



MANAGER'S MEMO ITEM

ITEM: Informational Presentation on the Naperville Developmental Partnership
WORKSHOP DATE: February 8, 2005
PREPARED BY: Riccardo F. Ginex, Village Manager
BID AMOUNT: \$ _____ **ACCOUNT:** _____
BUDGET AMOUNT: \$ _____

PURPOSE: A presentation on the operation of Naperville's "stand alone" Economic Development Partnership.

BACKGROUND:

In 1994, The Village Council instituted the Economic Development Commission. The Commission's main function is to prepare, develop and recommend to the Village Council a long term strategic plan to encourage the location, retention, and expansion of business within the Village. The Commission is made up thirteen individuals who work on three sub-committees tasked with specific goals.

The Ogden Avenue Sub-Committee is tasked with investigating, evaluating and shepherding economic development projects and implementing a comprehensive development strategy that encourages the attraction, retention and expansion of businesses on Ogden Avenue in Downers Grove

The Marketing Sub-Committee develops a strategic marketing and communications plan that promotes Downers Grove as a desirable location in which to live and work.

The Strategic Planning Sub-Committee implements a comprehensive development strategy that encourages the attraction, retention, and expansion of businesses within Downers Grove.

DISCUSSION OF ALTERNATIVES :

One of the main goals of the Council is to further economic development within the Village. As part of our 2004-2005 Performance Objectives, Council's direction was to, *"Evaluate and make organizational changes as appropriate to maximize output of available Village resources."* Specifically, the Council wanted to focus on the economic development aspect and concentrate on a position that had skills at "selling" the Village to new business. After developing job descriptions with input from Commissioner McConnell and EDC Chairman Michael Riordan, the job descriptions and a new departmental organizational chart were submitted on November 19, 2004.

After a review of the information submitted, the Council began discussing the concept of a separate Economic Development Commission which was is not operated under the auspices of the Village. They asked me to contact the City of Naperville to find out how their organization functioned. I contacted Mrs. Christine Jeffries of the Naperville Developmental Partnership to gather the information.

Mrs. Jeffries stated the NDP (Naperville Development Partnership) was formed in the mid 1990's in order to bring economic development into the city. The rising costs of building permits, impact fees, and the permitting process was an impetus in getting the NDP started. The NDP does both economic development and tourism. The Visitor's Bureau was incorporated into the NDP in 1999.

The NDP itself is staffed with nine (9) full time and one (1) part time staff members. Four members and one clerical person are responsible for the Economic Development side and five members work on the Tourism side. Mrs. Jeffries stated that the Tourism aspect of the NDP is much more labor intensive than the Economic Development side.

The NDP was set up to partner with the City in the development process and specifically would not compete with the Chamber of Commerce in an effort to attract membership. The NDP has a Board of Directors that consists of between twenty-seven (27) and thirty-four (34) voting members. Mrs. Jeffries stated that the board is made up of upper management or CEO's from private industry or each organization that is represented on the board. There are no middle managers. They serve three-year staggered terms.

The NDP receives income from the City of Naperville totaling \$607,470. \$150,000 is the economic development contribution from the city, which was raised from \$95,000 in the previous year. The remaining is \$457,450 is 34% of the estimated Hotel Tax collected by the city. They have a floor of \$450,000 on the Hotel Tax. Other income is derived from advertising (\$2,000), contributions (\$78,000), grants and foundations (\$30,000), and miscellaneous income (\$2,500).

Mrs. Jeffries stated the NDP has a very good relationship with the City Council and the other boards and commissions they interact with. She provided copies of their By-laws, FY2005 Budget, Goals and Objectives, and a listing of their Board of Directors.

BUDGET IMPLICATIONS:

Two positions were recommended to the Council to help implement our Economic Development initiatives. These positions included replacement of the Director of Planning and Community Development and the addition of an Economic Development Program Administrator. If both positions were to be filled, the Village would incur an approximately an additional \$80,000 in salary and benefits. If both positions were not filled and moved under a "stand alone" Economic Development Commission, the Village would save approximately \$190,000 in salary and benefits.

If the Council decides to move to a "stand alone" Economic Development Commission, considerable thought would have to go into the funding of such an organization. Funding could be accomplished somewhat along the lines of the Naperville model.

ATTACHMENTS:

- Job descriptions
- Organization Chart
- Naperville Developmental Partnership Information
- Power Point Presentation Slides

STAFF RECOMMENDATION:

Review and discuss options presented.

REQUESTED COURSE OF ACTION:

Provide direction as to a course of action to implement one of the options presented to the Council regarding Economic Development.



VILLAGE OF DOWNERS GROVE
CLASSIFICATION SPECIFICATION

Grade:19
Date: November 17, 2004

POSITION TITLE: Director of Planning and Community Development
DEPARTMENT: Legislative and General Management - Community Development
REPORTS TO: Village Manager
FLSA STATUS: Exempt

JOB SUMMARY

Plans, directs, administers and enforces the Village programs and ordinances with regard to land use and implements the Village's Community Development program to promote business investments in the Village. Acts as liaison with other Village departments, in addition to staffing other commissions: Economic Development Commission, Chamber of Commerce, Downtown Management Board, Plan Commission, and Zoning Board of Appeals, etc.

ESSENTIAL FUNCTIONS OF JOB:

- Develops and organizes project plans of an economic nature with Village, County, State, and Federal levels of authority, building partnerships with businesses and the Village. Facilitates redevelopment via staffing various boards and commissions, assisting private property owners regarding the development of their property in coordination with other departments. Manage, and assist when necessary, various development projects as assigned.
- Takes the lead role to interface with economic development partners to ensure cooperative relationships for the Village.
- Create and administer the Community Development budget.
- Negotiates economic development packages with businesses and industries looking to locate or relocate within the Village limits.
- Researches and develops information required for project planning.
- Develops and organizes the comprehensive information relating to present and future economic resources, preparing reports in narrative, visual, and graphic formats.
- Advises and develops policy recommendations for regulatory boards of the Village regarding land use and construction; citizen appeals of regulations; and, annexation issues.
- Advises developers on Village ordinances and regulations; reviews plans offering suggestions when appropriate on changes needed to meet code; assists in initial plan development to ensure codes are met.

EXAMPLES OF MAJOR DUTIES:

- Develops action plans to enhance the overall Village economic welfare by promoting Downers Grove to prospective businesses and industries.
- Coordinates multi-departmental site planning, involving Public Works, Fire Department, Community Development, etc. in the planning process, using interdepartmental expertise to assist in the planning process.
- Directs and organizes special research projects for land development as they relate to potential businesses or industrial uses.
- Develop action plans for redevelopment opportunities and hire redevelopment consultants to assist as needed.
- Acts as the Project Manager for TIF processes when necessary (e.g. locates and researches additional sources of funding, including tax exempt funding for urban development and prepares grant applications for economic development assistance and other business assistance programs).
- Attends meetings/professional seminars on economic development to keep current with trends in the field and represents the redevelopment interests of the community at such meetings.
- Assists the Plan Commission and the Zoning Board of Appeals by providing technical and administrative expertise including preparing legal notices, written and oral presentations regarding petitioner's requests, interpreting existing codes, laws and practices regarding site development, and providing technical expertise in annexation petitions.

- Provides direction to developers and reviews proposed development/redevelopment plans to ensure compliance with Village codes and ordinances. Suggests possible solutions or alternative to those petitioners requiring revised building plans including engineering and legal considerations in addition to providing petitioners with assistance in initial plan preparation.
- Provides technical planning expertise to the Village Manager, submits monthly and quarterly reports on community development activities and assists Village Manager with special projects relating to development and planning.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

- Professional knowledge of land use, zoning law, engineering issues, and economic development principles and practices.
- Expert knowledge in the area building and property codes.
- Skill in conceptualizing spatial relationships and visualizing the effects of plans and designs.
- Excellent public speaking skills and a proven ability at effective negotiation.
- Good writing and editing skills.
- Applications of technology that contribute to effective economic development initiatives.

Computer Skills
Generic

Windows	Level III	_____
Word	Level III	_____
Excel	Level III	_____
Access	Level III	_____
Power Point	Level III	_____
Outlook	Level III	_____

Specific

GEMS/SCI	Financial	Human Relations	
Trackwise	Legistar	Firehouse	Laserfiche
CEIS	Front Page	Publisher	Acrobat
GIS - Arc Ims			

EQUIPMENTS USED:

Personal Computer & software programs, Facsimile Machine, Copier, Audio-Visual Equipment.

MINIMUM QUALIFICATIONS REQUIRED:

Education: Master's level degree or equivalent in economic development, management, marketing, or other related business field.

Experience: Five to seven years of progressively responsible management experience in Community Development, of which a significant portion was related to economic development.

LICENSES & CERTIFICATIONS:

Valid Illinois Driver's License.

MENTAL & PHYSICAL ABILITY:

WORKING CONDITIONS:

This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification.



VILLAGE OF DOWNERS GROVE
CLASSIFICATION SPECIFICATION

Grade: 14

Date: November 19, 2004

POSITION TITLE: Economic Development Program Administrator

DEPARTMENT: Legislative and General Management Economic Development

REPORTS TO: Director of Planning and Community Development

FLSA STATUS: Exempt

JOB SUMMARY

Plans, directs, and organizes the Village's Economic Development initiatives, to promote business investments in the Village with a strong emphasis on the core development functions of business attraction and retention. Acts as liaison to the Economic Development Commission.

ESSENTIAL FUNCTIONS OF JOB:

- Manages the design, development, and implementation of the Village's comprehensive economic development plan in conjunction with the Director of Planning and Community Development.
- Analyze the impact of financial incentive requests to determine if they are warranted and the type of assistance that may be provided (e.g. TIF, sales tax, building permits).
- Coordinates with other agencies and organizations on regional economic development activities, such as, the Chamber of Commerce, Downtown Management Association, DuPage Association of Business and Industry, Department of Commerce and Community Affairs, etc., providing exposure for the Village.
- Researches and develops information relating to labor statistics, demographics, vacancy rates, community attributes, etc., on a quarterly basis in order to respond to business inquiries.
- Researches and develops long-term objectives, strategies, and approaches to Village redevelopment, revitalization, business incentives, and economic impact.
- Serves as staff liaison to the business community providing assistance to facilitate efficient business/Village relationships.
- Partners with the Finance Department reviewing sales revenue information in order to determine long-range trending forecasts.

EXAMPLES OF MAJOR DUTIES:

Develops and implements action plans for the overall Village economic development program, promoting Downers Grove to prospective businesses and industries in an aggressive and professional manner.

Prepares visual aids and display exhibits which relate the rich community resources and values to outside business entities professionally and accurately.

Locates and researches additional sources of funding, including tax exempt funding for urban development and prepares grant applications for economic development assistance and other business assistance programs.

Assesses economic impact of proposals on the Village's existing and future economic growth.

Attends meetings/professional seminars on economic development to keep current with trends in the field and represents the economic development interests of the community at such meetings.

Expedites business projects through the Village's review and permitting process.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of principles, practices, trends, and issues in the area of economic development and public administration; approaches and techniques to stimulate and promote economic development activity.

Ability to interact effectively with the public, representatives of business, governmental agencies, community groups, staff, and public officials.

Professional knowledge of land use, urban planning, zoning, building, and property codes.

Skilled at developing tools and policies that will foster the long-term health of the Village.

Adept at negotiations, project management, and proposal or grant writing.

Applications of technology that contribute to effective economic development initiatives.

Computer Skills

Generic

Windows	Level III	_____
Word	Level III	_____
Excel	Level III	_____
Access	Level III	_____
Power Point	Level III	_____
Outlook	Level III	_____

Specific

GEMS/SCI	Financial	Human Relations	
Trackwise	Legistar	Firehouse	Laserfiche
CEIS	Front Page	Publisher	Acrobat
GIS - Arc Ims			

EQUIPMENTS USED:

Personal Computer
Facsimile Machine
Copier
Audio-Visual Equipment.

MINIMUM QUALIFICATIONS REQUIRED:

Bachelor's degree in business, urban planning, economics, finance or related field.

Education:

Three to six years experience in positions providing exposure involving various facets of economic development and planning activities.

Experience:

LICENSES & CERTIFICATIONS:

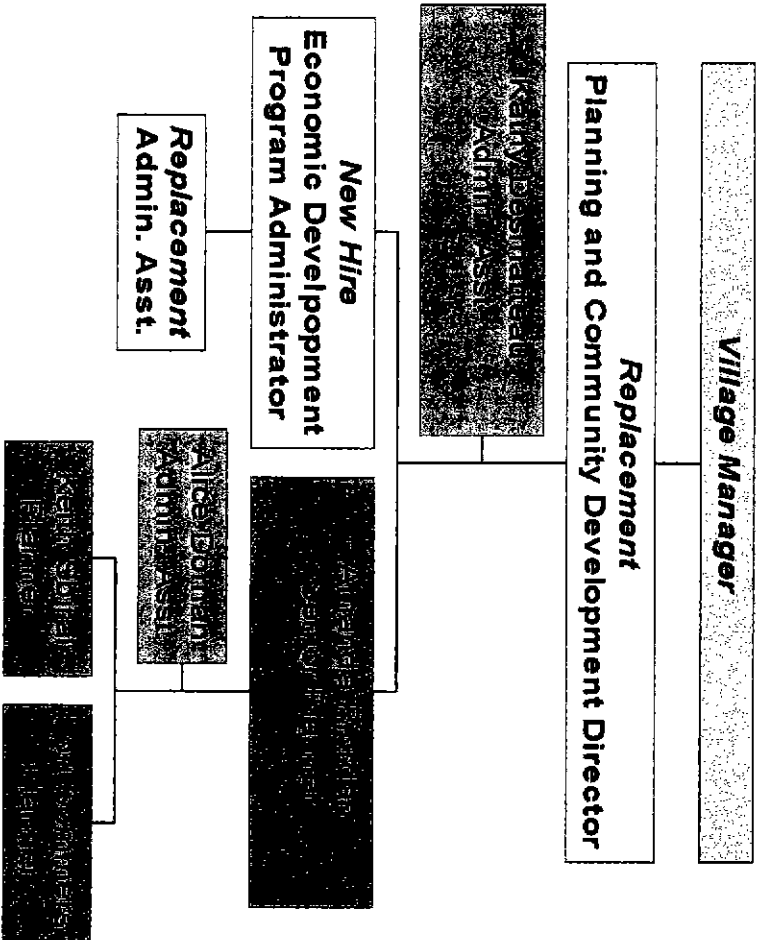
Valid Illinois Driver's License.

MENTAL & PHYSICAL ABILITY:

WORKING CONDITIONS:

This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

Organizational Chart Planning and Community Development



11/19/2004

**BYLAWS OF THE
NAPERVILLE DEVELOPMENT PARTNERSHIP**
As revised 04/9/98, 4/15/99, 10/28/99, 04/13/00, 04/5/02, 10/10/03

ARTICLE I - DECLARATION

Section 1 - Name: The name of this corporation is The Naperville Development Partnership (hereinafter "the Partnership"). The Partnership is an Illinois not-for-profit corporation that is tax exempt pursuant to Section 501(c)(6) of the Internal Revenue Code.

Section 2 - Mission: The purpose of the Partnership is to maintain and improve the economic vitality of Naperville, Illinois, through the retention, expansion and attraction of all types of commercial enterprise that are conducive to the maintenance and improvement of the quality of life in Naperville, as more fully described in the Articles of Incorporation.

Section 3 - Objectives: The objectives of the Partnership are to:

- (a) promote and cultivate new business growth in Naperville;
- (b) further strengthen the local economy through retention and expansion of existing businesses;
- (c) facilitate and promote new development programs;
- (d) to promote business and leisure travel to Naperville;
- (e) cultivate and maintain a labor pool; and
- (f) maintain a diverse local economy.

Section 4 - Area: The Partnership shall serve Naperville, Illinois and other areas within the City planning limits where economic activities will benefit Naperville.

Section 5 - Office: The principal office of the Partnership shall be located in Naperville, Illinois.

Section 6 - Fiscal Year: The fiscal year of the Partnership shall run from the 1st day of May through the 30th day of April of each year.

ARTICLE II - BOARD OF DIRECTORS

Section 1 - Powers: The business and affairs of the Partnership shall be managed by its Board of Directors. The Board of Directors shall have all of the powers, authorities, responsibilities and obligations given the Board of Directors of a not-for-profit corporation under the laws of the State of Illinois, its Articles of Incorporation and these by-laws.

Section 2 - Composition: Recognizing the independence and interdependence of the Naperville Area Chamber of Commerce (hereinafter the "Chamber"), various governmental bodies in Naperville and the Naperville community as a whole, the Board of Directors of the Partnership shall consist of between twenty-seven (27) and thirty-four (34) voting Directors composed of one (1) Chamber Director, up to eleven (11) Governmental Directors, one (1) Tourism Director, and between eighteen (18) and twenty-one (21) Elected Directors, as well as such number of ex-officio non-voting directors as may be appointed from time to time for a term of up to one (1) year commencing upon their election and ending on the succeeding 30th day of April.

Section 3 - Chamber Director: The Chamber Director shall consist of the Chief Executive Officer of the Naperville Area Chamber of Commerce.

Section 4 - Governmental Directors: The Governmental Directors shall consist of the following:

- (a) The Mayor of Naperville, or a person designated by such Mayor;
- (b) Three (3) City Councilpersons of Naperville, or such other person or persons designated by the City Council;
- (c) The City Manager of Naperville, or a person designated by such City Manager;
- (d) A member of the Naperville Plan Commission, or person designated by the Plan Commission;
- (e) The Superintendent of School District 203, or a person designated by such Superintendent;
- (f) The Superintendent of School District 204, or a person designated by such Superintendent;
- (g) The Executive Director of the Naperville Park District, or a person designated by such Executive Director;

- (h) A Supervisor of a township which is in the City of Naperville and financially supports the Partnership, as designated by the Supervisors of the townships which are in the City of Naperville and financially support the Partnership, or a person designated by such Supervisors; and
- (i) The Library Director of the Naperville Public Library, or a person designated by such Library Director.

Section 5 - Tourism Director: The Tourism Director shall be designated by the Partnership's executive committee from among the owners and/or general managers of the hotels located within the corporate limits of the City of Naperville.

Section 6 - Elected Directors: The Elected Directors shall consist of between eighteen (18) and twenty-one (21) Directors who are elected. Each year one-third (1/3) Regularly Elected Directors shall be elected for a term of three (3) years commencing on the succeeding 1st day of May and ending three (3) years thereafter on the 30th day of April. In addition, there may be up to three (3) additional Specially Elected Directors elected at any time and from time to time for a term of up to one (1) year commencing upon their election and ending on the succeeding 30th day of April.

Section 7 - Qualifications: An Elected Director shall be an individual who either resides in Naperville or is employed by a person, entity or organization with an office in Naperville, supports the purpose and mission of the Partnership and commits to contribute such time, experiences, expertise and/or resources as will benefit the Partnership.

Section 8 - Restrictions: There shall be no more than one (1) individual from any one (1) or affiliated group of employers serving as an Elected Director at any time.

Section 9 - Election: The Regularly Elected Directors shall be elected at the Annual Meeting of the Directors, which shall take place during the last month of the fiscal year. The Specially Elected Directors may be elected at any meeting of the Directors.

Section 10 - Removal: A Director may be removed for conduct determined to be prejudicial to the best interests of the Partnership by the vote of at least two-thirds (2/3) of all of the Directors.

Section 11 - Absences: Absence from three (3) consecutive regular Board of Director meetings without an excuse deemed valid and so recorded by the Board of Directors may be construed as a resignation by said Director.

Section 12 - Vacancies: The Board of Directors shall fill any vacancy of a Regularly Elected Director as a result of his or her resignation, removal or failure to maintain the required qualifications, who has more than a year to run on his or her term, as soon as reasonably possible.

The Board of Directors may also fill such vacancy of a Regularly Elected Director who has less than a year to run on his or her term.

Section 13 - Meetings: The Board of Directors shall meet as often as is necessary, but in any event, at least once during each fiscal year quarter.

Section 14 - Reports: The Board of Directors shall submit a report of the work and finances of the Partnership at least once a year at the Annual Meeting of the Directors.

Section 15 - Quorum: A majority of the total number of Directors on the Board of Directors shall constitute a quorum.

Section 16 - Compensation: Directors shall not receive any compensation for their services. However, any Director may be reimbursed for actual expenses incurred in carrying out his or her duties of the Partnership if approved by the Board of Directors. All such expenses shall be itemized and documented in writing.

Section 17 - Manner of Acting: The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, except where otherwise provided by law, the Articles of Incorporation, or these by-laws.

Section 18 - Informal Action by Directors: Any action required to be taken, or which may be taken, at a meeting of Directors, may be taken without a meeting if a written consent setting forth the action taken, is signed by all of the Directors.

ARTICLE III - NOMINATIONS

Section 1 - Nominating Committee: A Nominating Committee of five (5) individuals shall be appointed by the Chairman of the Board with the approval of the Board of Directors on or before the 1st day of December of each year. There shall be no more than one (1) individual from any one (1) or affiliated group of employers serving on the Nominating Committee at any time.

Section 2 - Duties: The Nominating Committee shall nominate that number of qualifying individuals as there are Directorships to be filled. On or before 1st day of February of the succeeding year, the Nominating Committee shall submit its list of nominees who have indicated their willingness to serve to the Board of Directors or its designated person.

Section 3 - Other Nominations: Nominations for Elected Directors may also be made by the filing of a petition, signed by at least five (5) Directors, with the Secretary, President or Chairman of the Partnership at least thirty (30) days prior to the Annual Meeting of the Directors. No nominations may be made from the floor during the Annual Meeting or in any other manner not specifically authorized by these by-laws.

ARTICLE IV - OFFICERS

Section 1 - Elections: At the first meeting of the newly constituted Board of Directors:

- (a) The Directors shall elect from among the Directors a Chairman, a Chairman-Elect, a Secretary, a Treasurer, and such additional Vice-Chairmen as the Directors may from time to time deem necessary;
- (b) The Governmental Directors shall elect from among the Governmental Directors a Governmental Vice-Chairman.

The Chamber Vice-Chairman and the Governmental Vice-Chairman may also simultaneously hold the office of Chairman, Chairman-Elect, Past Chairman, Secretary or Treasurer.

Section 2 - Term: All officers shall serve for a two (2) year term, and until their successors shall have been elected and qualified.

Section 3 - Chairman: The Chairman shall preside at all Board of Director and executive committee meetings, and shall perform all duties incident to this office. The Chairman of the Board shall, with the approval of the Board of Directors, appoint all committees and task forces and shall be an ex officio member of all groups.

Section 4 - Chairman-Elect: The Chairman-Elect shall assume the duties of the Chairman during the absence or inability of the Chairman. The Chairman-Elect shall assume all duties of the Chairman, which may be delegated to the Chairman-Elect. The Chairman-Elect shall automatically become Chairman upon the conclusion of the term of office by the previous holder. If, for any reason, the Chairman-Elect cannot fulfill this requirement, a replacement shall be elected from the Board of Directors.

Section 5 - Vice-Chairmen: The Vice-Chairmen shall be responsible for any division of Partnership activity designated by the Board of Directors, and shall perform such duties as may be pertinent to such office, or as may be designated from time to time by the Board of Directors.

Section 6 - Treasurer: The Treasurer shall be the custodian of all funds of the Partnership. The treasurer shall make or cause to be made quarterly and annual financial reports to the Board of Directors. The Treasurer shall be chairman of any finance committee. The Treasurer may, at the discretion of the Board of Directors, be bonded. The cost of such bond shall be paid by the Partnership.

Section 7 - Secretary: The Secretary shall oversee maintenance of the minutes of the meetings of the Board of Directors; assure that all notices are duly given in accordance with the provisions of these By-Laws or as required by the Articles of Incorporation or law; be custodian of the corporate records of the Partnership; maintain a register of the post office address of each member of the Board of Directors; and in general shall direct all duties incident to the office of Secretary and such other duties as may be designated from time to time by the Board of Directors.

Section 8 - President: The President shall be the chief administrative officer of the Partnership. The President shall conduct official correspondence, preserve all documents, books and communications, keep books of accounts and maintain accurate records of the proceedings of the Board of Directors, and all committees and task forces. The President shall engage, discharge, and supervise all employees, including fixing their duties and compensation within budgetary limits with the approval of the Board of Directors. The President shall act as one of the co-signers on authorized checks. The President may be bonded if designated by the Board of Directors and the fee or fees shall be paid by the Partnership. Compensation of the President shall be determined by the Board of Directors and reviewed from time to time. The Board of Directors may engage or dismiss the President by a vote of two-thirds (2/3) of all of the Directors. The President shall be subject to such policies and procedures as may be set forth by the Board of Directors from time to time. Upon termination of his or her duties, the President shall deliver to the Board of Directors all books, papers and property of the Partnership.

ARTICLE V - EXECUTIVE COMMITTEE

Section 1 - Composition: The executive committee shall consist of the Chairman, Chairman-Elect, Chamber Vice-Chairman, Governmental Vice-Chairman, Tourism Vice-Chairman, Treasurer, Secretary and the Immediate Past Chairman, and such additional Vice-Chairmen as the Directors may from time to time deem necessary.

Section 2 - Powers: The executive committee shall, in the interim period between board meetings, be empowered to make decisions relating to Partnership matters.

Section 3 - Quorum: A majority of the executive committee shall constitute a quorum.

Section 4 - Duties: The executive committee shall annually make an appraisal of the President's performance in keeping with the job description and official duties and cause a certified audit of all books and accounts to be made and presented to the Board of Directors.

ARTICLE VI - COMMITTEES

Section 1 - Designation: The Chairman shall designate all committees and task forces and appoint all chairmen subject to confirmation by the Board of Directors. The Board shall authorize and define the powers and duties of all standing and special committees, except for those committees as are set forth in these by-laws.

Section 2 - Duties: The committee shall make investigations, conduct studies, make recommendations and generally carry out such activities as may be delegated to it from time to time by the Board of Directors.

Section 3 - Term: The term of all committees shall expire on the 30th day of April of each year, but may be renewed by the newly elected Chairman with the approval of the Board of Directors.

Section 4 - Policies: Committees and task forces shall adhere to any policies set down by the Board of Directors. Progress reports and minutes of meetings shall be made available to the Directors.

Section 5 - Limitations: No director, officer or committee chairman shall represent the Partnership in advocacy of or opposition to any project, program, or position without prior approval of a policy statement by the Board of Directors.

ARTICLE VII - FINANCE

Section 1 - Revenues: The revenues of the Partnership shall be derived from donations, grants and activities designed to advance the "mission and objectives" of the Partnership, provided, however, that the Board of Directors, in its sole discretion, shall have the right to reject any funds or property.

Section 2 - Commitments: No obligation or expense shall be incurred and no money shall be appropriated without prior approval of the Board of Directors. Upon approval of the budget, the President is authorized to make disbursements on accounts and expenses provided for in the budget without additional approval of the Board of Directors. Disbursements shall be by check. Checks and contracts shall be signed by any two (2) members of the Executive Committee.

Section 3 - Special Funds: If deemed necessary or advisable by the Board of Directors, special funds may be raised or accepted.

ARTICLE VIII - MISCELLANEOUS

Section 1 - Conflict of Interest: Any possible conflict of interest on the part of a Director shall be disclosed to the Board of Directors. When any such interest becomes a matter of Board of Director action, such Director shall not vote or use personal influence on the matter, and shall not be counted in the quorum for action on the interest. The Director may, however, briefly state a position on the matter and answer pertinent questions of other Directors. The minutes of all actions taken on such matters shall clearly reflect that these requirements have been met.

Section 2 - Parliamentary Procedure: The proceedings of the Partnership shall be governed by and conducted according to the most current edition of Robert's Rules of Order as it may exist from time to time.

Section 3 - Books and Records: The Partnership shall keep books and records of account and shall also keep minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors. All books and records of the Partnership may be inspected by any Director or his agent or attorney for any proper purpose at any reasonable time.

Section 4 - Waiver of Notice: Whenever any notice whatsoever is required to be given by statute or by the by-laws of this Partnership, waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE IX - INDEMNIFICATION

The Partnership may indemnify any current or past Director or Officer who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, other than an action by or in the right of the Partnership. Such indemnification shall be against expenses, including reasonable attorneys' fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding if he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Partnership. Such indemnification shall also apply to any criminal action or proceeding, so long as no reasonable cause exists to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment or settlement, conviction or upon a plea of *nolo contendere* or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interest of the Partnership, and with respect to any criminal action or proceeding that he or she had reasonable cause to believe that his or her conduct was unlawful.

The Partnership may indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action or suit by or in the right of the Partnership to procure a judgment in its favor by reason of the fact that he or she is or was a Director or Officer of the Partnership against expenses, including reasonable attorneys' fees, actually and reasonably incurred by him or her in connection with the defense or settlement of such action or suit if he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Partnership. No indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the Partnership unless, and only to the extent that, the court in which such action or suit was brought shall determine upon application, that despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the court shall deem proper.

To the extent that a Director or Officer of the Partnership has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in the foregoing paragraphs, or in defense of any claim, issue or matter therein, he or she may be indemnified against expenses, including reasonable attorneys' fees, actually and reasonably incurred by him or her in connection therewith.

Any indemnification under the foregoing paragraphs, unless ordered by a court, shall be made by the Partnership only as authorized in the specific case upon a determination that indemnification of the Director or Officer is proper in the circumstances because he or she has met the applicable standard of conduct set forth in said paragraphs. Such determination shall be made (a) by the Board of Directors by a majority vote of a quorum consisting of Directors who were not parties to such action, suit or proceeding, or (b) if such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested Directors so directs, by independent legal counsel in a written opinion.

The Partnership shall have power to purchase and maintain insurance on behalf of any person who is or was a Director, Officer, employee or agent of the Partnership, or is or was serving at the request of the Partnership as a Director, Officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against him or her and incurred by him or her in any such capacity, or arising out of his or her status as such, whether or not the Partnership would have the power to indemnify him or her against such liability under the provisions of this article.

ARTICLE X - DISSOLUTION

The Partnership shall use its funds only to accomplish the purpose and mission specified in these by-laws and no part of said funds shall be used for, or is distributed to, the Directors of the Partnership. On dissolution of the Partnership, any funds remaining shall be distributed to one (1) or more organizations organized and operated for charitable, educational, scientific or philanthropic purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Law, as the Board of Directors shall determine.

ARTICLE XI - AMENDMENTS

Section 1 - Procedures: These bylaws may be amended by a vote of two-thirds (2/3) of all of the Directors at any Regular Meeting, or at any Special Meeting called for that purpose, provided a ten (10) day notice has been given to all Directors.

**NAPERVILLE DEVELOPMENT PARTNERSHIP
FY 2005 BUDGET DETAIL**

INCOME:

Advertising Income, \$2,000:

The NDP/NCVB will seek advertising sponsors for materials and promotions when appropriate. Advertisers must be a business located in Naperville to be included.

City Income, \$607,470:

Of the \$607,470 request to the city, \$150,000 is the economic development contribution and \$457,470 is 34.5% of the estimated Hotel Tax collected by the City, with a floor of \$450,000.

Contribution Income, \$78,000:

The NDP will continue to solicit contributions from companies and agencies throughout the City of Naperville. The NDP will also seek sponsorship of various events and activities as a means of raising private funds for the organization.

Grants & Foundations, \$30,000:

The NDP will actively seek grants for the operations of the economic development and tourism programs.

Miscellaneous Income, \$2,500:

Miscellaneous income generally includes interest income, sale of brochures, and reimbursements.

EXPENSES:

Presentation Expense/Business Development, \$14,900:

The presentation and business development expenses include three categories: 1) Business development proposals which will be customized for clients seeking to expand and/or relocate in Naperville or to attract new companies to Naperville. The proposals will be done in-house with a sophisticated computer design program (\$5,400); 2) Reader Board Service is a contractual service the NDP/NCVB subscribes to which provides data on businesses and associations holding events at competing hotel properties (\$5,000); 3) A new brochure will be developed for a direct mail campaign targeting new companies to come to Naperville (\$4,500).

Dues & Subscriptions \$6,300:

The NDP and NCVB shall subscribe for membership to various organizations that provide links to, or services for, their respective targeted audiences, including IDC, IEDC, CoreNet, ICSC, and ISAE. Publication subscriptions are included in this item.

Advertising, \$49,500:

The NDP will be continuing an aggressive radio advertising campaign targeting the tourism trade. The NCVB issues two themed radio ads; one targets the corporate meeting planner and the other ad is designed to attract family getaways. The ads include promotion of local amenities and attractions, and also promote the visitnaperville.com website, and the passport to savings discount book. The NDP will place print advertising in trade journals serving the corporate and association meeting planners. The FY 2005 co-op advertising includes participation with the Illinois Bureau of Tourism Pre-Print Publications (distribution in the *Tribune* and *Sun Times* newspapers), and the Midwest Meeting Planners publication.

Printed Fulfillment Materials, \$63,060:

The NDP works closely with the City of Naperville staff to develop a unified message in its promotion of Naperville. The NDP provides the City with a large quantity of all the brochures that are developed. The Visitor's Guide, which at 45 pages, is the most comprehensive community guide published in the city, and the most requested brochure. The NDP added a pull-out map in 2002. The number of guides printed will be increased to 75,000 (from the 60,000 in FY 04) and will be updated with current data and community information. The Naperville city map on tear-off sheet pads will be updated and reprinted in a quantity of 100,000 on an annual basis. The NDP will continue to partner with the Downtown Alliance to update and reprint the Downtown Shopping Guide. The Downtown guide is extremely popular with the hotel guests and on the website request page. Promotional cards include the post cards sent out as a pre-mailer for trade show events, and the "Passport to Savings" coupon book, which is produced in cooperation with the DNA and Naperville Rotary Club. Event brochures will be developed for larger events such as the 3 v 3 "Got Milk" soccer events, or any event that requires a number of hotels be included in a room-block. Other brochures include the annual reprinting of the Naperville by the Numbers demographic brochure and the Family Spirit brochure which describes the community to potential new residents/employees.

Premiums & Promotions, \$14,250:

The premiums and promotions developed by the NDP/NCVB include items for distribution at trade shows, retention calls, Breakfast with the Mayor, and local promotional events and presentations. The premiums, such as water bottles, key chains, mugs, and etc. are all marked with the Naperville logo (same as is found on the way-finding signs throughout the city) and are distributed to hotels when hosting major events in order to provide added value and encourage repeat business. The NCVB assists with conference bags and name badges for corporate and association conferences held in Naperville.

Capital Equipment, \$3,500:

The capital equipment expenses include replacement of old computers, furniture, and office equipment.

Committee Expenses, \$15,650:

The NDP has a thirty-one member Board of Directors and five (5) committees. The committees include: Executive Committee, Legislative Committee, Marketing & Technology Committee, Retention Committee, Convention & Visitors Bureau, and Finance Committee. The committee expenses include meeting space rental, food charges, travel and conference attendance fees, Breakfast with the Mayor events, business retention events, and the Legislative Day dinner, and any other training or meeting expenses relating to the committee carrying out its objectives.

Data Development, \$18,800:

The primary expense in data development is the 'Co-Star Properties' real estate database system. Co-Star tracks available industrial and office space. The information is updated on a daily basis. This year, the NDP will add 'Co-Star Tenant' which will provide additional data on the tenants of each building. The tenant information will allow the NDP to target its business retention calls to those businesses that have upcoming lease expirations, or by industry type. The tenant list will also assist in contacting businesses to encourage additional corporate travel, meetings, and banquets in Naperville. The other expense in data development is the Internet access and email system for the office and software updates for the computers.

Insurance, \$2,800:

Insurance includes general office liability coverage and the Director's & Officer's insurance.

Office Administration, \$43,233:

This line item includes all office supplies, telephone charges (including the visitor's bureau toll-free number), postage and shipping, storage rental for the brochures, repairs and maintenance of equipment and facilities, stationary and bank service charges.

Overhead Expenses, \$39,550:

The NDP offices are located at 212 S. Webster in the Main Place development. The facilities include the office area and a small conference space. The NDP opens the conference room for use by various businesses in need of a small meeting space. The line item includes rent, common area maintenance, and utilities (water, gas, electric).

Payroll & Benefits, \$362,500:

The NDP has six (6) full-time equivalent positions including: President, Director of Sales, Community Relations Director, Marketing Manager, and two Administrative Assistants. The NDP utilizes volunteers and interns when available. In order to expand its business retention and recruitment activities, the NDP will add an additional employee to assist in the economic development activities. The restructuring will provide for a meeting and association sales person and a local corporate sales person for the visitors bureau activities; the President and economic development manager will implement the business development (retention and recruitment); and the Community Relations Director and Administrative Assistants will provide the staff support for the organization. Employees may participate in the health benefits (through the City of

Naperville's providers); however, the employee contributes 25% of the premium cost. (Note: the NDP provides only individual employee coverage.)

Professional Fees, \$14,777:

Professional fees include the contractual services of a part-time contractual accountant; and an outside firm to conduct an annual audit. The additional consulting costs are related to specific training or contractual studies required from time to time for economic development projects.

Public Relations, \$16,150:

The public relations function of the NDP includes participation in community organizations and events. The budget includes a set-aside for assisting with significant tourism events such as the LPGA Classic, and the larger annual conventions and events which generate significant overnight stays to Naperville facilities. Investor acknowledgements include plaques and certificates for contributors to the NDP.

Travel, \$1,950:

The travel budget provides reimbursement for staff travel relating to general NDP/NCVB business and includes mileage, parking, and other incidentals.

Trade Shows/Conferences/Fam Tours, \$46,550:

The NDP will continue its participation in the CoreNet World Congress (formerly IDRC). CoreNet attracts the top corporate real estate executive, developers, and commercial brokers. The spring World Congress will be held in Chicago in May 2004. The NDP will participate in a trade event targeting the attraction of commercial and retail, the ICSC. The NCVB will focus its trade show participation towards Midwest and Chicagoland events. Meeting planners and sporting event trade shows will remain a priority with seven trade show events planned for the upcoming year. The staffs from local hotels participate in these events enhancing our manpower capabilities. In addition, the NCVB conducts an annual front-desk familiarization tour to provide hotel staff with information regarding the community. The budget includes booth space, shipping, booth charges (such as electrical, scanners, and etc.), and travel expenses. Conferences and educational events are attended to enhance the knowledge and marketing techniques of the staff.

Website \$4,000:

The NDP maintains two websites; www.visitnaperville.com; and www.naper.org. The first site is devoted to the tourism activities in the City of Naperville and promotes hotel stays, dining, attractions, festivals, events, and services. The newly developed [naper.org](http://www.naper.org) site is devoted to the corporate site selection person and includes demographics, community statistics, and local and state business assistance information. The [naper.org](http://www.naper.org) website links to the City of Naperville's website where appropriate for building and zoning information. The website features a request form that allows a visitor to the site to request available building information by size and type (i.e., industrial, office, warehouse, etc.). Our Co-Star Properties program allows for an expeditious response using an Adobe Acrobat Reader software (free on the internet), and email to respond to the request (sample enclosed in packet).

**NAPERVILLE DEVELOPMENT PARTNERSHIP
GOALS & OBJECTIVES
FY 2005**

MISSION:

To maintain and improve the economic vitality of Naperville through the retention, expansion and attraction of all types of commercial enterprise which are conducive to the maintenance and improvement of the quality of life in Naperville.

OBJECTIVES:

- Promote and cultivate new business growth in Naperville;
- Further strengthen the local economy through retention and expansion of existing businesses;
- Facilitate and promote new development programs;
- Promote business, leisure, meeting, and association travel to Naperville;
- Maintain a diverse local economy.

The Naperville Development Partnership, its Board of Directors and staff, will implement the following work plan to achieve success in realizing the goals and objectives of the organization. The NDP will continue to foster open communication and cooperation between the business community and the governmental entities that comprise the City of Naperville.

IMPLEMENTATION WORK PLAN

I. BUSINESS RETENTION:

Retention of Naperville's existing businesses is the number one priority of the Naperville Development Partnership. Through a comprehensive and consistent retention program, Naperville will develop strong and lasting relationships with the growing businesses in the community.

- A. Host quarterly breakfast meeting with CEO's/CFO's of businesses in multi-tenant buildings, called "*Breakfast with the Mayor*", to meet with city officials and Partnership representatives.
- B. Increase our efforts in the on-site visit program. Target local companies using the new CoStar "Tenant" program to develop the client contact list. The NDP will identify companies whose leases are due to expire; companies that are considering expansion; facing industry cutbacks; and those being solicited by competing communities.
- C. Develop key-person mailing lists for our local companies to target information to the personnel most interested in specific issues, such as legislation, employee recruitment, procurement, and hospitality/meeting planning.

Accomplishments:

- Develop a presentation for group retention calls
- 4 'Breakfast with the Mayor' events
- Purchase CoStar "Tenant" program to target businesses
- 5-6 scheduled on-site retention calls per month
- Respond to local business requests (avg. 10/month)

Staff:

Retention Visits: NDP Staff
 NDP Board of Directors
 City Officials and City Staff

Key Person Mailing Lists: Developed and up dated by Partnership staff

II. CORPORATE RECRUITMENT:

In the past eighteen months, several large office buildings have been vacated, primarily as a result of the Lucent downsizing. Approximately half of all the vacant office space is attributable to five existing office buildings, each in excess of 180,000 s.f., and one with as much as 350,000 s.f. Separate from these buildings, the average vacancy rate runs approximately 10%, which is an acceptable level; however, with the large buildings included, the vacancy rate on office space is approximately 28%. The NDP will work with the property owners/brokers to provide marketing assistance and customized proposals leading to the re-occupancy of the properties, and will work with all building brokers to increase occupancy in the multi-tenant office buildings.

Further, the NDP will work with the property owners/brokers of vacant industrial buildings located in geographic regions of the city to achieve greater occupancy.

- A. The Partnership will provide customized proposals to attract new businesses. The custom proposals will include tax comparisons, public safety data, community demographics, eligible state and federal incentive programs, and provide wage, salary and employment statistics, and will be specific to the client's industry and interests.
- B. The Partnership office will continue to maintain the Co-Star database of available commercial and industrial buildings to assist Realtors, brokers, and businesses in their site selection (see sample format attached).
- C. The Partnership will maintain updated information on the new NDP "economic development" website (www.naper.org) for easy access to data and information pertaining to corporate relocation/development.
- D. The Partnership will maintain a key contact list of brokers/owners of the vacant office buildings to develop joint programs leading to the re-occupancy of the buildings.
- E. The Partnership will host an event for brokers to enhance cooperation in the attraction of new businesses to Naperville.
- F. The Partnership will participate in corporate real estate trade shows and sponsor meetings with development and corporate real estate organizations such as the CoreNet (formerly IDRC) and ICSC.

II. CORPORATE RECRUITMENT (cont.):

Accomplishments:

- Provide assistance to brokers and/or companies seeking available building space
- Prepare a minimum of 10 customized proposals
- Up-date and reprint demographic information
- Maintain an up-to-date data website for economic development
- Develop presentation and meet one-on-one with brokers/owners
- Host a broker event to expand and strengthen the relationship
- Attend 2-3 industry trade shows

Staff:

Customized proposals:	Partnership President, Economic Development Manager
Developers Presentation:	City and Partnership staff will develop presentation
Trade Shows:	Partnership staff with assistance from developers

III. COMMERCIAL RETAIL:

The Partnership will continue its efforts to maintain a diverse retail industry in the City of Naperville. Retail generates significant revenues from both property taxes and sales taxes. The NDP will strive to maintain high occupancy in the existing retail centers, minimize vacancies, provide new locations for auto dealers and assist existing dealerships to expand, and attract new high quality retail developments.

- A. Continue to work with the City to complete the new Auto Complex at Aurora and Fort Hill Drive; including development of the municipally owned test track.
- B. Assist in attracting additional high-end retailers to new developments including the commercial properties in the Southwest Community.
- C. Work with the city staff to monitor retail centers for vacancies and maintain contact with the property managers to assist in filling vacancies, such as the former Menard's property (Jefferson Avenue and Ogden Ave.), and the 'almost built' Kmart building on Route 59.
- D. Continue to work with the City towards the development of a high-end hotel and conference center.
- E. Participate in the Chicagoland and the national trade show for retail business attraction, the International Council of Shopping Centers (ICSC).

Accomplishments:

- Complete the development of the test track and work with the auto dealerships for utilization and marketing of the track,
- Maintain a data base of retail vacancies and tenant brokers
- Participate in the ICSC Chicago and National trade shows
- Realize 90% or greater occupancy in all Naperville retail centers
- Maintain a data base of key contacts in the retail management sector
- Work with the property owners to fill big-box vacancies

Staff:

NDP & City Staff

IV. MEETINGS & EVENT PROMOTIONS:

The Naperville Convention and Visitors Bureau will strive to strengthen Naperville's position in the corporate meetings and events market; particularly in the mid-west region. The industry continues to struggle from the aftermath of the 9-11 attack and, coupled with the economic recession, national and international travel is expected to grow at a somewhat moderate rate. The NCVB will continue to adjust its marketing program to meet the changes occurring in the travel industry in order to attract the most lucrative travel markets and compete from a position of 'convenient location and moderate pricing'. In addition, the NDP's Visitor's Bureau will provide exceptional value through the services it provides to meeting and event planners, as well as corporate trade. The NCVB will continue to market for late week and weekend events, family getaways, and will place greater emphasis on the sports travel market. The NDP/NCVB will continue to strengthen its relationships with facility providers such as the Park District, North Central College, Northern Illinois University's Naperville Conference Facility, and DePaul University's meeting rooms to attract high revenue generating projects. The Visitors Bureau has refined its trade show list towards the development of a stronger regional market and continues to make inroads in the association trade events. The Bureau will continue its promotions of local meeting space, coordination and promotion of local attractions and events, and its "Shop Naperville" campaign.

The NDP and NCVB will both benefit from the new CoStar 'Tenant' data base which will provide company information as well as company contacts for all of the tenants in the Chicago suburban market. The NCVB will use this information to solicit corporate events and travel from companies throughout the Chicago metro region.

- A. The corporate travel industry continues to account for a large share of the travel market. The NCVB will continue to promote the industry through its business retention programs, travel and event planners, print advertising, and direct mail pieces.
- B. Maintain an updated information system via the www.visitnaperville.com website. The website provides a comprehensive calendar of events, links to local amenities and agencies, information on accommodations, restaurants, and amusements. The website also provides a direct response which allows a visitor/event-planner to obtain community information and/or meeting planning assistance.
- C. Continue an aggressive advertising campaign on major broadcast mediums. WLS talk radio continues to garner top awards and the Naperville ads generate many leads via toll free phone calls and website. The NCVB will continue to monitor results from the radio ads.
- D. Conduct familiarization tours ("FAM tours") targeting business meeting planners, athletic, sports, and education institutions, wedding and reunion planners. The NCVB will conduct a FAM tour for front desk personnel at hotels to foster awareness of all Naperville has to offer.

- E. Promote Naperville as a drive-to destination for corporate meetings, sporting events, and family weekends via an extensive radio advertisement campaign.
- F. Work in conjunction with the Naperville Park District, Naper Settlement, YMCA, North Central College, and other meeting/sports venues to secure local facilities for events bringing significant overnight stays.
- G. Participate in a minimum of six trade show events such as the Illinois Society of Association Executives, Affordable Meetings, American Society of Training and Development, TEAMS 2003, and other appropriate trade events to attract small to mid-sized conferences, corporate meetings, and sporting events.
- H. Provide in-room and/or concierge materials to the corporate and leisure overnight visitor to encourage them to visit Naperville's historic and cultural amenities, shopping districts, and even consider a Naperville location for their company's corporate headquarters. The collateral materials include the annual Visitors' Guide, community map (tear-sheet pads), the Downtown Shopping Guide (produced in partnership with the Downtown Alliance 'DNA'), the Passport to Savings coupon booklet (produced in partnership with the DNA and Rotary Club of Naperville).

Accomplishments:

- Work with agencies and organizations throughout the city to increase awareness of the Bureau's assistance programs
- Incorporate hospitality information into business retention presentations
- Participate in 5 - 6 trade show events
- Maintain a strong presence throughout the region via radio and print advertising
- Encourage linkages between hotels and other areas amenities including shopping, restaurants, cultural and recreational activities
- Conduct FAM tours
- Increase NCVB awareness through advertising opportunities

Staff:

Develop & Distribute Brochures:	Partnership staff and Hospitality representatives
Develop Meeting Packages:	Partnership staff, Hospitality representatives, Downtown Merchants Association, Naper Settlement, City of Naperville, and Chamber of Commerce, etc.
Attend Trade Shows:	Partnership and hotel sales staffs

IV. ADVERTISING & PROMOTIONAL MATERIALS:

Advertising opportunities will be identified in conjunction with the activities listed above. Key markets will include regional corporate advertisements for expansion/relocation, meeting and hospitality activities; technology recruitment; and commercial/retail markets. Promotional materials will be produced to serve the activities listed above. The promotional materials will be available to city representatives when meeting with dignitaries and business representatives under the mission of the Partnership. Specific logos will be discouraged, with materials focusing on Naperville as its own logo for a unified presentation.

V. BROCHURE DEVELOPMENT:

The NDP will update and reprint the Family Spirit brochure, the Naperville by the Numbers (demographic brochure), the Naperville Visitors Guide, maps, Downtown Shopping Directory, meeting "Space" guide, Passport to Savings, and a new business development brochure as a companion to the new NDP website. Individualized event brochures will be produced for large local events (up to 4 events).

The brochures listed above are designed to be used by the NDP and the City. The brochures are provided free to city hall for distribution to new residents, businesses, and general inquiries. They present a unified image and are complementary to materials produced by the city. The NDP and city staffs coordinate projects to avoid redundancy and to conserve money.

VI. OFFICE ADMINISTRATION & FACILITIES:

The Partnership offices are located at 212 S. Webster, in the Downtown, and in close proximity to City Hall. The offices are approximately 1,400 square feet and provide private meeting areas, reception, offices, mechanical (copier, etc.) and storage of marketing materials. The office allows the Development Partnership the ability to serve its clients in a confidential manner, allows for growth, on-site committee meetings, and on-site storage of brochures and marketing materials for quick access and response to requests for information.

VIII. STAFF:

The Partnership currently has five full-time (equivalent) employees, one part-time and two contractual employees. The Partnership is seeking to add one additional full-time employee for economic development activities, and will eliminate one of the contractual employees. The President oversees all economic development activities and reports to the Naperville Development Partnership Board of Directors; staffs all committees of the Partnership; is responsible for financial reports to the Board; supervises all staff, and performs all other duties as assigned by the Board of Director's. The new position will be an Economic Development Manager, providing assistance to the President in the areas of business retention and attraction. The Director of Sales and the Marketing Manager shall be primarily responsible for tourism sales and marketing, including brochure development, press releases, tourism trade events and other tasks as assigned. The Director of Operations is responsible for meeting planning, minutes of the Board meetings, light bookkeeping, mailing list development, general reception, and other duties as assigned. One full-time and one part-time Administrative Assistant provide reception, answer phones, tourism mailings, filing, calendar of events, and general clerical assistance. An Accountant is on retainer for sixteen hours per month. The Partnership maintains legal counsel, which is provided pro-bono by Brien Nagle of Nagle and Higgins. As needed, the Partnership will contract for graphic design, ad development, brochure development and web site assistance. Interns and volunteers will be hired when available to provide staff support.

A city staff person and/or Councilman sit on each Partnership committee. The city liaisons provide input as to city initiatives and needs providing greater coordination and cooperation between the organizations.

Naperville Development Partnership
Board of Directors
2003-2004

A	B	C	D	E	F	G	H	I
1	2	3	4	5	6	7	8	9
First Name	Last Name	Company	Address	City	State	Zip Code	Business Phone	Business Fax
James	Allen	Mid America Bank	2650 Warrenville Rd., Suite 500, Floor 7	Dowmans Grove	IL	60515	505-3101	
Dean	Antony	V3 Consultants	7325 James Avenue, Suite 100	Woodridge	IL	60517	724-9200	724-9202
Shane	Beard	Fastsigns of Naperville	803 E. Ogden Ave.	Naperville	IL	60540	357-3278	357-5117
Willard	Brestal	Dommermuh, Brestal, Cobine & West, Ltd.	123 Water Street	Naperville	IL	60540	355-5800	355-5976
Mike	Brown	Gilbane	8550 W. Brynmor Ave.	Chicago	IL	60631	773-695-3556	773-444-2006
Peter	Burchard	City of Naperville	400 S. Eagle Street	Naperville	IL	60540	420-6041	420-6083
Barbara	Heiler	Naperville Park District	320 W. Jackson Avenue	Naperville	IL	60540	848-3500	848-5001
Todd	Channell	Sound, Inc.	1550 Shore Road	Naperville	IL	60563	369-2900	369-1211
Howard	Crouse	Indian Prairie Community School District 204	P. O. Box 3990	Naperville	IL	60567-3990	375-3021	375-3004
Donna	Dziedzic	Naperville Public Library	2035 S. Naper Blvd.	Naperville	IL	60565	961-4100	
Councilman	Ellingson	City of Naperville	1608 Mayapple Court	Naperville	IL	60565	420-6111	548-1726
Karl	Fry	City of Naperville	1516 Placer Ct.	Naperville	IL	60565	333-2935	
James	Healy	Goldstine, Skrodzky, Russian, Narnac & Hoff	835 McClintock Dr. 2nd Floor	Naperville	IL	60565	655-6000	655-8808
Rick	Hitchcock	Hitchcock Design Group	221 W. Jefferson Avenue	Burr Ridge	IL	60521	855-1787	961-9925
Tom	Kalley	Nicor Gas	80 N. Finlay Road.	Naperville	IL	60540	629-2500 x231	916-8549
David	Kelsoh	Advanced Data Technologies	1075 Shore Road	Glen Ellyn	IL	60137	355-3113	355-5940
Ray	Kinney	Minuteman Press	1577 N. Naperville Road.	Naperville	IL	60563	369-1360	369-2849
Bill	Kotmann	Edward Hospital	801 S. Washington Street	Naperville	IL	60540	527-3624	527-3702
Richard	Kuhn	Kuhn and Haep Law Offices	552 S. Washington - Suite 100	Naperville	IL	60540-6699	420-8228	420-9137
Paul	Lehman	The Macom Corporation	25033W91st Street	Naperville	IL	60564	820-9700 Ext 12	820-1660
Dr. Alan	Leis	Naperville Community School District 203	203 W. Hillside Road	Naperville	IL	60540-5699	420-6310	420-1066
Councilman	Macerone	City of Naperville	643 Cavalcade Circle	Naperville	IL	60540	420-6111	548-1651
Tom	Moderow	Hampton Inn by Hilton	1087 E. Diehl Rd.	Naperville	IL	60563	505-1400	505-1416
Brian	Nagle	Nagle & Higgins, P.C.	222 S. Mill St. Suite 200	Naperville	IL	60540	355-8100	355-8185
Mike	Phillips	Commercial Group R.E.	8 S. 101 Rt. 59, Ste. A	Naperville	IL	60540	357-2100	357-2222
George	Porter	Naperville Township	139 Water Street	Naperville	IL	60540-5364	355-2786	637-8380
Mayor	Pradel	City of Naperville	400 S. Eagle Street	Naperville	IL	60540	420-6018	305-5353
Councilman	Rosanova	City of Naperville	2531 Leach Drive	Naperville	IL	60564	420-6456	548-1719
John	Schmitt	John Greene, Realtor	1311 Route 59	Naperville	IL	60564	229-2211	229-2299
Mike	Skarr	Naperville Area Chamber of Commerce	131 W. Jefferson Avenue	Naperville	IL	60540	385-4141	385-8386
Frank	Slocumb	Harris Bank Naperville	803 S. Washington Street	Naperville	IL	60563	420-3578	420-1481
Deug	Stanley	Tellabs	1415 W. Diehl Road	Naperville	IL	60563	799-2059	788-2211
Scott	Stahl	Dukane Precast	1805 High Grove Lane	Naperville	IL	60540	355-9740	355-3645
Harold	Wilde	North Central College	30 N. Braithard Street	Naperville	IL	60540	637-5454	637-5457
John	Zediker	Moser Enterprises, Inc.	300 East 5th Ave., Suite 430	Naperville	IL	60563	420-3063	420-8930



Presentation to the
Downers Grove Village Board
February, 2005



NAPERVILLE DEVELOPMENT
PARTNERSHIP



Genesis

- Late 1980's through mid 1990's: Economic Development Committee of the Chamber of Commerce



Naperville Area
CHAMBER OF COMMERCE

Formation of the NDP: 1995 - 1997

- Incorporated as a not-for-profit 501 c 6 organization.
- Created Bylaws and assembled a Board of Directors.
- Began fundraising efforts starting with a \$25,000 grant from the City of Naperville.

Formation of the NDP: 1997 Forward

- 1997, Hired first President.
- 1997 – 2000, Secured the participation of several agencies, organizations, government entities.
- 1997 – 1999, Operated from office space donated by the Chamber of Commerce.
- 1999, Added the Naperville Convention & Visitors Bureau and moved to new offices.

1997 Initial Funding

- City of Naperville \$95,000
- Other Partners \$63,000
- In-Kind
 - Office space
 - Legal
 - Various services

Current Funding (FY 2005)

- City of Naperville \$150,000
- Other Partners \$85,000
- Tourism \$450,000
- Grants \$30,000
- In Kind
 - Legal
 - Various Services

Board of Directors 27 to 36 Voting Directors

- Eighteen (18) to twenty-one (21) Elected Directors (private industry)
- Up to thirteen (13) Governmental Directors
- One (1) Chamber Director
- One (1) Tourism Director

Governmental Directors - City

- Mayor of Naperville
- Three (3) City Council Members
- City Manager
- Chairman of the Naperville Plan Commission

(Yes, we comply with the Open Meetings Act)

Governmental Directors – Cont.

- Superintendent of School District 203,
- Superintendent of School District 204,
- Executive Director of the Naperville Park District
- Director of Naperville Libraries
- Township Supervisor
- DuPage County Board Member
- Will County Board Member

Elected Directors (current)

- North Central College
- Harris Bank
- MidAmerica Bank
- Edward Hospital
- DuKane Precast
- Macom
- Moser Enterprises
- Sound Inc.
- Advanced Data Technologies
- Minuteman Press
- Hitchcock Design Group
- Nicor
- Tellabs
- Kuhn Heap & Monson
- Dommermuth Brestal Cobine & West
- Gilbane
- V-3 Engineering
- Fastsigns
- John greene Realtor
- Commercial Group R.E.

NDP Mission

- *The purpose of the Partnership is to maintain and improve the economic vitality of Naperville, Illinois, through the retention, expansion and attraction of all types of commercial enterprise that are conducive to the maintenance and improvement of the quality of life in Naperville, as more fully described in the Articles of Incorporation.*

NPD Objectives

- Promote and cultivate new business growth in Naperville;
- Further strengthen the local economy through retention and expansion of existing businesses;
- Facilitate and promote new development programs;
- Promote business and leisure travel to Naperville;
- Cultivate and maintain a labor pool; and
- Maintain a diverse local economy.

Purpose for the NDP

- Development process was cumbersome and frustrating to developers.
- Experiencing warehouse development but little other office/retail development.
- No business retention efforts.
- No marketing of the city to attract more positive development.
- Business/development needed a voice.

To Be Effective...

- It had to be a public/private entity: Government officials and private industry BOTH needed to be at the table;
- It should be able to effect change, but NOT be adversarial;
- It needed to represent the entire community (i.e., not membership based);
- Both government and private industry needed to be stakeholders; and
- The Board of Directors should be comprised of community leaders.

To be Effective...

- It needed to be part independent agency, part city department;
- It would report to its Board of Directors, but treat the City Council with the utmost respect;
- It should compliment - not compete with - the Chamber of Commerce; and
- It should be a bridge between private industry/development and government agencies (munic., schools, parks, etc.)

Accomplishments

- Worked with the city to develop a streamlined permit process (TED);
- Created business retention programs;
- Marketed the community to new businesses attracting several new developments resulting in \$\$\$ millions in new revenues to all of the Naperville taxing bodies; and
- On many occasions served as neutral ground for parties to discuss and negotiate issues.

Examples

- The NDP's success in attracting the following developments or providing business retention services and assistance is the result of partnerships and assists from NDP Board members and/or the organizations they represent.

Business Retention

“Breakfast with the Mayor”

NDP invites a group of businesses with either a common geographic area or a common business interest to a friendly breakfast get-together.

City Officials interact with the businesses
City Staff provide updates on community information.

Demonstrates to businesses they are important to the community.

Early Marketing Successes

**1998-1999: Lucent built
an additional 1.2 million
square feet of R&D space.
(School District 203)**

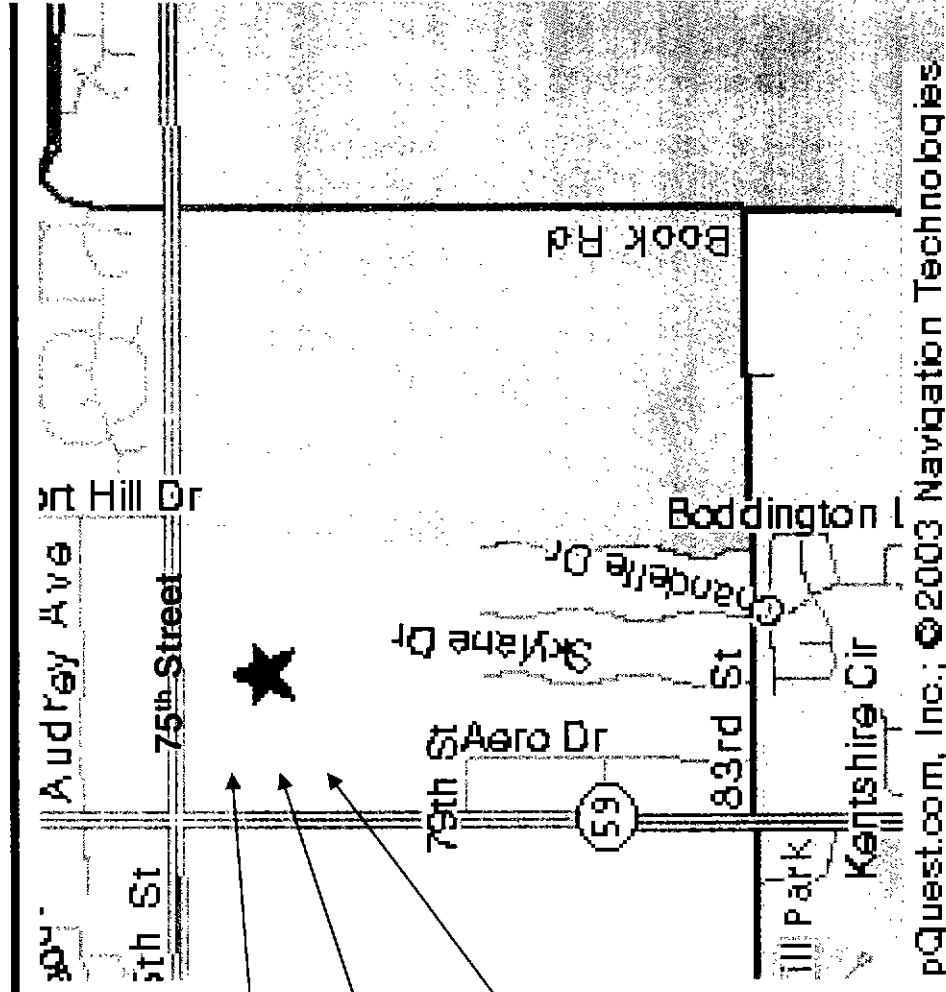


Lucent Technologies
Bell Labs Innovations

Tellabs[®]

**2000: Tellabs constructed
their new 850,000 square
foot corporate
headquarters in Naperville
(School Dist. 204)**

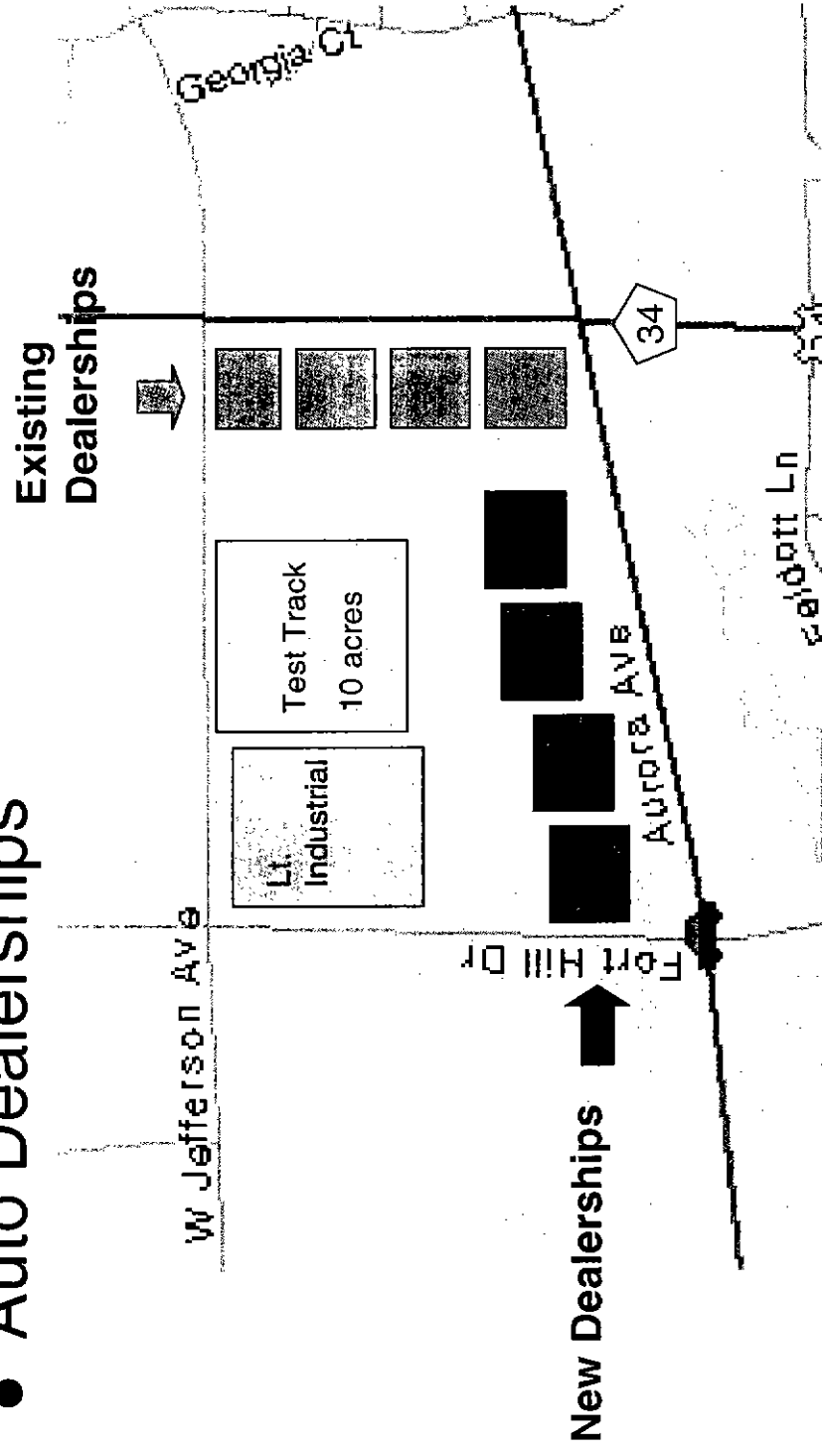
Examples... Retail



pQuest.com, Inc.; ©2003 Navigation Technologies

Business Retention, Expansion and Attraction (all-in-one) ...

- Auto Dealerships



Recent Challenges

- Vacant Office/Industrial Space
- Hospitality Industry Impact

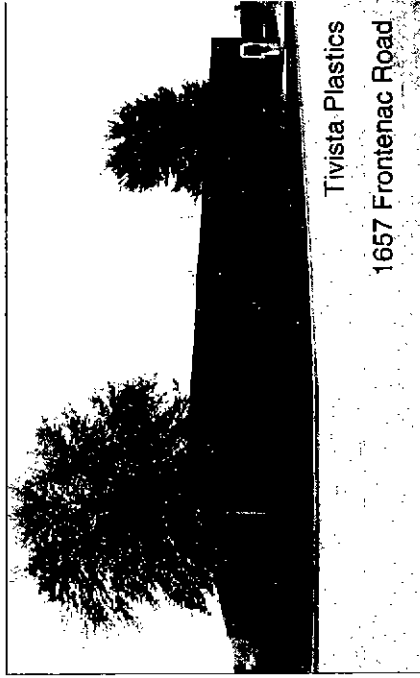
Addressing New Challenges

- Additional Resources from City and Private Industry
- Customized Proposals
- NDP & City Working Together
- Each of the following economic development examples had an assist from one or more NDP Partners, which resulted in our success.

Recent Successes

(Re-occupancy of existing vacant buildings)

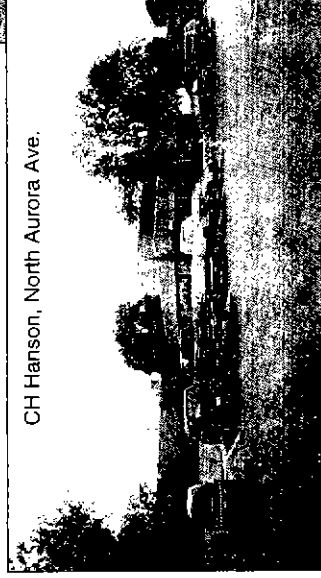
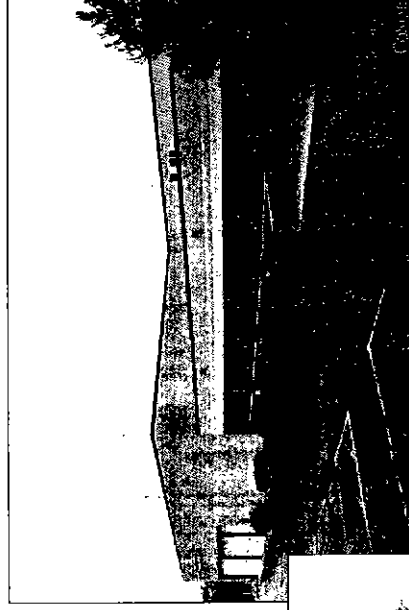
- Retail and Industrial Projects



Tivista Plastics
1657 Frontenac Road

MARSH

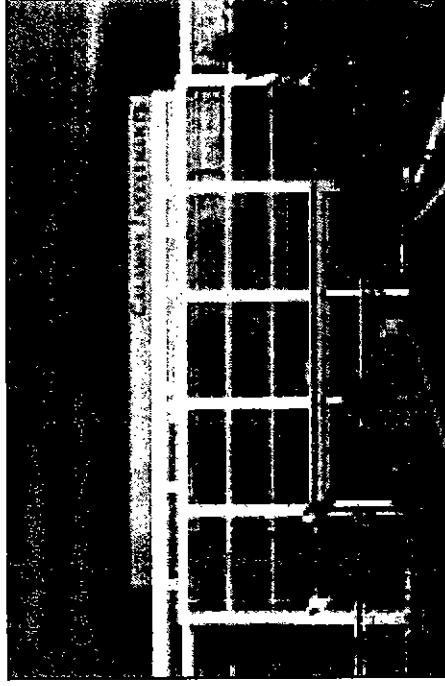
111th & Route 59 (former
Super K building)



CH Hanson, North Aurora Ave.

Business Development

- Office Projects





NAPERVILLE DEVELOPMENT
PARTNERSHIP

*The Naperville Development
Partnership brings businesses and
government agencies together to
collectively find solutions to
problems and to work together to
build a stronger community.*