



DDA ACTION SUMMARY SHEET

MEETING DATE: August 19, 2025

TOPIC Executive Team Contracts - Review

BACKGROUND BRIEF:

The Executive Director and Assistant Director are both serving under contracts made effective more than 16 months ago. There have been material changes to the anticipated budgetary impact included in the contract with each executive, including but not limited to;

1. The Associate Director is now enrolled in the insurance plans of the Village.
2. There is a need to re-outsource platform and content development for programming.
3. The Village Managers strict directive that Village staff only perform work that is contracted and paid for by the DDA has left substantial general municipal work to the DDA, which has been substantially absorbed by the Executive Director and the Executive Team management of part time staff.
4. The effort of Village Council Members to dissolve, or otherwise defund the DDA, including coordinated use of FOIA and other tactics through third parties, has caused a substantial, and intentional, disruption in the anticipated work load of the Executive Director.
5. The lack of daily economic development staffing and support from the Village directly impacts the time and method of district support.
6. The contracts for public safety, compelled by budgetary demands of the Village, now require the Executive Director to act as a direct liaison to the community and district for code and ordinance issues, impacted additionally by the lack of supportive resources for the district from the Village.

These, and other factors, set a much clearer picture of the status quo of the position(s) contemplated in the re-structured executive leadership plan of the Board in 2024.

FINANCIAL IMPACT:

The Board included a 3% increase across all line items of the compensation packages(s) of the Executive Team. Budget, however, does not mean plan, so there is a need for the Board to determine whether any change or adjustment to either contract is warranted and the budget impacts.

RECOMMENDED MOTION:

To schedule an independent review of the annual performance and status of work load/product for each Executive Team member before the Board's Executive Committee, with each Executive presenting a self assessment of the prior year and a plan for professional development.

Executive Assessment and PDP materials submitted for pre-review by: _____

Independent Review Meetings Held By: _____