

**VILLAGE OF DOWNERS GROVE**  
**REPORT FOR THE VILLAGE COUNCIL MEETING**  
**APRIL 20, 2010 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
Professional Services Agreement with Sikich for Strategic Planning Services	Resolution Ordinance ✓ Motion Discussion Only	David Fieldman Village Manager

**SYNOPSIS**

A motion is requested to execute a professional services agreement with Sikich LLP of Aurora, Illinois in the amount of \$23,650.

**STRATEGIC PLAN ALIGNMENT**

The Five Year Plan and Goals for 2010-2014 identifies *Exceptional Municipal Organization*. A supporting objective of this goal states *Village organization aligned with Vision, Mission and Core Beliefs*.

**FISCAL IMPACT**

The adopted FY10 General Fund budget includes \$20,000 for this project. The not-to-exceed amount exceeds the budget amount by \$3,650. If the agreement for the full scope is approved, funds will be identified from other expense savings within the General Fund.

**RECOMMENDATION**

Approval on the May 4, 2010 active agenda.

**BACKGROUND**

The Village's most recent iteration of strategic planning began in 2006 and continued through 2008. During this time, the Village prepared a Strategic Plan which consisted of a Mission, Vision, Core Beliefs, Goals, Action Agenda items and a list of customers and core services. In 2009, the Village amended the Strategic Plan based on limited discussions which took place during the Long Range Financial Planning sessions. These amendments were approved in January 2010.

During the review and approval of the Strategic Plan amendments, the Village Council indicated that they would like to have a more thorough strategic planning process for 2010. The process should incorporate the input and findings of Total Community Development 3, which took place in the summer of 2009, and should be conducted prior to the 2010 Long Range Financial Planning process and prior to consideration of the FY11 municipal budget.

Staff prepared a request for proposals for strategic planning services. Seven proposals were received. Staff reviewed all proposals and identified three candidates for further consideration (Sikich, Lynn Montei & Associates and Executive Partners). A team consisting of two staff members and two Village Council members interviewed the three finalist candidates and determined that Sikich was best suited to lead a strategic planning process which focused primarily on direct input and engagement of the Village Council and staff and included community input from the TCD3 process, Long Range Financial Planning and the FY10 budget review and approval process.

Per the agreement, Sikich would produce a Council Policy Guide and Strategic Plan. The Council Policy Guide would formally develop policies that recognize the Village's values, address Council and staff roles

and responsibilities and guide Council, staff and community interactions. Sikich would perform the following tasks to prepare the Council Policy Guide:

- Conduct Village Council interviews
- Convene a Project Team consisting of the Village Manager and Department Heads
- Facilitate a Council Retreat
- Prepare the Council Policy Guide

The Strategic Plan would include a mission, vision, and short and long-term goals. Sikich would perform the following tasks to prepare the Strategic Plan:

- Gather and review data from recent public input (TCD3, Long Range Financial Plan, FY10 Budget)
- Hold a Strategic Planning Workshop
- Perform Action Planning
- Report the results

Work would take place from mid-May through June. The total costs for the above services would be \$23,650.

**ATTACHMENTS**

Sikich Proposal

Professional Services Agreement

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE VILLAGE OF DOWNERS GROVE AND SIKICH, LLP**

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the form and substance of a certain Agreement (the “Agreement”), between the Village of Downers Grove (the “Village”) and Sikich, LLP (the “Consultant”), for strategic planning professional services, as set forth in the form of the Agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

2. That the Village Manager and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.

4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

\_\_\_\_\_  
Mayor

Passed:  
Attest: \_\_\_\_\_  
Village Clerk

**AGREEMENT**

This Agreement is made this \_\_ day of April, 2010 by and between Sikich LLP. ("Consultant") and the Village of Downers Grove, Illinois, an Illinois municipal corporation with offices at 801 Burlington Avenue, Downers Grove, Illinois 60515, ("Village").

WHEREAS, the Village wishes to retain the services of the Consultant for governance and strategic planning professional services; and

WHEREAS, the Consultant is willing to perform these services for the compensation and in accordance with the terms and conditions described in this Agreement,

NOW, THEREFORE, in consideration of the mutual benefits that will result to the parties in carrying out the terms of this Agreement, it is agreed as follows:

**I. Scope of Services**

See attached Proposal incorporated herein by reference as Exhibit A.

**II. Term of Agreement**

A. The term of this Agreement will be until the completion of the services as provided in Exhibit A or until its termination pursuant to Section IV (F) .

**III. Compensation**

**A. Basic Fees:**

The Village will pay the Consultant an amount not to exceed \$23,650.00. Any additional work performed that would increase the contract amount beyond this amount must be approved by the Village of Downers Grove prior to commencement.

**B. Consultant Invoices:**

The Consultant shall prepare invoices that contain a reference number, the billing period, the classifications and/or names of staff, numbers of hours billed to the project (with clear itemization for hours spent), all reimbursable expenses and a total reimbursable amount for the billing period including receipts therefor, the original contract amount, the currently approved contract amount, amounts billed to date, amounts received to date, and the contract amount remaining to date.

**D. Prompt Payment Act:**

The Village of Downers Grove will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any bill approved for payment must be paid or the payment issued to the Consultant within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Consultant within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.

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The Village of Downers Grove shall review in a timely manner each bill or invoice after its receipt. If the Village of Downers Grove determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Consultant requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 et seq. The notice shall identify the defect and any additional information necessary to correct the defect.

#### **IV. General Terms and Conditions**

##### **A. Relationship Between the Consultant and the Village**

The relationship between the Village and the Consultant is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other.

##### **B. Equal Employment Opportunity**

In the event of the Consultant's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the consultant may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the consultant agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
2. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the consultant's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the consultant in its efforts to comply with such Act and Rules and Regulations, the consultant will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

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5. That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
  6. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
  7. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subconsultant. In the same manner as with other provisions of this contract, the consultant will be liable for compliance with applicable provisions of this clause by such subconsultants; and further it will promptly notify the contracting agency and the Department in the event any subconsultant fails or refuses to comply therewith. In addition, the consultant will not utilize any subconsultant declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivision or municipal corporations.

### **C. Sexual Harassment**

Consultant, as a party to a public contract, has a project specific written sexual harassment policy amended so that it:

1. Notes the illegality of sexual harassment;
2. Sets forth the State law definition of sexual harassment;
3. Describes sexual harassment utilizing examples;
4. Describes the Consultant or supplier's internal complaint process including penalties;
5. Describes the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and how to contact these entities, and;
6. Describes the protection against retaliation afforded under the Illinois Human Rights Act.

### **D. Drug Free Work Place**

Consultant as party to a public contract, certifies and agrees that it will provide a drug free workplace by:

1. Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the grantee's or consultant's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: abide by the terms of the statement; and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
2. Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the grantee's or consultant's policy of maintaining a drug free

workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.

3. Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
4. Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
5. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.
6. Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
7. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

**E. Discrimination**

Consultant, its employees and subconsultants, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the Illinois Human Rights Act, the Public Works Employment Discrimination Act, the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each. The equal opportunity clause of the Department of Human Rights rules is specifically incorporated herein.

The Americans with Disabilities Act (42 U.S.C. 12101) and the regulations thereunder (28 CFR 35.130)(ADA) prohibit discrimination against persons with disabilities by the State, whether directly or through contractual arrangements, in the provision of any aid, benefit or service. As a condition of receiving this contract, the undersigned vendor certifies that services, programs and activities provided under this contract are and will continue to be in compliance with the ADA.

**F. Termination**

In the event of the Consultant's nonperformance, breach of the terms of the Agreement, or for any other reason, the Agreement may be canceled, in whole or in part, upon the Village's written notice to the Consultant. The Village will pay the Consultant's costs actually incurred as of the date of receipt of notice of default. Upon termination, the Consultant will deliver all documents and products of whatever kind, and their reproducible originals related to the project, which have been produced to the date of the notice of default.

**G. Governing Law**

This Agreement will be governed by and construed in accordance with the laws of the State of Illinois. Venue is proper only in the County of DuPage.

**H. Successors and Assigns**

The terms of this Agreement will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will assign this Agreement in whole or in part without the prior written approval of the other.

**I. Waiver of Contract Breach**

The waiver by one party of any breach of this Agreement or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches of this Agreement and will not be construed to be a waiver of any provision except for the particular instance.

**J. Amendment**

This Agreement will not be subject to amendment unless made in writing and signed by all parties.

**K. Indemnification**

The Consultant will indemnify and hold harmless the Village and its officers, employees and agents from any and all liability, losses or damages the Village may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature in any way resulting from or arising out of negligent action on the part of the Consultant or any sub-consultants under this Agreement. This indemnification does not apply to liability caused by the Village's own negligence.

**L. Severability of Invalid Provisions**

If any provisions of this Agreement are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Agreement, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

**M. Assignment**

The Consultant will not assign or subcontract any portion of this Agreement, unless the Village agrees to the assignment or subcontract in writing. Any assignment will not relieve the Consultant from its obligations or change the terms of this Agreement.

The Consultant will provide a list of key staff, titles, responsibilities, and contact information to include all expected sub consultants.

**N. Campaign Disclosure Certificate**

The Consultant shall comply with the Campaign Disclosure Certificate attached hereto and incorporated herein by reference as Exhibit B.

**M. Notice**

Any notice will be in writing and will be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party at the party's place of business. Notices shall be addressed to designated representatives of both parties as follows:




**Village Manager  
Village of Downers Grove  
801 Burlington Ave.  
Downers Grove, IL 60515**

**Sikich  
998 Corporate Blvd.  
Aurora, Illinois 60502**

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date indicated above.

**Consultant**

**Village of Downers Grove**

By: 

By: \_\_\_\_\_

Title: Director, Local Government  
Management Services, Sikich LLP

Title: Village Manager

Date: 4/15/10

Date: \_\_\_\_\_

**Exhibit A**  
**(ATTACH PROPOSAL)**

**Proposal:  
Develop Governance  
Model and Strategic  
Plan**

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Presented to:  
Village of Downers Grove, Illinois



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***Certified Public Accountants and Advisors***

998 Corporate Blvd · Aurora IL 60502 · 630.566.8400 · 630.566.8401 (fax)



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## PROPOSAL

With these tenants in mind, we propose the following steps to outline a model for governance, as well as guide a new plan process for the Village of Downers Grove:

### **Phase One: Governance**

Governance involves the systems, policies, and practices that the Village Council uses to make decisions to best meet the needs of residents, businesses, visitors, and any other person who has an interest in the outcome of their decisions. A clear understanding of roles and responsibilities, and a high degree of trust are attributes of highly effective boards. Our focus in this first phase will be to engage the Council in a discussion about governance from the broader context of any actions that will assist in effectively managing the Village.

#### *Conduct Interviews*

Our best knowledge of relevant issues comes from participants themselves. We will conduct one-on-one interviews with the six Commissioners and Mayor. This exchange will help elected officials gain a comfort level with our process, but it also enhances our understanding of their knowledge, experience, and values. Each Commissioner has a unique perspective and individual priorities to share. From interviews, we document the common themes and incorporate key ideas for planning the Retreat.

#### *Convene Project Team*

Organizational values underlie personal interactions, decision-making, and establish standards for accountability. While the Village Council should discuss and ultimately approve a set of values, we suggest forming a team of staff members to initially assess those values they believe will most closely represent the Village's desired culture and climate. This "Project Team"—consisting of all the department directors as well as staff from other levels—will outline the Village's values and participate in later strategic planning processes. We will ask the Village Manager to name a team of 10 and 12 staff who are representative of all functions and levels of the organization and who will be able to devote the necessary time to fully participate.

Because organizations, much like individuals, are driven by and rely on a set of values to make routine (and critical) decisions, we feel it is important to develop the Village's values early-on. The initial team meeting will be approximately two hours and will employ a facilitation method called the "Consensus Workshop." The outcome of the meeting will be to resolve the value statements that will help guide the Village Council's discussion of a decision-making framework and related policies.

#### *Facilitate Council Retreat*

We feel a retreat is the ideal approach to address models for effective governance. We suggest such an event will take about four hours and is best scheduled for a Saturday morning. Our primary objectives during this event will be to:

- 1) Introduce our approach and communicate the intended outcomes;
- 2) Establish a welcoming and participative environment;
- 3) Explore theories on the governance process;
- 4) Engage participants in constructive dialogue;



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- 5) Consider priorities and organizational capacity;
  - 6) And reach consensus on the desirable model for governance.

Elected officials and staff alike know that the boundaries between policy and administration can be subtle and elusive. However, if not given proper attention, the boundary may impair staff accountability, responsiveness, or innovation. At the Village Council level, appropriate governance requires operating within a framework of agreed upon policies, values, broad goals, guidelines, and a great deal of restraint. In discussing how it shall govern, the Council should weigh questions such as:

- How should information flow from the various constituencies to the Council in order to ensure full knowledge of pertinent issues?
- How does the Council avoid becoming mired in details to the point of inhibiting responsiveness, limiting its attention to larger issues, or undermining established accountability?
- When is it practical and necessary to violate the established organizational structure?

#### *Craft Council Policy Guide*

Through small group (divergent) and large group (convergent) discussions, we will introduce thought provoking questions to the Council to create a constructive dialogue about roles and responsibilities. These discussions will result in a policy guide. Formally developing policies that recognize their values and priorities will engage Commissioners in a meaningful and collective conversation about when structure interferes with and when it promotes effectiveness, as well as assist in maintaining a balance between accountability and efficiency. While elected officials will have final say over the policy guide, department directors will be significantly affected by its end result. Sikich will develop a draft guide to summarize the work done in the Council Retreat and submit it to the Project Team for review.

#### **Phase Two: Strategic Plan**

From our initial meetings with Village leaders, we understand that the last formal strategic plan update took place in 2008. While no planning was performed in 2009, the Total Community Development III (TCD III) initiative was ongoing. Also during this time, the Village Council began participating in long-range financial planning and staff focused their efforts on three main strategic themes:

1. Customer service
2. Innovation
3. Fiscal responsibility

Given the recent, extensive community engagement, the focus of this project will be to develop a new strategic plan—one that aligns with community vision but stresses action plans to address challenges, as well as determines measurable outcomes.

#### *Gather and Review Data*

While preparing for the Council Retreat, Sikich will begin to collect data from TCD III and other recent, relevant community engagement efforts. Since the Village has worked diligently to open a forum and many stakeholders have provided feedback, it is important to honor those investments. Although the financial reality has drastically altered the Village's operating environment in the past year, the contributions made still have great value. We will review both the summary plan and report information, in addition to available raw data, to extract key ideals to bring into the planning process.



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### *Hold Strategic Planning Workshop*

The first main component of this phase is to gather the Village Council and department directors for a joint workshop, which we envision will require four hours. The goal of the session will be to develop mission and vision statements—starting with the guidance of the existing strategic themes—and any major objectives. In strategic planning, the vision usually originates with the community and elected officials generate the mission. Here, though, the previously approved values and themes from TCD III will allow this combined group to complete these statements.

Unlike traditional strategic planning processes, our approach will not include community interaction. And although TCD III supplied a wealth of information that will serve this process' needs, the Village will benefit in the long-run if it deploys a more institutionalized approach to community engagement. The Village Council and staff will be asked to consider when, how, and why it would like to engage the community in the objective-setting portion of the workshop. We anticipate their dialogue will lead to the identification of appropriate methods to engage stakeholders of all types in future decision-making.

### *Perform Action Planning*

If a plan is truly intended to guide the organization's future direction, it cannot reside on a shelf; it must become part of the environment, with continual monitoring and evaluation. Staff who will carry out the strategic plan must be the ones to develop action plans and objective measures of success. The objectives that result from the Planning Workshop will directly feed a three to four hour meeting with the Project Team. The next step is to align strategies with the objectives and then to craft the action plans that will lead to implementation. The number of objectives, as well as the need to involve staff at the department level, however, means that action plans and performance measures will not be fully completed in this meeting. Sikich will provide training to this group and work through several key areas. These staff will then thoroughly understand the process and can be tasked with deploying it within their respective departments and aiding the overall strategic plan implementation.

Due to the Village's long history of strategic planning, we anticipate action planning and performance measurement will not be new, unfamiliar concepts for staff. If, however, leaders find the training is not sufficient to kick-start the department level action planning, more time may be required at this stage. While it is not included in our proposed fee, Sikich could meet with department representatives individually to provide additional training, facilitate action planning sessions, or map large projects employing project management techniques.

### *Report Results*

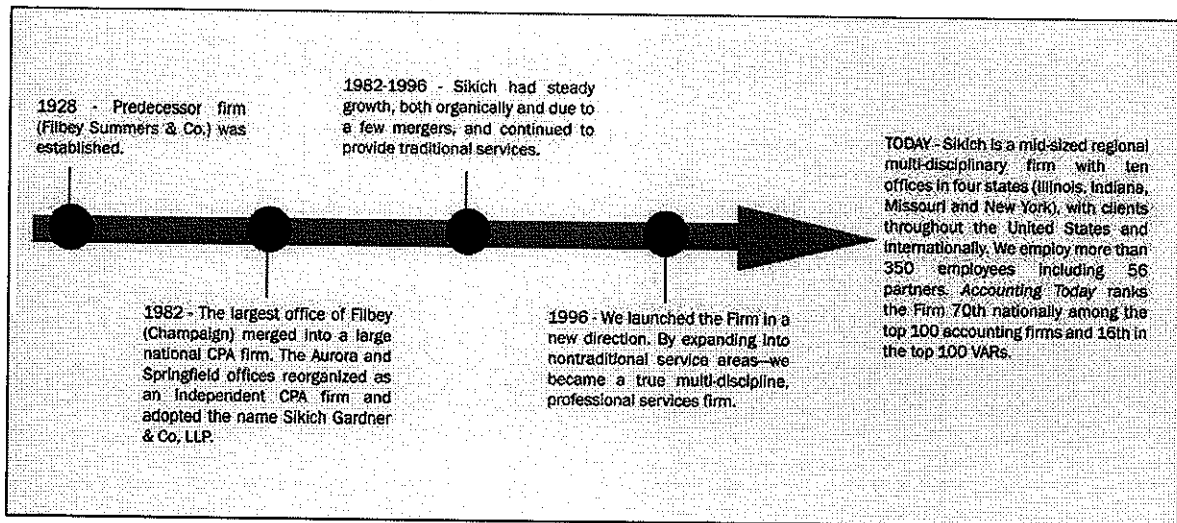
At the conclusion of the process (when departments have finalized action plans and performance measures), Sikich will briefly review these plans with the Village Manager and Deputy Village Manager and discuss strategies to assist in communication and implementation. Though not intended to be a complete strategic plan document, we will provide a summary report of the work outlined herein.



## QUALIFICATIONS

### SIKICH LLP

The Firm of Sikich LLP traces its foundation to a predecessor firm founded in 1928. Today we are one of the fastest growing regional firms in Illinois with seven offices in Illinois located in Aurora, Buffalo Grove, Chicago, Decatur, Naperville, Rockford, and Springfield and offices in Indianapolis, Indiana; New York, New York; and St. Louis, Missouri. We have been recognized as one of Chicago's 101 Best and Brightest Companies to Work For, (Recognition: 2009, 2008, 2007, and 2006). In addition, *Crain's Chicago Business 2009 Book of Lists* ranks Sikich as Chicago's 13<sup>th</sup> largest Accounting Firm and *Accounting Today Top 100 Firms*, 2009 ranks Sikich 70<sup>th</sup> nationally.



Through these offices, we provide a wide spectrum of services including audit, tax, accounting and management consulting services. In addition, through various other service areas of Sikich, we provide technology, investment, human resource, employee benefit and marketing services. Client service needs are met promptly and professionally by our unique team philosophy, which allows each client to work with a team of specialists that focus on providing these services to a specific industry. Government and non-profit organizations, manufacturing and distribution, construction, and professional service firms are some of the more significant industries served by these teams.

Sikich has an established reputation as one of the leading providers of professional services in the Midwest to governmental entities. Our team of professionals specialize in the management, operations, and financing of state and local governments, park districts, intergovernmental organizations, and special districts. This focus and our exemplary reputation assures the Village of Downers Grove the highest quality work and the most cost effective delivery of services. Sikich's state and local government team provides services to more than 350 counties, cities, villages, towns and other Illinois governments, including the second, fifth and eighth largest cities and the second and third largest park districts. Many of these have been long-standing clients and are evidence of our dedication to the state and local government industry and our ability to provide high quality, timely services within this specialized industry. These clients and related work have enabled our Firm to develop an extensive nationally recognized expertise in governmental accounting, auditing and financial reporting procedures and practices.



The Local Government Management Services team includes former local government professionals, who retain strong ties to government networks, associations, and resources. Their years of education, training, and work make them extremely familiar with the public sector environment and readily able to serve governments in a variety of specialized areas.

#### **ADDITIONAL SIKICH RESOURCES**

Sikich is a full service CPA Firm with various service areas providing a wide array of business and financial services for our clients. These services include:

- Accounting
- Auditing
- Tax services
- Employee benefit plan consulting and audits
- Technology solution/production and implementation
- Network installation and administration
- Human resource consulting and outsourcing
- Marketing enhancement services
- Investment management services for individuals and pension plans

Through these service areas, management advisory services in various specialized areas are available should the need for such assistance arise. Our additional services engagements are directed by partners, principals, and other professionals who have experience in management consulting and in the specific areas we are requested to review. Independence standards may preclude us from performing some additional services for the Village and we would need to review the standards and the types of services with the Village before proposing on any additional engagements.

Our governmental clients often require services in special areas such as:

- Budget development
- Trend monitoring and forecasting
- Rate settings
- Bond issuances and refunding
- Escrow verifications
- Cash management
- Employee benefits
- EDP applications
- Policies and procedures documents
- Training
- Temporary staffing
- Insurance and risk management analysis
- Personnel policy development and implementation

#### **ENGAGEMENT TEAM**

Sikich currently has fifty-six partners and more than three hundred and fifty professional staff. Eight of these partners and more than fifty professional staff are devoted extensively to the Firm's local government services CPA team. The staff we propose to perform these services are members of Sikich's





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Local Government Management Services team. The engagement team includes former local government professionals, who retain strong ties to government networks, associations, and resources. Their years of education and training make them extremely familiar with the public sector environment and readily able to serve governments in a variety of specialized areas.

Following are brief descriptions of the engagement team. Please refer to the **Exhibits** section, page 17, for detailed biographies. The proposed team has significant experience in the various concepts and techniques associated with process evaluation and improvement.

**Larry W. Maholland, CPA**

Director, Local Government Management Services

Larry has over 30 years of local government experience. He is the former City Administrator of St. Charles, Illinois, where he implemented the City's annual Business Plan, performance measurement program, survey initiatives, and fiscal policies. Prior to his appointment as Administrator, he served as the City's Finance Director for 15 years. His background also includes service as Director of Finance for the Village of Streamwood as well as Business and Revenue Facilities Manager for the Arlington Heights Park District, where he had responsibility for all operations of the district's racquet club and golf course and the business activities for all other parks and facilities. During his years in local government, he was recognized as a leader in municipal strategic planning and performance measurement. He still frequently speaks on both topics and has taught courses on public sector budgeting and finance for Northern Illinois University's Masters of Public Administration program.

**Megan Pierce**

Senior Management Consultant

While earning her Master's degree in Public Administration at Northern Illinois University, Megan worked for the City of St. Charles, Illinois. There she was involved in strategic planning and community-based efforts, as well as responsible for numerous surveys, data collection, and performance measurement processes. At Sikich, Megan is responsible for facilitation projects, as well as for the surveys, financial analysis, and data gathering that support strategic planning and process improvement projects. She frequently leads group meetings and workshops—working closely with local government managers and staff in other areas, including project management, organizational evaluations, and performance measurement.



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## CLIENT REFERENCES

We encourage you to speak directly with our clients to hear first-hand of the caliber of service and attention we provide our clients. We are proud of our client relationships, and we are confident you will discover that our people are the critical and distinguishing element in our ability to consistently deliver high quality service. Following is a list of significant engagements, all led by the Local Government Management Services team.

### Name / Information

### Contact

#### *Strategic Planning and Performance Measurement Projects*

Village of Gurnee  
325 North O'Plaine Road  
Gurnee, IL 60031

Work performed: Conducted focus groups and led entire process to create performance-based strategic plan  
Project dates: February – October 2008

Mr. Patrick Muetz  
Assistant to the Administrator  
(847) 599-7513

Village of Glenview  
1225 Waukegan Road  
Glenview, IL 60025

Work performed: Trained staff in strategic action planning  
Project dates: February – March 2006

Work performed: Evaluated staffing of IT department  
Project dates: November 2006 – January 2007

Work performed: Trained staff in performance measurement techniques  
Project dates: April – June 2008

Mr. Todd Hileman  
Village Manager  
(847) 904-4370

Village of Mahomet  
503 East Main Street  
Mahomet, IL 61853

Work performed: Facilitated Future Search event and development of strategic plan  
Project dates: September 2007 – March 2008

Mr. Mell Smigielski  
Village Administrator  
(217) 586-5407

United City of Yorkville  
800 Game Farm Road  
Yorkville, IL 60560

Work performed: Facilitated Board retreat  
Project dates: January – June 2007

Mr. Bart Olson  
City Administrator  
(630) 553-8537

City of St. Charles  
2 East Main Street  
St. Charles, IL 60174

Work performed: Developed, implemented and managed

Mrs. Susan Klinkhamer  
Former Mayor  
(630) 406-1114



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**Name / Information**

**Contact**

strategic plan process  
Project dates: January 1999 – October 2005

*Process Improvement and Management Projects*

Village of Willowbrook  
7760 Quincy Street  
Willowbrook, IL 60527  
Work performed: Acting as part-time Village Administrator  
and conducting organizational evaluation  
Project dates: October 2009 – Present

Mr. Robert Napoli  
Board President  
(630) 323-8215

City of Warrenville  
35528 Manning Avenue  
Warrenville, IL 60555  
Work performed: Created action plans and project  
management reporting for strategic plan objectives  
Project dates: November 2008 – Present

Mr. John Coakley  
City Administrator  
(630) 393-9427

City of Batavia  
100 North Island Avenue  
Batavia, IL 60510  
Work performed: Facilitated citizen committee meetings  
Project dates: March 2008 – January 2010  
Work performed: Conducted employee focus groups  
Project dates: June – July 2009

Mr. William McGrath  
City Administrator  
(630) 789-1424

City of Elgin  
150 Dexter Court  
Elgin, IL 60120  
Work performed: Performed process improvement for  
development review  
Project dates: May 2007 – October 2008

Mr. Sean Stegall  
City Manager  
(847) 931-5930

City of Novi  
45175 West 10 Mile Road  
Novi, MI 48375  
Work performed: Facilitated process improvement for  
development review  
Project dates: April – Sept. 2006  
Work performed: Trained staff on action planning and  
performance measurement  
Project dates: December 2006

Mr. Clay Pearson  
City Manager  
(248) 347-0420



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## PROJECT BUDGET

### ASSUMPTIONS

In designing this proposal and project approach, we made the following assumptions. Any significant variance from these assumptions would alter the scope of the proposal and subsequently, our fee projection.

#### SIKICH'S ROLE:

- We bring the expertise and skills critical to guide, design, and facilitate interviews, staff meetings, and an interactive retreat session. Our approaches will create a safe environment for all process participants and aim to build mutual trust and understanding.
- We will communicate specific requirements for: scheduling, meeting space, room capacity and configuration, supplies, and wall space for all events.
- We will provide feedback and periodic updates to the Village Manager and will submit draft agendas and reports for his review.

#### VILLAGE OF DOWNERS GROVE'S ROLE:

- The Village Manager should designate a staff person to provide administrative support to include: arrange for and schedule meetings, suitable facilities, room set-up, furniture, food, and equipment. This person will also coordinate our needs for materials, photocopies, supplies, easels, and easel pads.
- The Village is responsible for inviting participants, as well as for any follow-up materials, communications, and/or meetings.
- Materials required by the process and purchased by Sikich will be billed to the Village of Downers Grove at cost.



## WORKPLAN

The following workplan shows the tasks, costs, and hours (including on-site and off-site work) of the approach we will use to meet Downers Grove's objectives:

Task	Larry's Hours	Megan's Hours	Total Cost
<b>Phase 1: Governance</b>			
Conduct Interviews	8	10	\$3,410
Convene Project Team	5	7	\$2,240
Facilitate Council Retreat	8	10	\$3,410
Craft Council Policy Guide	3	10	\$2,185
<b>SUBTOTAL</b>	<b>24</b>	<b>37</b>	<b>\$11,245</b>
<b>Phase 2: Strategic Plan</b>			
Gather and Review Data	3	10	\$2,185
Hold Strategic Planning Workshop	7	9	\$3,020
Perform Action Planning	7	11	\$3,310
Report Results	7	15	\$3,890
<b>SUBTOTAL</b>	<b>24</b>	<b>45</b>	<b>\$12,405</b>
		<b>TOTAL</b>	<b>\$23,650</b>

The RFP indicates the Village plans to award a service contract on April 13, 2010. We are available to begin work with Downers Grove following such approval. The time to complete the project will be heavily dependent on scheduling of meetings with both elected officials and staff, as well as the ability of staff to provide requested materials.

Given our current schedule, we would hope to complete the first two steps of the Governance project by mid-May and then conduct the Council Retreat in early June. We believe it is feasible to provide draft process outcome information to the Village Manager for a financial planning workshop in late June.

We propose a not-to-exceed fee of \$23,650 for the services outlined in the **Proposal** section of this document; this fee is inclusive of our planning, preparation, and facilitation/meeting time, as well as report production.

Exhibit B

**CAMPAIGN DISCLOSURE CERTIFICATE**

**CA  
MPA  
IGN**

**DISCLOSURE CERTIFICATE**

Any Contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its submission, an executed Campaign Disclosure Certificate.

The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any vendor to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the last five (5) year period preceding the date of the proposal.

By signing this certificate vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

Vendor has not contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: \_\_\_\_\_  
(company or individual)

To whom contribution was made: \_\_\_\_\_

Year contribution made: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name