



MANAGER'S REPORT FOR APRIL 12, 2013
GENERAL INFORMATION AND RESPONSES TO MAYOR & COMMISSIONER REQUESTS

Places to be this Week...

Village Council Meeting – The Village Council meeting will be held on **Tuesday, April 16 at 7 p.m.** in the Council Chambers at Village Hall.

Future Calendar Reminders...

Village Council Meeting – The Village Council meeting will be held on **Tuesday, May 7 at 7 p.m.** in the Council Chambers at Village Hall. The new Council members will be sworn in and the outgoing Council members will be recognized for their service at this meeting. A reception will be held in the Committee Room following the meeting.

Presentation at the Alliance for Innovation Transforming Local Government - On Thursday, April 11, staff members including Manager Fieldman and Deputy Manager Baker made a presentation about the Village's leadership and management practices at the Alliance for Innovation Transforming Local Government conference in Atlanta. Downers Grove was selected to present following a competitive presentation selection process. The presentation was made to a standing room only crowd of local government officials from across the country and Canada. The content of the presentation is summarized in the attached "menu" and by clicking here:

<http://tlgconference.org/index.aspx?page=54>

The Alliance for Innovation is an international network of progressive governments and partners committed to transforming local government by accelerating the development and dissemination of innovations. They seek out innovative practices, challenge existing business models, exchange knowledge, and provide products and services that help our members perform at their best. Conference materials can be found here <http://tlgconference.org/>

Public Works Intern David Rauch Wins Video Competition - David Rauch, management intern in Public Works, won the Alliance for Innovation video contest. Entrants were encouraged to share what the Transforming Local Government (TLG) conference means to them in a 30 second - 2 minute video. As the contest winner David received two conference scholarships covering the conference registration fees and hotel stay (two Village staff members attended the conference free of charge).

DuPage County Making Infrastructure Improvements in the Village in 2013

DuPage County has notified Village staff of several projects they have planned in the Village in 2013. The County plans to resurface Main Street from 63rd Street to Valley View Drive this summer, construct missing sidewalks on Belmont Road between Maple Avenue and Curtiss Street and make improvements to the traffic signals at several intersections. These intersections include:

- 39th and Highland (install pedestrian countdown indicators)
- 39th and Fairview
- 63rd and Dunham

This work is in addition to improvements the Illinois Department of Transportation is making at ten intersections and the replacement of the traffic signal at Main and Grant by the Village.

Street Sweeping to begin the Week of 4/15/2013

Street sweeping is scheduled to begin next week. The contractor will begin at the south side of the Village and progress north.

Washington Street Improvements - Burlington to Maple

Construction is scheduled to begin on this project the week of April 15th. The contractor will be placing traffic control and tree protection during the beginning of the week and beginning the reconstruction of sanitary manholes by mid-week if weather permits. The reconstruction of a deep manhole at the intersection of Washington and Curtiss will require partial street closures for 24 to 48 hours the week of 4/22/2013. The Downtown Management Corporation is assisting the Village in communications with downtown business owners and residents.

Awarded Amount: \$ 941,849.15

Contract Completion Date: June 21, 2013

Work Performed This Week:

Additional soil samples were taken for environmental analysis. The contractor began to move equipment to the project area this week.

Work Anticipated Next Week:

Next week the contractor will place traffic control and tree protection and begin underground work. The first phase of the work will include the reconstruction of sanitary manholes.

Percent Complete: 0%

2013 New Sidewalk Installation Program and Right of Way Accessibility Improvements

Neighborhood meetings have been held through the winter for this project, design work is completed and the 2013 New Sidewalk Program has been advertised for bids. Bids will be opened on April 24th and a recommendation will be presented to Village Council in May.

The following is a list of sidewalk segments included in the 2013 program:

- Aubrey Terrace, Maple Avenue to south end
- Eldon Place, Bunning Drive to 59th Street
- Bunning Drive, Eldon Place to Fairview Avenue
- Wall Place, 59th Street to north limit
- Katrine Avenue, Wisconsin Avenue to Curtiss Street
- Katrine Avenue, Wisconsin Avenue to south limit
- Wisconsin Avenue, Belmont Road to east limit
- Janes Avenue, Inverness Avenue to Wisconsin Avenue
- Statton Street, Grant Street to Lincoln Street
- Florence Avenue, Ogden Avenue to south limit
- Chicago Avenue Right of Way from Stonewall Avenue to Cornell Avenue (Hooper's Hollow Park)
- Highland Avenue and Franklin Street (St Joseph School)
- 4600 Woodward Avenue
- Linscott Avenue and Grant Street

STORMWATER/DRAINAGE IMPROVEMENTS

Valley View Pond Naturalization

Contract Amount: \$569,740.50

This project was awarded as a design/build contract on December 4, 2012 for the naturalization of Valley View Pond. A public meeting was held on February 6, 2013 to present the preliminary improvement plan for the project. Final improvement plans are currently being completed by the contractor. The contractor anticipates the completion of the final plans for review by the Village by the end of April.

Work Performed This Week:

Design of final plans and additional survey work.

Work Anticipated Next Week:

Meet with contractor for status and plan update. Continue design of final plans.

Prentiss Creek (Sub E) – Kensington Place

Contract Amount: \$330,644.58

This project was awarded as a design/build contract in May, 2012 for the completion of improvements that were included in a concept level report. The concept report was presented to the neighboring homeowner associations and a consensus was reached to move forward with the project. The contractor is preparing final plans and submitting plans for permitting prior to the start of work, which is anticipated in early summer of 2013. A meeting was held on March 14 to update the homeowners associations on the project status.

Barth Pond Dredging

The Village and the Downers Grove Park District will be issuing a notice of a Request for Qualifications the week of 4/15/2013 to identify qualified companies who are interested in submitting cost proposals for dredging work at Barth Pond.

This project is included in the 2013 Community Investment Program.

ATTACHMENTS

What's on the menu? - Transforming Local Government presentation materials

WHAT'S ON THE eMenu?

The Implementation of a Leadership Philosophy in Downers Grove, IL

STARTERS

Pre-Wire: Informal communication in advance of a meeting that aligns the expectations of the meeting organizer and attendees. **Results in:** More productive meetings, fewer surprises, less resistance to new ideas. **Promotes:** Communication makes us better. **Try it with:** Effective meetings.

DiSC Profile: A behavioral assessment that can be used to improve communication by identifying an individual's natural tendencies. **Results in:** More effective interpersonal communication, improved team performance. **Promotes:** Great ideas come from anyone and everyone. **Try it with:** One-on-ones.

ENTREES

One-on-Ones: Weekly 30-minute scheduled meetings between an employee and their manager focused around the employee. **Results in:** Stronger professional relationships, fewer unexpected "drop-ins" and "fires to be put out." **Promotes:** Tough on issues and easy on people. **Try it with:** Feedback, coaching, delegation.

Project Management: Simplifies traditional PM approaches by repeatedly asking "Who Does What by When?" **Results in:** Clearly defined responsibilities, increased on-time project delivery. **Promotes:** Tough on issues and easy on people. **Try it with:** Effective meetings.

Dry-Runs: Informal rehearsals of staff presentations where reaction and comments from the audience are sought. **Results in:** Improved presentation quality, identification of issues and questions, education of dry-run attendees. **Promotes:** Great ideas come from anyone and everyone. **Try it with:** Hotwash (Dry-run before, Hotwash after).

SIDES

Effective Meetings: Simple recommendations that lead to effective meeting management, such as use of an agenda and groundrules. **Results in:** More productive meetings and use of time, more effective behavior during meetings. **Promotes:** Communication makes us better. **Try it with:** Pre-wire.

Feedback, Coaching, Delegation: Models for on-going performance communication. **Results in:** Improved individual and organizational performance, more efficient completion of work, expanded organizational capacity. **Promotes:** Communication makes us better. **Try it with:** One-on-ones.

DESSERTS

Hotwash: A simple and non-threatening after-action review that asks "what went well" and what the group should "take a look at." **Results in:** Learning from past successes and mistakes in an "issue-focused" manner. **Promotes:** Tough on issues and easy on people. **Try it with:** Effective meetings.





Our Journey...

The Village of Downers Grove responded to the Great Recession in ways that sought to establish a financially sustainable and exceptional municipal organization built around the contributions of its most valuable asset, its employees. Village Manager Dave Fieldman often says that his primary responsibility is to “set the leadership philosophy for the organization” and then allow employees to perform their jobs to the best of their ability in accordance with it. That leadership philosophy, which is embodied in three simple statements, is actively and continuously being put into practice throughout the organization.

A simple philosophy, however, is not enough. Effective implementation requires actions performed regularly and repeatedly to introduce and instill its key concepts. The techniques, tools and practices identified on the menu provide that foundation by defining more effective professional behaviors that lead to more effective outcomes and ultimately, successful implementation of the leadership philosophy. To date, these practices have been adopted and modeled by many employees throughout the organization without the creation of any formal programs.

About Our Community...

Downers Grove is located 22 miles west of downtown Chicago in DuPage County. The Village has a residential population of 48,000 and benefits from its location along several major highways and the Metra commuter train line. Downers Grove is home to Advocate Good Samaritan Hospital, as well as major corporations including DeVry, State Farm, and Dover Corporation. The Village is a home-rule municipality and was named a Top 10 Friendliest Community by Forbes Magazine in 2012. Recent accomplishments of the Village can be found on the Village website (www.downers.us) by searching annual report.

Presentation Team...

David Fieldman, Village Manager (dfieldman@downers.us)
Mike Baker, Deputy Village Manager (mbaker@downers.us)
Marsha Giesler, Assistant to the Fire Chief (mgiesler@downers.us)
Allison Deitch, Performance Manager (adeitch@downers.us)

