeding as Anticipated</b>	3. Target Completion Date: 5/1/15
4. Project Manager	Douglas Kozlowski - Communications Director	

### Project Plan

5. Project Purpose & Deliverable	Continue to improve communication to residents and other stakeholders and look for opportunities to allow residents to engage the Village at any time, from any location, using technology and in-person, where and when appropriate. This project will also identify improved technology, systems and tools that will allow for more efficient and effective coordination of customer response across the entire Village organization.
6. Milestones & Major Activities (timeframe)	<ul style="list-style-type: none"> <li>Engage cross-departmental team to identify opportunities, tools and potential solutions to improve resident engagement and communication (June 2014)</li> <li>Evaluate and prioritize opportunities and develop schedule for project completion to be included in FY2015 budget (July 2014)</li> </ul>

### Progress Update (updated as of 8/15/14)

7. Recent Progress	<ul style="list-style-type: none"> <li>Began live-streaming of Village Council meetings via YouTube in May 2014</li> <li>Preparing for August launch on Nextdoor social media network</li> <li>Installing camera upgrades in Council Chambers</li> <li>Interdepartmental team is actively evaluating options for 2015 budget</li> </ul>
8. Upcoming Work	<ul style="list-style-type: none"> <li>Convene employees across several departments to identify opportunities to improve resident engagement and communication</li> </ul>

9. Status explanation (for yellow or red)

Status Indicator Key

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## High Priority Action Item Report

1. Project Name	<b>Enforce the Sign Ordinance Amortization Compliance Deadline</b>	
2. Project Status	<b>Proceeding as Anticipated</b>	3. Target Completion Date: 5/1/15
4. Project Manager	Stan Popovich – Acting Community Development Director	

### Project Plan

5. Project Purpose & Deliverable	Ensure all signs are in compliance with the sign ordinance regulations. The compliance date is May 2014. Enforcement will include notification to affected property owners and tenants beginning in January 2014, extensive interaction among staff and property owners to facilitate compliance on the remaining non-compliant signs, consideration of variation petitions submitted by sign owners, and participation in court proceedings.
6. Milestones & Major Activities (timeframe)	<ul style="list-style-type: none"> <li>Select code enforcement assistance consultant / begin work (February-April 2014)</li> <li>Deadline for Compliance / Begin Enforcement (May 5, 2014)</li> <li>Goal for final compliance target (May 2015)</li> </ul>

### Progress Update (updated as of 8/15/14)

7. Recent Progress	<p>Summary of Sign Ordinance Activity as of 7/14/14</p> <table border="0"> <tr> <td>Number of Properties with Signs:</td> <td>2,250</td> </tr> <tr> <td>Properties Conforming to Regulations:</td> <td>2,100 (93%)</td> </tr> <tr> <td>Properties with Sign Permits:</td> <td>30</td> </tr> <tr> <td>Properties with Pending Sign Permits:</td> <td>38</td> </tr> <tr> <td>Properties Not Attempting to Comply:</td> <td>82</td> </tr> <tr> <td>Citations Issued:</td> <td>4</td> </tr> </table>	Number of Properties with Signs:	2,250	Properties Conforming to Regulations:	2,100 (93%)	Properties with Sign Permits:	30	Properties with Pending Sign Permits:	38	Properties Not Attempting to Comply:	82	Citations Issued:	4
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8. Upcoming Work	<ul style="list-style-type: none"> <li>Continue with Compliance and Enforcement Activities</li> </ul>												
9. Status explanation (for yellow or red)													

Status Indicator Key	<p><b>Green:</b> <i>Proceeding as Anticipated</i> – no issues likely to affect project scope, schedule and/or budget. Successful project completion is expected.</p> <p><b>Yellow:</b> <i>Unexpected Hurdles</i> - known or potential issues are likely to affect project scope, schedule and/or budget. Successful project completion still achievable.</p> <p><b>Red:</b> <i>Initiative Stalled</i> – significant unresolved issues will impact project scope, schedule and/or budget. Successful project completion unlikely without substantial changes or additional resources.</p> <p><b>Blue:</b> <i>Not Yet Underway</i> – project is in work plan but not underway.</p>
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## High Priority Action Item Report

1. Project Name	Develop an Employee Compensation Strategy		
2. Project Status	Proceeding as Anticipated	3. Target Completion Date:	9/30/14
4. Project Manager	Mike Baker – Deputy Village Manager		

### Project Plan

5. Project Purpose & Deliverable	Develop an updated strategy and related policies that guide the compensation of all Village employees, including the Village Manager, Village Attorney, unionized and non-unionized employees
6. Milestones & Major Activities (timeframe)	<ul style="list-style-type: none"> <li>Gather and analyze relevant data and identify issues related to public employee compensation in Illinois (June 2014)</li> <li>Prepare recommend compensation strategy for Village Council consideration in conjunction with the Proposed FY15 budget (September 2014)</li> </ul>

### Progress Update (updated as of 8/15/14)

7. Recent Progress	<ul style="list-style-type: none"> <li>Gathered and analyzed public employee compensation data (June)</li> <li>Identified issues to be addressed in the strategy (July)</li> <li>Approved employment contracts with Village Manager and Village Attorney</li> <li>Approved collective bargaining agreements with Police Sergeants Union and Firefighters Union</li> </ul>
8. Upcoming Work	Develop Village-wide compensation strategies and develop FY2015 budget accordingly

9. Status explanation (for yellow or red)

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## Medium Priority Action Item Report

1. Project Name	<b>Consider Amendments to Fowl Regulations</b>	
2. Project Status	<b>Complete</b>	3. Target Completion Date: 6/30/14
4. Project Manager	Allison Deitch – Performance Manager	

### Project Plan

5. Project Purpose & Deliverable	Consider changes to existing Village regulations on backyard chickens that could expand the type and number of residential lots eligible to keep chickens.
6. Milestones & Major Activities (timeframe)	<ul style="list-style-type: none"> <li>• Present potential changes for Council consideration</li> <li>• Take further action, including preparing ordinance for approval, if directed by Village Council</li> </ul>

### Progress Update (updated as of 8/15/14)

7. Recent Progress	<ul style="list-style-type: none"> <li>• On January 14, 2014, Village Council met in workshop to discuss potential changes</li> <li>• On March 18, 2014, the Village Council directed staff to prepare an ordinance with neighbor consent requirement</li> <li>• On April 15, 2014, the Village Council heard a proposed ordinance on First Reading</li> <li>• Ordinance approved by the Village Council at the May 6, 2014 meeting</li> </ul>
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8. Upcoming Work

9. Status explanation (for yellow or red)

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## Medium Priority Action Item Report

1. Project Name	<b>Consider Amendments to Stormwater Management Regulations</b>	
2. Project Status	<b>Proceeding As Anticipated</b>	3. Target Completion Date: 12/1/15
4. Project Manager	Nan Newlon – Public Works Director	

### Project Plan

5. Project Purpose & Deliverable	Consider amending the Village's stormwater management regulations to become more restrictive than the current regulations. This could include additional best management practices which would reduce runoff from residential properties.
6. Milestones & Major Activities (timeframe)	<ul style="list-style-type: none"> <li>• Conduct a review of best practices for stormwater regulations</li> <li>• Review current regulations, desired outcomes, and costs and benefits</li> <li>• Draft proposed regulations and seek stakeholder input</li> <li>• Recommend adoption of proposed regulations</li> </ul>

### Progress Update (updated as of 8/15/14)

7. Recent Progress	<ul style="list-style-type: none"> <li>• Commended review of Best Practices</li> <li>• Met with Village of Clarendon Hills to discuss a similar project already underway</li> </ul>
8. Upcoming Work	<ul style="list-style-type: none"> <li>• Draft a report summarizing the Village's current regulations and recent development trends</li> </ul>

9. Status explanation (for yellow or red)

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## Medium Priority Action Item Report

1. Project Name	<b>Construct Gateway Signs</b>	
2. Project Status	<b>Not Yet Underway</b>	3. Target Completion Date: 5/1/15
4. Project Manager	Douglas Kozłowski - Communications Director	

### Project Plan

5. Project Purpose & Deliverable	Design and construct gateway signs on major thoroughfares in the Village.
6. Milestones & Major Activities (timeframe)	<ul style="list-style-type: none"> <li>• Establish Gateway Sign Team and define desired outcomes</li> <li>• Research sign options &amp; visit example sites</li> <li>• Design several style options</li> <li>• Recommend desired sign style with costs</li> <li>• Construct gateway signs</li> </ul>

### Progress Update (updated as of 8/15/14)

7. Recent Progress	
8. Upcoming Work	<ul style="list-style-type: none"> <li>• Conduct interdepartmental sign team meeting the week of August 18</li> </ul>
9. Status explanation (for yellow or red)	
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## Medium Priority Action Item Report

1. Project Name	<b>Implement Recommendations of the Downtown Parking Plan</b>	
2. Project Status	<b>Proceeding as Anticipated</b>	3. Target Completion Date: 12/31/14
4. Project Manager	Nan Newlon – Public Works Director	

### Project Plan

5. Project Purpose & Deliverable	Continue efforts to implement the recommendations of the 2011 Downtown Parking Study. Focus on medium and long-term objectives such as relocating commuter parking to Village Hall, creating a signage and way finding system and construct or lease additional parking.
6. Milestones & Major Activities (timeframe)	<ul style="list-style-type: none"> <li>Relocate commuter permit parking from the lots near the Main Street train station to the Village Hall parking lot (pending Metra approval)</li> <li>Review locations, funding mechanisms and triggers for downtown parking expansion plans such as leased, private parking with stakeholders if there is a new traffic generator in downtown or a decrease in available parking.</li> <li>Continue to monitor and maximize the use of existing, available parking. Update parking usage and availability counts in 2015.</li> </ul>

### Progress Update (updated as of 8/15/14)

7. Recent Progress	Staff is monitoring two recent changes to the parking system: <ul style="list-style-type: none"> <li>The relocation of 32 commuter parking spaces to the Village Hall site for the Main Street Platform Replacement project.</li> <li>The installation of a pay station at the Fairview Station and promotions to park at this location.</li> </ul>
8. Upcoming Work	Install the new wayfinding signs for the downtown parking deck by September 15, 2014.

9. Status explanation (for yellow or red)

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## Medium Priority Action Item Report

1. Project Name	<b>Develop a Standard for Right-of-Way Improvements</b>	
2. Project Status	<b>Not Yet Underway</b>	3. Target Completion Date: 12/31/15
4. Project Manager	Nan Newlon – Public Works Director	

### Project Plan

5. Project Purpose & Deliverable Update the requirements for construction work in Village rights-of-way and create design specifications for all future Village street improvements. Address items such as specifications for street signage, utility appurtenances, general construction and the standards to which the Village will make road improvements.

6. Milestones & Major Activities (timeframe)

### Progress Update (updated as of 8/15/14)

7. Recent Progress

8. Upcoming Work

9. Status explanation (for yellow or red)

Status Indicator Key



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**Blue:** *Not Yet Underway* – project is in work plan but not underway.



## Medium Priority Action Item Report

1. Project Name	Explore Options for Methadone Clinic Relocation	
2. Project Status	Complete	3. Target Completion Date: 9/30/14
4. Project Manager	Stan Popovich – Acting Community Development Director	

### Project Plan

5. Project Purpose & Deliverable	Explore options to facilitate the relocation of the methadone clinic located on Main Street.
6. Milestones & Major Activities (timeframe)	<ul style="list-style-type: none"> <li>• Initiate internal staff research on options</li> <li>• Develop memo for Village Council</li> <li>• Take further action if directed by Village Council</li> </ul>

### Progress Update (updated as of 8/15/14)

7. Recent Progress	Staff has explored the possibility of relocation of the methadone clinic located on Main Street in the downtown. The options considered included both the voluntary and involuntary approaches. Staff concluded that voluntary relocation efforts are preferred. Under this approach, the participation of the current business and land owner would be required. Staff will continue to monitor redevelopment opportunities that may facilitate the voluntary relocation of this business. If directed by the Village Council, staff will contact the business and land owner to discuss relocation opportunities.
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8. Upcoming Work

9. Status explanation (for yellow or red)

Status Indicator Key

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## Medium Priority Action Item Report

1. Project Name	<b>Update the Policy on the Construction of Sidewalks on Ogden Avenue</b>	
2. Project Status	<b>Complete</b>	3. Target Completion Date: 3/31/14
4. Project Manager	Nan Newlon – Public Works Director	

### Project Plan

5. Project Purpose & Deliverable	Discuss and update the policy and plan to complete the sidewalk system on both sides of Ogden Avenue. Address issues such as acquiring rights to private property, the impact of land acquisition and sidewalk construction on the availability of off-street and on-street parking, and the cost of construction compared to the benefits provided.
6. Milestones & Major Activities (timeframe)	<ul style="list-style-type: none"> <li>Summarize the current condition of sidewalks on Ogden Ave.</li> <li>Create a proposed action plan for land acquisition.</li> <li>Prepare a cost estimate for easement acquisitions, including title, appraisals, negotiation and acquisitions.</li> <li>Present a report summarizing this information for consideration.</li> </ul>

### Progress Update (updated as of 8/15/14)

7. Recent Progress	<ul style="list-style-type: none"> <li>This item was presented to Council in May and staff will be preparing cost estimates and project recommendations for presentation during the 2015 budget process.</li> </ul>
8. Upcoming Work	<ul style="list-style-type: none"> <li>This item is complete.</li> </ul>
9. Status explanation (for yellow or red)	
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## Medium Priority Action Item Report

1. Project Name	<b>Update the New Sidewalk Construction Plan</b>	
2. Project Status	<b>Proceeding as Anticipated</b>	3. Target Completion Date: 12/31/14
4. Project Manager	Nan Newlon – Public Works Director	

### Project Plan

5. Project Purpose & Deliverable	Review the current sidewalk construction plan, known as the Sidewalk Matrix, and discuss potential changes to the plan with the goal being the creation of a five-year capital plan for sidewalk construction.
6. Milestones & Major Activities (timeframe)	<ul style="list-style-type: none"> <li>Evaluate remaining sidewalk segments from the sidewalk matrix.</li> <li>Review remaining sidewalk gaps.</li> <li>Create a plan for future sidewalk construction with stakeholders.</li> </ul>

### Progress Update (updated as of 8/15/14)

7. Recent Progress	
8. Upcoming Work	<ul style="list-style-type: none"> <li>Update the remaining sidewalk segments from the matrix and combine them with the identified sidewalk gaps.</li> <li>Hold meeting with Village Council to discuss current status and future options.</li> </ul>
9. Status explanation (for yellow or red)	
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## High Priority Action Item Report

1. Project Name	<b>Lead Role in Partnerships with Other Local Governments</b>		
2. Project Status	<b>Proceeding as Anticipated</b>	3. Target Completion Date:	NA
4. Project Manager	David Fieldman – Village Manager		

### Project Plan

5. Project Purpose & Deliverable	Identify opportunities to partner with local governments in ways that add value to residents, enhance service levels and reduce the total cost of providing governmental services.
6. Milestones & Major Activities (timeframe)	<ul style="list-style-type: none"> <li>Activities in support of this action item will be on-going.</li> </ul>

### Progress Update (updated as of 8/15/14)

7. Recent Progress	<p>The Village partnered with the Downers Grove Sanitary District, the Downers Grove Library and other DuPage County municipalities to jointly purchase concealed carry prohibition signs, which reduced the cost of purchasing signs.</p> <p>The Village is working with several DuPage County municipalities to partner on contracts for Public Works contracts, including crack filling, sidewalk rehab and replacement, public works emergency services, and stormwater televising and cleaning. The contract for crack filling lowered costs by approximately 2%. The contract for sidewalk repair and replacement was flat, compared to a 17% increase in per unit costs the previous year.</p> <p>Manager Fieldman, as Director of the newly created DMMC Managers Committee, facilitated the preparation of reports on the Concealed Carry and Medical Marijuana laws. These reports contained recommendations for actions for all member municipalities and reduce the amount of time each individual community spent on addressing the new laws.</p> <p>Conducted a tabletop exercise simulating an active shooter in a school. Organizations that participated included the Park District, District 58, District 99, Midwestern University, Good Samaritan Hospital, the Public Library and several surrounding municipalities. This meeting encouraged emergency preparedness and cooperation across jurisdictions during emergency situations.</p>
8. Upcoming Work	Award of contract for Public Works Emergency Services Contract (Sept 2014)
9. Status explanation (for yellow or red)	

Status Indicator Key	<p> <b>Green:</b> <i>Proceeding as Anticipated</i> – no issues likely to affect project scope, schedule and/or budget. Successful project completion is expected.</p> <p> <b>Yellow:</b> <i>Unexpected Hurdles</i> - known or potential issues are likely to affect project scope, schedule and/or budget. Successful project completion still achievable.</p> <p> <b>Red:</b> <i>Initiative Stalled</i> – significant unresolved issues will impact project scope, schedule and/or budget. Successful project completion unlikely without substantial changes or additional resources.</p> <p> <b>Blue:</b> <i>Not Yet Underway</i> – project is in work plan but not underway.</p>
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## Medium Priority Action Item Report

1. Project Name	<b>Leverage Membership in DMMC</b>		
2. Project Status	<b>Proceeding as Anticipated</b>	3. Target Completion Date:	NA
4. Project Manager	David Fieldman - Village Manager		

### Project Plan

5. Project Purpose & Deliverable	Maximize the benefits the Village receives from membership in the DuPage Mayors and Managers Conference by leading change. Explore additional partnerships, improved return on investment for dues and improved communications between the members and the conference and among members themselves.
6. Milestones & Major Activities (timeframe)	<ul style="list-style-type: none"> <li>Activities in support of this action item will be on-going.</li> </ul>

### Progress Update (updated as of 8/15/14)

7. Recent Progress	<p>Manager Fieldman, as Director of the newly created DMMC Managers Committee, facilitated the preparation of reports on the Concealed Carry and Medical Marijuana laws. These reports contained recommendations for actions for all member municipalities and reduce the amount of time each individual community spent on addressing the new laws.</p> <p>The DMMC Board of Directors approved the restructuring of a loan the DMMC executed for the acquisition and improvements to their facility in 2001. The loan restructuring was proposed by the Village of Downers Grove and is designed to reduce expenses to member municipalities while allowing the DMMC to continue to make debt service payments at no additional cost or risk. This loan restructuring results in a \$20,000 benefit to the Village due to the elimination of \$10,900 in future "losses" and the receipt of \$9,700 from the DMMC.</p>
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8. Upcoming Work	Restructure DMMC performance reporting
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9. Status explanation (for yellow or red)	
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