

EMPLOYEE PERFORMANCE REVIEW CITY OF HARVARD

GENERAL INFORMATION	<input type="checkbox"/> PROBATIONARY	<input checked="" type="checkbox"/> ANNUAL
EMPLOYEE NAME Day, Donovan		
TITLE Economic Development/Community Development Director	<input checked="" type="checkbox"/> SUPERVISOR <input type="checkbox"/> NON-SUPERVISOR	
DEPARTMENT Buildings	PERIOD 4Q	FROM TO 2023-2024
SUPERVISOR NAME Lou Leone		

GENERAL INSTRUCTIONS

- Verify/complete General Information.*
- Review with the employee the employee's position description, performance standards (expectations/objectives/duties) for the evaluation period to ensure the appraisal relates to the specific responsibilities, job assignments, and standards that were conveyed to the employee for the evaluation period.*
- Base the appraisal on the employee's performance during the entire evaluation period, not isolated incidents or performance prior to the current evaluation period. Obtain/review necessary input and supporting data.*
- Rate each factor in relation to the standards established and the guidelines listed on the form.*
- Provide an overall rating based on the rating of the individual factors, adherence to significant performance standards, and accomplishment of essential functions. Each factor need not be of equal weight but comments should justify significant differences impacting on the overall rating.*
- Assess employee strengths and identify opportunities where the employee could improve or requires additional knowledge or skill. Include projected development needs to meet anticipated assignments during the next evaluation period. Obtain employee input regarding their training needs. When rating employees, consider their participation and willingness to participate in employee development opportunities.*
- The comments sections should be used to: support performance ratings, indicate problem areas, and provide guidance to employees on how to improve performance.*
- Discuss/obtain comments and signature/date of reviewing officer before discussion with employee.*
- Sign/date the form, meet with employee to discuss the rating, and obtain the employee's signature/date/comments. Arrange for reviewing officer discussion if requested.*

COMMUNICATION OF PERFORMANCE STANDARDS

Indicate when you conveyed performance standards to the employee and when progress review(s) was conducted:

1. Performance standards (objectives, duties, expectations, etc.) for this evaluation period were conveyed to employee on NA date(s)
2. Progress Review(s) was conducted on NA date(s) (at least one during rating period).

EMPLOYEE NAME: Day, Donovan

JOB FACTORS

1. **JOB KNOWLEDGE/SKILLS** Measures employee's demonstrated job relevant knowledge and essential skills, such as work practices, policies, procedures, resources, laws, customer service, and technical information, as well as the relationship of work to the organization's mission. Also measured are the employee's self-improvement efforts to enhance skills and knowledge and to stay current with changes impacting the job.

OUTSTANDING <input checked="" type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
<ul style="list-style-type: none"> • Possesses superior job skills and knowledge; effectively applies them to work assignments. • Willingly mentors staff; shares knowledge. • Seeks/applies innovative and relevant techniques. 	<ul style="list-style-type: none"> • Work reflects thorough and current knowledge/skill of job and impact on agency activities/related resources. • Uses opportunities to expand knowledge/skills, sharing information with staff. 	<ul style="list-style-type: none"> • Work reflects adequate knowledge/skills for job. • Has some knowledge of related work. • Stays current with major changes impacting on knowledge or skill. • Accepts change. 	<ul style="list-style-type: none"> • Often demonstrates a lack of basic or sufficient job knowledge/skills to perform routine functions of the job. • Occasionally is resistant to changing knowledge and/or skill requirements or processes, including opportunities for knowledge/skill enhancement. 	<ul style="list-style-type: none"> • Consistently demonstrates a lack of basic job knowledge and/or skills to perform job. • Rarely takes advantage of available skill enhancement or training opportunities. • Often is resistant to changing requirements.

Comments:

For EcoDevo, Donovan is an asset. Where he excels is in mentoring Anne to be confident in her tasks.

2. **WORK RESULTS** Measures employee's results in meeting established objectives/expectations/standards of quality, quantity, customer service, and timeliness both individually and in a team.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input checked="" type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
<ul style="list-style-type: none"> • Work consistently exceeds expectations of quality, quantity, customer service, and timeliness. 	<ul style="list-style-type: none"> • Work frequently exceeds expected quality, quantity, customer service, and timeliness standards. 	<ul style="list-style-type: none"> • Work usually meets expectations of quality, quantity, customer service, and timeliness. 	<ul style="list-style-type: none"> • Often has difficulty meeting expected quality, quantity, customer service, and/or timeliness standards. 	<ul style="list-style-type: none"> • Consistently fails to meet expected quality, quantity, customer service, and/or timeliness standards.

Comments:

Donovan prepares memos, ordinances and coordinates with the necessary departments to get his tasks done.

3. **COMMUNICATIONS** Measures employee's performance in exchanging information with others in an effective, timely, clear, concise, logical, and organized manner. Communications include listening, speaking, writing, presenting, and sharing of information. Consideration is given to client/data complexity/sensitivity.

OUTSTANDING <input checked="" type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
<ul style="list-style-type: none"> • Consistently communicates in clear, effective, timely, concise, and organized manner. • Is articulate and persuasive in presenting, soliciting complex or sensitive data. 	<ul style="list-style-type: none"> • Frequently communicates in an effective, timely, clear, concise, and organized manner. • Proficiently organizes and presents difficult facts and ideas orally and in writing. • Seeks/provides feedback. 	<ul style="list-style-type: none"> • Usually communicates effectively and exchanges relevant information in a timely manner. • Speaks and writes clearly. • Keeps others informed. • Listens with understanding. 	<ul style="list-style-type: none"> • Often fails to communicate effectively or in a timely manner. • Lacks clarity of expression orally or in writing. • Is inconsistent in keeping others informed. • At times, fails to listen effectively. 	<ul style="list-style-type: none"> • Consistently fails to communicate effectively or timely. • Often does not keep others informed. • Is an ineffective listener and/or frequently interrupts.

Comments:

Donovan never hesitates to inform the Mayor or myself on what tasks he is working on or any new developments.

4. **INITIATIVE/PROBLEM SOLVING** Measures the extent to which the employee is self-directed, resourceful, and creative in performing job duties individually or in a team. Also measures employee's performance in identifying and resolving problems; following through on assignments; and initiating or modifying ideas, methods, or procedures to provide improved customer service, redesign business processes, and accomplish duties.

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<ul style="list-style-type: none"> • Consistently resolves unit/team problems and promotes improvements. • Maximizes resources, innovation/technology to streamline/improve. • Analyzes full dimension of complex problems. • Requires minimal supervision. 	<ul style="list-style-type: none"> • Prevents/resolves unit/team problems. • Suggests innovations to improve operations or streamline procedures. • Defines and analyzes complex problems. • Develops/implements solutions with moderate supervision. 	<ul style="list-style-type: none"> • Addresses existing and significant potential problems. • Suggest or assists in developing solutions individually or in a team. • Carries through solution implementation with routine supervision or follow-up. 	<ul style="list-style-type: none"> • Resolves routine problems. • Exhibits little initiative in identifying problems, solutions, or improvements and/or working proactively as part of a team to address issues of concern. • Requires more than routine supervision. 	<ul style="list-style-type: none"> • Consistently fails to recognize or seek help in resolving routine problems. • Demonstrates inability to work individually or in a team. • Rarely suggests improvements. • Requires frequent reminders and supervision.

Comments:

Donovan utilizes new technology, co-workers, or colleagues to finish tasks thoroughly.

EMPLOYEE NAME: Day, Donovan

5. INTERPERSONAL RELATIONS

Measures employee's development and maintenance of positive and constructive internal/external relationships. Consideration should be given to the employee's demonstrated willingness to function as a team player, give and receive constructive criticism, accept supervision, resolve conflicts, recognize needs and sensitivities of others, and treat others in a fair and equitable manner.

OUTSTANDING <input checked="" type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
<ul style="list-style-type: none"> Consistently promotes and maintains a harmonious/productive work environment. Is respected and trusted and often viewed as a role model. 	<ul style="list-style-type: none"> Frequently fosters teamwork, cooperation, and positive work relationships. Handles conflict constructively. 	<ul style="list-style-type: none"> Usually interacts in a cooperative manner. Avoids disruptive behavior. Deals with conflict/ frustration appropriately. Treats others equitably. 	<ul style="list-style-type: none"> Often has difficulty getting along with others. Allows personal bias to affect job relationships. Requires reminders regarding needs and sensitivities of others. 	<ul style="list-style-type: none"> Interpersonal relationships are counter-productive to work unit or team functions.

Comments

Donovan comes to work with good vibes and promotes the City through his personality or suggestions.

6. WORK HABITS

Measures employee's performance relative to efficient methods of operation, customer service, proper conduct, speech ethical behavior, and Commonwealth/agency/work unit policies and procedures, such as attendance, punctuality, safety, security, proper care and maintenance of assigned equipment, and economical use of office supplies.

OUTSTANDING <input checked="" type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
<ul style="list-style-type: none"> Work reflects maximum innovative use of time and resources to consistently surpass expectations and improve operations. Serves as a role model with regard to work policies and safety standards. 	<ul style="list-style-type: none"> Frequently plans/organizes work to timely and effectively accomplish job duties with appropriate use of resources. Suggests/implements improvements and exceeds organizational work/safety rules and standards. 	<ul style="list-style-type: none"> Work is planned to meet routine volume and timeliness and usually fulfills operational and customer service needs. Adheres to organizational work policies/safety rules and procedures with few exceptions. 	<ul style="list-style-type: none"> Frequently lacks organization and planning of work and does not adequately use available resources. Often does not meet standards in complying with work policies/safety rules and/or care of equipment. 	<ul style="list-style-type: none"> Consistently fails to meet expected standards due to lack of effective organization, use of equipment/resources, or inattention to customer service needs. Resists established work policies/safety rules and procedures.

Comments

Donovan is a hard working and open to discussion. He offers 24 hrs customer assistance to developers. A plus!

7. SUPERVISION/MANAGEMENT

(Required for all supervisors/managers) Measures leadership, judgment, initiative, and achievement of expectations. Effectively manages program/projects, employees, budget, technology, and organizational change to produce positive results. Engages in strategic planning and measurement, performance management, teamwork, staff development, and recognition of accomplishments. Promotes customer service, diversity, inclusiveness, collaboration, effective communication, and positive labor/management relations. Uses innovation and fulfills administrative requirements.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input checked="" type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
<ul style="list-style-type: none"> Regularly exceeds expectations. Implements innovative policies, resources, and technology to maximize efficiency and service. Committed to and promotes excellence; leads by example energizing performance and teamwork. Uses and encourages creative decisions and solutions. Acts a positive change agent. 	<ul style="list-style-type: none"> Meets and frequently exceeds expectations. Improves efficiency and customer service. Provides staff with innovative and constructive direction, delegation, feedback, mentoring, and recognition. Adheres to performance management/ administrative policies. Makes sound decisions. Promotes and maintains teamwork, inclusiveness, respect, and creativity. 	<ul style="list-style-type: none"> Meets most expectations timely and effectively. Maintains acceptable efficiency and customer service. Provides staff necessary direction, feedback, development, and recognition. Makes decisions that usually reflect sound judgment. Usually adheres to administrative policies. Encourages innovation, teamwork, and inclusiveness. 	<ul style="list-style-type: none"> Often fails to meet expectations timely and effectively. Efficiency and customer service occasionally fall below standards. Inadequately directs, trains, monitors, and recognizes staff. Inadequately fulfills administrative and performance management functions. Often lacks good judgment in decisions. Lacks leadership in promoting innovation, teamwork, and inclusiveness. 	<ul style="list-style-type: none"> Consistently fails to meet expectations timely or effectively. Delivers unacceptable customer service or operational efficiency. Disregards or ineffectively provides staff direction, monitoring, and development. Often ignores performance management or administrative policies. Is indecisive or lacks good judgment. Resists change.

Comments

Donovan took a department that was lagging and really turned it around. It reflects in his mentoring of Anne.

EMPLOYEE NAME: Day, Donovan

OVERALL RATING

INSTRUCTIONS: Provide an overall rating based on the rating of the individual factors, adherence to significant performance standards, and accomplishment of essential functions. This rating provides an overall impression of job performance that is *supported* by the job factor ratings, not necessarily an *average* of those ratings. Thus, each factor need not be of equal weight but comments should justify significant differences on the overall rating.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input checked="" type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
<ul style="list-style-type: none">Employee consistently and significantly exceeds job expectations and standards and demonstrates a high degree of initiative, customer service, and quality of work.	<ul style="list-style-type: none">Employee meets and frequently exceeds job expectations and standards and demonstrates a high degree of initiative, customer service, and quality of work.	<ul style="list-style-type: none">Employee meets the expectations and standards of the employee's job in a fully adequate way.	<ul style="list-style-type: none">Employee meets many of the expectations of the job in a satisfactory manner but often fails to adequately meet some of the expectations or standards. Improvement is required.	<ul style="list-style-type: none">Employee fails to meet many job expectations and standards. Performance deficiencies must be corrected.

Overall Comments:

Donovan is a great staff member. He brightens the mood and offers suggestions from work tasks to personal growth. He is a joy to work with and he serves this community well.

EMPLOYEE STRENGTHS: (Identify strong attributes, abilities, or proficiency in an area, to maximize the employee's contribution to the organization in utilizing these abilities and skills and to identify potential mentor relationships.)

Comments:

Positive attitude, technology minded, sees the bigger picture.

OPPORTUNITIES FOR DEVELOPMENT: (Identify knowledge, skills, and abilities that may need improvement. Address developmental activities to assist the employee in addressing either areas of concern or opportunities for professional growth.)

Comments:

Training. He came in a little rusty re building inspections but I am confident this next year the rust will be gone.

Always willing to help other departments.

Rater's Signature:

Date:

REVIEWER'S COMMENTS

Comments:

Tasks: Continue to work towards the EcoDevo certification. Update the Zoning maps and assist with the municode update.

Reviewer's Signature:

Date:

EMPLOYEE'S COMMENTS

I AGREE WITH THIS RATING.

I DISAGREE WITH THIS RATING

I WOULD LIKE TO DISCUSS THIS RATING WITH MY REVIEWING OFFICER

DISCUSSION WITH MY REVIEWING OFFICER OCCURRED _____
(DATE)

I ACKNOWLEDGE THAT I HAVE READ THIS REPORT AND I HAVE BEEN GIVEN AN OPPORTUNITY TO DISCUSS IT WITH THE EVALUATOR; MY SIGNATURE DOES NOT NECESSARILY MEAN THAT I AGREE WITH THE REPORT.

Comments:

Employee's Signature:

Date: 4/2/24

EMPLOYEE NAME	
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ADDITIONAL RATER COMMENTS

(Space will open as you type)

<u>JOB KNOWLEDGE/SKILLS:</u>
<u>WORK RESULTS:</u>
<u>COMMUNICATIONS:</u>
<u>INITIATIVE/PROBLEM SOLVING:</u>
<u>INTERPERSONAL RELATIONS :</u>
<u>WORK HABITS:</u>
<u>SUPERVISION:</u>
<u>OVERALL RATING:</u>
<u>EMPLOYEE STRENGTHS:</u>
<u>OPPORTUNITIES FOR DEVELOPMENT:</u>

ADDITIONAL REVIEWER'S COMMENTS

Donovan continues to prove how much of an asset he is to the City.

ADDITIONAL EMPLOYEE'S COMMENTS

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CERTIFICATE

IN WORKFORCE DEVELOPMENT FUNDAMENTALS

THIS CERTIFIES THAT

Donovan Day

HAS COMPLETED ALL REQUIREMENTS OF THE PROGRAM AS PRESCRIBED BY
THE ASSOCIATION OF CHAMBER OF COMMERCE EXECUTIVES FOUNDATION AND
THE INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL.

A handwritten signature in cursive script, reading 'Sheree Anne Kelly', positioned above a horizontal line.

Sheree Anne Kelly
President & CEO

A handwritten signature in cursive script, reading 'Nathan Ohle', positioned above a horizontal line.

Nathan Ohle
President & CEO

for file

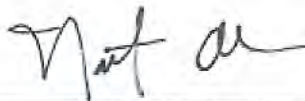
*By issue of the IEDC Board of Directors,
this certificate acknowledges that*

Donovan Day

*completed the training course entitled
"Business Retention & Expansion" on
December 7-8, 2023.*



Jonas Peterson
Chair, Board of Directors



Nathan Ohle
President & CEO

*If you are applying for the Certified Economic Developer (CEcD)
exam, this course counts as a Core course.
For CEcD recertification, this course is eligible for (3) Level-I points.*

*If you are applying for the Entrepreneurship Development Professional
(EDP) exam, this course counts as an Elective course.
For EDP recertification, this course is eligible for (3) Level-I points.*



INTERNATIONAL
ECONOMIC DEVELOPMENT
COUNCIL

The Power of
Knowledge and Leadership

**SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE**

For
P. File
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Certificate of Completion
awarded to

Donovan Day

for successful completion of

53rd Annual Illinois Basic Economic Development Course

Naperville, Illinois

30 Contact Hours

dated this 19th day of October, 2023

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

Cindy Colletto

Educational Outreach



INTERNATIONAL
ECONOMIC DEVELOPMENT
COUNCIL

Cheryl Marham

Course Director

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

DONOVAN P. DAY

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the Independent Study course:

IS-200.C:

**BASIC INCIDENT COMMAND SYSTEM FOR INITIAL RESPONSE ICS-
200**

Issued this 31st Day of July, 2023

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

DONOVAN P. DAY

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the Independent Study course:

**IS-100.C:
INTRODUCTION TO INCIDENT COMMAND SYSTEM, ICS-100**

Issued this 05th Day of May, 2023



0.20 IACET CEU

A handwritten signature in black ink, appearing to read "J.D. Stern".

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

DONOVAN P. DAY

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the Independent Study course:

IS-100.C:

INTRODUCTION TO INCIDENT COMMAND SYSTEM, ICS-100

Issued this 05th Day of May, 2023



0.20 IACET CEU



Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Lori Moller

From: Lou Leone
Sent: Friday, March 01, 2024 3:26 PM
To: Lori Moller
Cc: Mayor; Donovan Day
Subject: Vacation time...

To memorialize our meeting:

Donovan was supposed to get 4 weeks' vacation this year along with the 5 personal days. The error was in the offer letter. Please make sure to adjust your spreadsheet to reflect that he has 4 weeks and not 3 weeks.

Thank you.

Best regards.

Lou Leone
City Administrator
201 West Diggins Street
Harvard, Illinois 60033
Phone: (815)943-6468 ext. 103
Cell: (815)839-3031
Fax: (815)943-4556



2024 Attendance Calendar

*conversion of
aloha*
20V
20V

SP (after 4/17)

January

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SICK: Start: Used: Rem:

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2023 Attendance Calendar

carry over 0

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January

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Deb Bejot

From: Donovan Day
Sent: Thursday, May 04, 2023 8:17 AM
To: Deb Bejot
Subject: RE: RE:

Good morning,

Thank you for the information. Please take it out as one lump sum in the amount of \$588.93. New band name for you finance people..."One Lump Sum"

Donovan Day
Community Development Director
(815) 943-6468 ext 108
(815) 693-2287 cell
PO Box 310
201 W. Diggins St.
Harvard, IL 60033



Paid
in full
5/12/23
LB

From: Deb Bejot <Bejot@cityofharvard.org>
Sent: Thursday, May 4, 2023 7:36 AM
To: Donovan Day <day@cityofharvard.org>
Subject: RE:

Good morning – I left paperwork regarding health insurance in the bin hanging outside your door.

Debi Bejot, Finance Director
City of Harvard
P.O. Box 310
Harvard, IL. 60033
815-943-6468, Option 2, x106
Cell: 815-560-7068



Premium Bills - Changes Since Last Bill

Bill Profile: 0000121868-ALL SUBSCRIBERS

Bill Period: 05/01/2023-06/01/2023 Rebill: NO ProcessDate: 04/14/2023

Changes Since Last Bill

These changes were entered after 04/14/2023 (when your last bill was generated) and will appear on your next billing statement.

Employee ID	Name	Change Reason	Process Date	From Date	To Date	Amount
000837151444	DAY, DONOVAN P	Subscriber Add	04/26/2023	05/01/2023	06/01/2023	193.89
000837151444	DAY, DONOVAN P	Subscriber Add	04/26/2023	05/01/2023	06/01/2023	2,750.74
Total Changes Since Last Bill						\$2,944.63

Donovan -

This is what you will owe for May insurance that we were unable to "deduct" in April due to your late start date.

We can handle however you would like (you pick \$ amount for payments, etc)

just let me know.

Thanks



May only (no April)

X 20%

= \$588.93.

owed for May.

Mercyhealth Occupational Health Woodstoc
EMPLOYER DRUG TESTING SUMMARY REPORT

Reported as of 4/27/23

To: Lori Moller
City Of Harvard
201 W Front St
Harvard, IL 60033

Employee: Donovan P Day

Confidential

Drug Test Collection Information

Employee: Donovan P Day Identity: [REDACTED]
Address: [REDACTED]

Driv. License:

Dept Unit: Job Class:

Collection Date: 4/27/2023 CCF#: 0890865
Collection Time:
Collection Protocol: Non-Federal
Collector: Unspecified Clinician
Notified Date:
Drug Test Profile: Drug Screen Quick 10 Panel Mer
Laboratory: QUEST
 Quest Diagnostics
 10101 Renner Blvd KS
 Lenexa 66219
Drug Test Reason: Pre-Placement

Drug Test Results Information

Substance	Result
Amphetamines	Negative
PCP	Negative
Opiates	Negative
Cocaine	Negative
Marijuana (THC)	Negative
Methadone	Negative
Barbiturate	Negative
Phencyclidine	Negative
Benzodiazepine	Negative
Methamphetamine	Negative
MDMA Ecstasy	Negative

Evaluation

MRO RESULTS VERIFIED: Negative

COMMENT:

MRO: Marshall , Robert MRO

MRO Request Date:

Results Reported By: Luisi, Rebecca-CMA

MRO Received Date:

Signed: Robert A. Marshall, MD, MPH

Date: 4-27-23

Certified Medical Review Officer

April 25, 2023

To: Mercy Occupational Health
Mercy Harvard Hospital
901 Grant St.
Harvard, IL 60033

From: City of Harvard

Employee Name: Donovan P. Day

Please provide the following service for our employee:

X **Pre-Employment 10 Panel Drug Screen Quick Test**

Thank you.

If you have any questions, please call:

Contact Name: Lori Moller, Admin. Asst.
City of Harvard
P.O. Box 310
Harvard, IL 60033
(815) 943-6468 x105

Fax # (815) 943-4556

Lori Moller

From: Deb Bejot
Sent: Wednesday, April 26, 2023 1:04 PM
To: Mayor; Lou Leone
Cc: Lori Moller; Christie Murillo; Jannette Nunez; Ryan Knop; Donovan Day
Subject: RE: Donovan #

All – Donovan’s new phone came today. Here is his work number:
815-693-2287
Thanks.
-Deb

***Debi Bejot, Finance Director
City of Harvard
P.O. Box 310
Harvard, IL. 60033
815-943-6468, Option 2, x106
Cell: 815-560-7068***



NOTICE OF ENROLLMENT IN IMRF

IMRF Form e6.10 (Rev. 11/13)

EMPLOYEE INFORMATION		
EMPLOYEE NAME Donovan P Day	SOCIAL SECURITY NUMBER [REDACTED]	
MAILING ADDRESS [REDACTED] [REDACTED]	HOME TELEPHONE [REDACTED]	
	MOBILE TELEPHONE	
	BIRTH DATE [REDACTED]	
EMAIL ADDRESS [REDACTED]	GENDER Male	MARITAL STATUS Married

ENROLLMENT INFORMATION		
EMPLOYMENT START DATE 04/24/2023	ELIGIBLE POSITION Community Development	IMRF PLAN Regular Tier 1
IMRF PARTICIPATION DATE 04/24/2023		
DETAILED ENROLLMENT INFORMATION Employee home telephone number accepted as entered; however, the number could not be verified. Employee home telephone number is a mobile telephone number. This member has an IMRF Earliest Participation Date of 10/24/2005 and is eligible for Tier 1.		

EMPLOYER INFORMATION	
EMPLOYER NUMBER 00308	EMPLOYER NAME City of Harvard

ELECTRONIC SIGNATURE AUTHORIZATION			
User ID:	PIZ724879	eForm Tracking Number:	E00000001960818
User Name:	DEBRA BEJOT	eForm Time Stamp:	Tue Apr 25 14:34:56 CDT 2023
Employer Number:	00308	Authorized Agent Name:	Debra Bejot

City of HARVARD

McHENRY COUNTY, ILLINOIS

Municipal Building • 201 Diggins Street • P.O. Box 310 • Harvard, Illinois 60033
815-943-6468 • 815-943-6469 • 815-943-6460 • Fax 815-943-4556
Web page www.cityofharvard.org

MAYOR
Michael P. Kelly

ADMINISTRATOR
Lou Leone

CITY CLERK
Lori Moller

ALDERMAN:

1st WARD
Jay Schulz
Lisa Haderlein

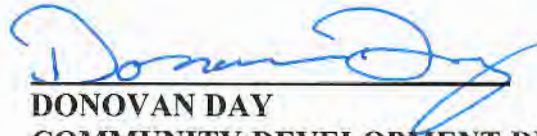
2nd WARD
Daniel Carncross
John Lavallee

3rd WARD
Raul Meza
Charles Gorman

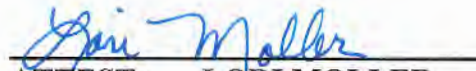
4th WARD
Rose Luna
Matthew Perkins

OATH OF OFFICE

I, DONOVAN DAY, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND THE CONSTITUTION OF THE STATE OF ILLINOIS, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF COMMUNITY DEVELOPMENT DIRECTOR FOR THE CITY OF HARVARD ACCORDING TO THE BEST OF MY ABILITY.



**DONOVAN DAY
COMMUNITY DEVELOPMENT DIRECTOR
THE CITY OF HARVARD**



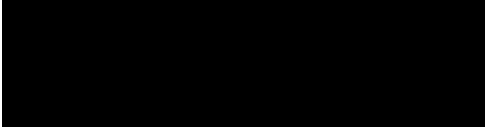
**ATTEST: LORI MOLLER
CITY CLERK**

DATED: APRIL 25, 2023



**CITY OF HARVARD
2023 RECORD UPDATE**

Employee Name: Donovan Day

Current Address: 

Telephone:

Cell Phone: Same as Above

Emergency Contact Name: 
Relationship: 
Telephone: 
Alternate Telephone: 



ELECTION TO MAKE OR CHANGE VOLUNTARY ADDITIONAL CONTRIBUTIONS

IMRF Form 6.30 (Rev. 01/2019)

*Mailed 4/25/23
DOD*

IMRF's Voluntary Additional Contribution (VAC) program is a way to help you save additional retirement income. With this program you choose to make additional, **after-tax** contributions to an individual VAC account that earns interest.

How does it work?

Your employer deducts your additional contributions from your IMRF reportable earnings and reports them to IMRF. Your VAC account consists of your contributions and interest only. Employers **do not** match or make any contributions to your account. The VAC program is open to all IMRF members.

What happens when I retire?

When you retire, you can take your contributions and interest as a lump sum, or you can choose a monthly annuity if your VAC balance is at least \$4,500.00.

Voluntary Additional Contributions:

- Are limited to a maximum of 10% of your IMRF reportable earnings for Tier 1 members.
- Are limited to a maximum of 10% of your IMRF reportable earnings, up to the Tier 2 wage cap, for Tier 2 members.
- Earn interest differently than traditional saving accounts.
- Can be stopped at any time.
- Can be withdrawn at any time (see refund section on next page for information about withdrawing interest).
- Will begin in the month specified below, as long as your application has been received by IMRF and your employer begins reporting your VA contributions.

IMPORTANT! Review details about the VAC program on the next page to make sure it is the right choice for you.

Please print – use black ink

Member's Last Name Day	First Donovan	Middle initial P	Jr., Sr., II, etc.	IMRF Member ID or Last 4 Digits of SSN [REDACTED]
Employer Name City of Harvard				Employer IMRF ID Number [REDACTED]

CERTIFICATION BY MEMBER

I elect to (check one):

- Make** Voluntary Additional Contributions to the Illinois Municipal Retirement Fund **at the rate of** 10 %
(NOT TO EXCEED 10%) and authorize my employer to deduct these contributions from my earnings.
- Change** my Voluntary Additional Contributions to the Illinois Municipal Retirement fund **to the rate of** _____ %
(NOT TO EXCEED 10%) and authorize my employer to deduct these contributions from my earnings.
- Stop** my Voluntary Additional Contributions to the Illinois Municipal Retirement Fund.

X [Signature]
Signature of Member

04/25/2023
Date (MM/DD/YYYY)

CERTIFICATION BY AUTHORIZED AGENT

I certify that Voluntary Additional Contributions will be made from the member's IMRF reportable earnings beginning with earnings paid in

May 20 23 at the rate specified.

X [Signature]
Signature of Authorized Agent

04/25/2023
Date (MM/DD/YYYY)

IMRF

2211 York Road Suite 500 Oak Brook Illinois 60523-2337
Member Services Representatives 1-800-ASK-IMRF (275-4673) Fax (630) 706-4289

www.imrf.org

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

Step 1:
Enter
Personal
Information

(a) First name and middle initial <u>Donovan P.</u>	Last name <u>Day</u>	(b) Social security number [REDACTED]
<input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

Step 2:
Multiple Jobs
or Spouse
Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Reserved for future use.
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

1 exemption 5/28/23

TIP: If you have self-employment income, see page 2.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000	\$ <u>0</u>	
	Multiply the number of other dependents by \$500	\$ <u>0</u>	
	Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here	3	\$ <u>0</u>
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$ <u>0</u>
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$ <u>0</u>
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$ <u>0</u>

Step 5:
Sign
Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

[Signature]
Employee's signature (This form is not valid unless you sign it.)

4/24/2023
Date

**Employers
Only**

Employer's name and address	First date of employment	Employer identification number (EIN)
-----------------------------	--------------------------	--------------------------------------

Illinois Withholding Allowance Worksheet

General Information

Use this worksheet as a guide to figure your total withholding allowances you may enter on your Form IL-W-4.

Complete Step 1.

Complete Step 2 if

- you (or your spouse) are age 65 or older or legally blind, or
- you wrote an amount on Line 4 of the Deductions Worksheet for federal Form W-4.

If you have more than one job or your spouse works, your withholding usually will be more accurate if you claim all of your allowances on the Form IL-W-4 for the highest-paying job and claim zero on all of your other IL-W-4 forms.

You may reduce the number of allowances or request that your employer withhold an additional amount from your pay, which may help avoid having too little tax withheld.

Step 1: Figure your basic personal allowances (including allowances for dependents)

Check all that apply:

- No one else can claim me as a dependent.
 I can claim my spouse as a dependent.

Per another state rule

- 1 Enter the total number of boxes you checked. 1 1
- 2 Enter the number of dependents (other than you or your spouse) you will claim on your tax return. 2 0
- 3 Add Lines 1 and 2. Enter the result. This is the total number of basic personal allowances to which you are entitled. You are not required to claim these allowances. The number of basic personal allowances that you choose to claim will determine how much money is withheld from your pay. See Line 4 for more information. 3 1
- 4 Enter the total number of basic personal allowances you choose to claim on this line and Line 1 of Form IL-W-4 below. This number may not exceed the amount on Line 3 above, however you can claim as few as zero. Entering lower numbers here will result in more money being withheld (deducted) from your pay. 4 1

Step 2: Figure your additional allowances

Check all that apply:

- I am 65 or older. I am legally blind.
 My spouse is 65 or older. My spouse is legally blind.

- 5 Enter the total number of boxes you checked. 5 0
- 6 Enter any amount that you reported on Line 4 of the Deductions Worksheet for federal Form W-4 plus any additional Illinois subtractions or deductions. 6 1
- 7 Divide Line 6 by 1,000. Round to the nearest whole number. Enter the result on Line 7. 7 1
- 8 Add Lines 5 and 7. Enter the result. This is the total number of additional allowances to which you are entitled. You are not required to claim these allowances. The number of additional allowances that you choose to claim will determine how much money is withheld from your pay. 8 _____
- 9 Enter the total number of additional allowances you elect to claim on Line 2 of Form IL-W-4, below. This number may not exceed the amount on Line 8 above, however you can claim as few as zero. Entering lower numbers here will result in more money being withheld (deducted) from your pay. 9 _____

IMPORTANT: If you want to have additional amounts withheld from your pay, you may enter a dollar amount on Line 3 of Form IL-W-4 below. This amount will be deducted from your pay in addition to the amounts that are withheld as a result of the allowances you have claimed.

----- Cut here and give the certificate to your employer. Keep the top portion for your records. -----



Illinois Department of Revenue

IL-W-4 Employee's Illinois Withholding Allowance Certificate

Social Security number

Donovan Day
Name

City State ZIP

Check the box if you are exempt from federal and Illinois Income Tax withholding and sign and date the certificate.

Printed by the authority of the State of Illinois - PO Number: 2200208 - 500 copies IL-W-4 (R-05/20)

This form is authorized under the Illinois Income Tax Act. Disclosure of this information is required. Failure to provide information may result in this form not being processed and may result in a penalty.

- 1 Enter the total number of basic allowances that you are claiming (Step 1, Line 4, of the worksheet). 1 1
- 2 Enter the total number of additional allowances that you are claiming (Step 2, Line 9, of the worksheet). 2 0
- 3 Enter the additional amount you want withheld (deducted) from each pay. 3 0

I certify that I am entitled to the number of withholding allowances claimed on this certificate.

Donovan Day 4/24/2023
Your signature Date

Employer: Keep this certificate with your records. If you have referred the employee's federal certificate to the IRS and the IRS has notified you to disregard it, you may also be required to disregard this certificate. Even if you are not required to refer the employee's federal certificate to the IRS, you still may be required to refer this certificate to the Illinois Department of Revenue for inspection. See Illinois Income Tax Regulations 86 Ill. Adm. Code 100.7110.

City of
HARVARD
McHENRY COUNTY, ILLINOIS

Municipal Building • 201 Diggins Street • P.O. Box 310 • Harvard, Illinois 60033
815-943-6468 • 815-943-6469 • 815-943-6460 • Fax 815-943-4556
Web page www.cityofharvard.org

April 3, 2023

MAYOR
Michael P. Kelly

Donovan Day
241 Hoy Avenue
Woodstock, IL 60098

ADMINISTRATOR
Lou Leone

CITY CLERK
Lori Moller

Dear Mr. Day:

ALDERMAN:

1st WARD
Jay Schulz
Lisa Haderlein

2nd WARD
Daniel Carncross
John Lavallee

3rd WARD
Raul Meza
Charles Gorman

4th WARD
Rose Luna
Matthew Perkins

On behalf of the City of Harvard, I'm delighted to extend an offer of employment for the position of Community Development Director, per the expectations stated in the job description and the City of Harvard Employee Handbook. This offer is conditioned upon the successful completion of a drug screening and background check. This position is classified as a salary, full-time, exempt position. Your target start date is April 24, 2023. I am impressed with your accomplishments, experience, and desire to work for the City of Harvard.

Below is a summary of the terms for your anticipated employment not already provided to all City Staff with the City of Harvard:

Compensation: \$90,000.00, payroll is bi-weekly.

You will be granted three (3) weeks of vacation time upon your date of hire.

I look forward to working with you. Please do not hesitate to contact me if you have any questions prior to your start date.

Sincerely,



Lou Leone
City Administrator

Acknowledgement / Acceptance

The provisions of this offer of employment have been read, are understood, and I accept the offer as stated in this document. I understand that my employment is contingent upon completion of a drug screening and background check.

Signature:  Date: April 3, 2023

Printed Name: Donovan Day



Donovan P. Day



February 2, 2023

Lori Moller, City Clerk
City of Harvard
201 W. Diggins Street
Harvard, IL 60033

Dear Ms. Moller:

I am writing to express my strong interest in your open Director of Community Development position. I have targeted the City of Harvard as a place I would like to work, not only because Harvard promotes the essence of what 'community' means, but also because the position aligns with my experience working within community development over the last seventeen years in public service.

With extensive building construction experience, a Bachelor of Science in Business Administration and an Associate's degree in Applied Science in Construction Applications Management, I believe this position leverages my core skill-set. More specifically, I see the position draws on my expertise in local government and building department processes and procedures.

I am passionate about making a positive impact within the organization and community I serve. Whether leading all aspects of community and economic development or facilitating code enforcement tasks, I believe that impact is clear. I am now looking to step into a challenging new role, where I can further develop my skills and attributes within a dynamic organization such as the City of Harvard.

Attached, please find my resume, which provides the details of my background. I am confident that you'll find that my qualifications and career aspirations align well with the requirements for your Director of Community Development position. Please let me know what additional information I might be able to provide as you go about your selection process.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Donovan P. Day".

Donovan P. Day

DONOVAN P. DAY

Community & Economic Development Professional

Economic Development

Budget Management

Public Outreach / Education

Strategic Planning

Multifaceted public servant with expertise in zoning, permitting, code enforcement, economic development and historic property management. Passionate about elevating the effectiveness of local government – enhancing department operations to maximize financial resources, ignite economic growth, and strengthen communities.

Cultivate civic pride – Established the City of Woodstock’s code enforcement program to increase property values and enhance community esteem. Developed a violation tracking and resolution program and an integrated public education campaign.

Build cross-departmental partnerships – Collaborate with police departments, county environmental departments, and fire and rescue departments to drive reductions in vandalism and other crime by bringing problem properties into compliance.

Drive economic development – Elevated the department to be business friendly while attracting millions in investment through attractive incentives, concierge style service, and being the conduit from the business plan to the ribbon cutting.

PROFESSIONAL EXPERIENCE

Village of Fox Lake –Fox Lake, IL

11/10/2014 – Present

Director, Community & Economic Development

Administer a wide range of services to the public through a team of four. Hold weekly meetings with staff to keep them informed of Village-wide happenings and to maintain a team approach to continue having a successful department. Perform mid-year and annual reviews with team members where expectations are set and goals that have been met are rewarded. Consistently work to improve customer service and to provide a partnership with those seeking permits, so that a positive relationship is established from the permit application submission to the final inspection completed.

- Stripped most of the processes and procedures and rebuilt the department from ground up with staff heavily involved so as to gain a sense of ownership and pride in their department. Staff developed several initiatives that improved the face of the department.
- Reduced the departmental budget by 17%.
- Negotiated an intergovernmental agreement with Lake County's Community Development Department for plumbing inspection services saving the village 35% over the previous third party plumbing inspection company.
- Partnered with SAFEbuilt for building inspections and 5 day plan reviews. Netted SAFEbuilt's Community Core permitting software at no cost allowing applicants to apply, pay for permits, and schedule inspections online (goes live in March 2023).
- Launched a business bootcamp offering training for local businesses on marketing, human resources, and exit strategies.
- Combined the Planning Commission and Zoning Board of Appeals to streamline the process for filing a petition making the process more user friendly for petitioners and developers.
- Increased participation of new Plan Commission members by creating mock hearings allowing them to feel comfortable before their first hearing.
- Increased compliance on code violations by 30% through proper training for staff on how to effectively communicate to residents and business owners in the field AND at the counter.
- Teamed up with Promote Fox Lake, a local 501c3, to provide direction and allocate Village funds for beautification projects. Developed Promote Fox Lake's website and Facebook page.
- Created 2 business development districts and 4 Tax Increment Finance Districts.
- Tee'd up 250 million dollars in investment in 2022 for 2023 ground breakings that includes 2 hotels, entertainment district, marina and 2 dispensaries.
- Organized a group of volunteers to build the Community Garden of Fox Lake featuring 82 garden plots and a waiting list each year in existence.

City of Woodstock – Woodstock, IL

10/2005 – 11/2014

Assistant to the Director, Community and Economic Development (2011 – 2014)

Code Enforcement Officer (2005 – 2011)

Perform a broad range of property-related oversight for the city, including founding and managing the city's code enforcement program and associated public education initiative. Investigate properties, organize action plans, and direct litigation to ensure compliance and abate nuisance properties. Serve as building manager for City Hall and supervisor of City Hall's custodian, as well as Property Manager for the Old McHenry County Courthouse and Sheriff's House, including leading historic landmark restoration.

- Drove a 400% average monthly increase in code violation reports within four months of rolling-out the program, as well as an average of 60 resolutions per month and a rapid decrease in code violations among chronic offenders.
- Named Project Manager for the Old McHenry County Courthouse and Sheriff's House. Maximized resources and avoided lay-offs within Public Works by partnering with City Planner to organize restoration projects for the Courthouse and Sheriff's House.
- Reduced annual HVAC preventative maintenance costs \$23K+ by selecting a preferred contractor for all City of Woodstock HVAC services. Further cut costs by negotiating a fixed hourly rate for service calls and emergency calls.
- Honored to be selected to participate in Leadership Greater McHenry County, an exclusive nine-month leadership development program.

ADDITIONAL EXPERIENCE

Team Leader – Furlano Construction – Bull Valley, IL

12/2003 – 10/2005

Sales Team Manager – CTC Communications – Dekalb, IL

03/2001 – 04/2003

EDUCATION and CERTIFICATIONS

Bachelor of Science, Business Administration – Columbia College of Missouri

2009 – 2011

Associates in Applied Science, Construction Applications and Codes Certification – McHenry County College

2008

Leadership Greater McHenry County – Greater McHenry County

2013

Residential Building Inspector Certification – International Code Council

2006

SELECT AFFILIATIONS

New Generations Chairperson / Board of Directors – Woodstock Morning Rotary Club

2010 – 2012

DONOVAN P. DAY



REFERENCES

Art Wicklein
Owner, Antioch Pizza stores
847-924-4196
a_wicklein@yahoo.com

Kealan Noonan
Public Works Director, Fox Lake, IL
630-862-4516
kealan.noonan@yahoo.com

Jessica Chernich
Assistant to the Village Administrator, Village of Fox Lake
224-944-2087
jessicachernich@gmail.com

Shadi Qattawi
Developer
773-759-9009
shqattawi@yahoo.com

Phillip Love
Finance Department Project Manager, Village of Naperville
630-335-4060
phillip.love3@gmail.com

Tim Foster
Friend, Wealth Preservation Group
724-518-0604
timothymichaelfoster@gmail.com

Donovan Day – References:

Art Wicklein

Art is a business owner in Fox Lake and first met Donovan on a professional level. He helped him find a building and get set up with his pizza business when Art first started looking in town for a place. Donovan is also somewhat experienced when it comes to codes, as well as a great community outreach source the businesses in Fox Lake. He is innovative and always trying to think of new ways to build the community. On a personal level, Donovan has a family and is a well-rounded, good guy. He stated he is the type of guy you would just “want to have a beer with and talk to.” He will be sad to see him go.

Shadi Qattawi

Shadi is a Commercial Developer that has worked with Donovan for many years. He said Donovan is an excellent liaison to the community. With Shadi’s developments, Donovan has found space, made arrangements with neighbors, provided outreach to realtors, and basically goes above and beyond for development and businesses. He operates with an open door, contact me at any time policy. In fact, Shadi has called him with questions sometimes as late as 10pm and Donovan has always been ready and willing to help out. He expressed that Donovan will be a huge loss to the Fox Lake area.

Phillip Love

Phillip is a former co-worker of Donovan. They worked together several years in Fox Lake, and he describes Donovan as a well-rounded, great guy, with no negatives. He is a team-player and always a “joy” to be around. Donovan was the “go-to” guy in the Village, whenever anyone needed help with anything within the office (personally or professionally), Donovan was always the one help out. Professionally Phillip credits Donovan with his ability to think outside the box, and work with tireless energy and enthusiasm.

Jessica Cernich

Jessica is a current supervisor of Donovan, and is relatively new to Fox Lake. She has only known him about 1 year. During that time she has found him to be professional, a great colleague, and good to his staff. She thinks he has great rapport with businesses, judging from the accolades he receives on social media. That’s about all the information she provided on her own. I did ask her if she knew why Donovan was looking to work elsewhere. She said she really wasn’t sure, but “guessed” that it could be because he was looking for new challenges and to be closer to home.

Kealan Noonan

Kealan is also a current co-worker with Donovan in Fox Lake. I called a couple times but was not answered, and sent one email asking him to call me if he had a minute to talk. As of today I have not heard back from him.