



2014 Village Manager Goals

1) Financial Policies and Practices

- Make recommendations to ensure structural balance in Village's 3-year operating budget. *Ongoing*
- Continue to monitor federal and state legislative issues particularly on pension reform and revenue to respond and appropriately budget and account for any required changes. *Ongoing*
- Provide a summary of reports detailing funding strategies and balances for IMRF, Police and Fire pension funds. Also report on the impact of Moody's new approach to analyzing state and local government pensions within their overall credit quality evaluation of general obligations. *Q3 2013*
- Review the Village Financial Policy Manual and update policies for debt and capital assets. *Q4 2013*
- Continue the comprehensive review and reconciliation of development escrow accounts. *Q4 2014*
- Update the list of bills report to provide additional information regarding Village expenditures in an easy-to-read format. *Q3 2013*
- Improve monthly financial reporting to Village Manager and Department Head Team, and provide reports to the Village Board. *Q3 2013*

2) Operations

- Review alternatives for departmental or divisional consolidation to achieve cost savings; evaluate workflows and eliminate duplication or unneeded steps. *Ongoing*
- Continue document scanning effort with goal to have all historical records electronically available to increase speed of document retrieval and alleviate storage concerns. Implement new "paperless" business processes to operate more efficiently. *Q4 2014*
- Develop recommendation for plan design changes for health and dental insurance to contain costs and ensure compliance with federal legislation and mandates. *Q2 2014*
- Investigate best practices to produce a solution for electronic delivery of bid documents. *Q2 2014*
- Enhance the Village's planning and response to major emergency events. Review current Village Emergency Operations Plan (EOP) and update as appropriate, enhance the Village's relationship with Cook County DHS/EMA, and develop/conduct a tabletop scenario that engages key Village staff. *Q1 2014*
- Manage operations throughout the Fire Station 6 relocation project, including temporary locations, building construction, project budget and transitioning into the new facility. *Q3 2014*

- Manage operations throughout the Village Hall rehabilitation/relocation project, including temporary locations, building construction, project budget and transitioning into the rehabilitated/new facility. *Q4 2014*

3) Information Technology

- Based on findings from the recent joint Information Technology (IT) assessment with 13 other communities, seek shared service opportunities to operate more efficiently, reduce future expenses, and improve service and system dependability. *Q4 2013*
- Conduct a multi-year FY 2015-2017 technology strategic planning process based on future IT organizational structure.
- Monitor federal and state high-speed broadband initiatives and connect public facilities with fiber or other services as available. *Ongoing*
- Replace aged Police Department analog camera system with a digital camera system to increase recording duration and reduce record production request time. *Q1 2014*
- Continue the conversion of customer data and the required migration to Munis Customer Information System utility billing software which will enable expanded and automated account management capabilities. *Q4 2014*
- Complete Storage Area Network replacement. *Q1 2014*
- Complete the following Munis Enterprise Projects: expand Contract Management to departments; continue to train and expand Dashboard, Cubes reporting, and Centrals; implement Work Orders, Field Inspections, and Mobile Work Flow Apps; Certificate of Insurance and Bond Tracking. *Q4 2014*
- Migrate New World and Munis to their required new cluster architectures. *Q1 2014*
- Continue to deploy high value enterprise content on the web and on mobile devices. *Q4 2014*
- Implement Phase III (*shift scheduling*) of the Novatime time and attendance scheduling software implementation if generally available. *Q1 2014*
- High priority GIS projects include Dead-End Street Identification to support emergency response routing, addition of the Crack Sealing Program to the road program planning tool, and Parking Ordinance Mapping that will assist the public and various departments. *Q4 2014*

4) Economic Development

- Recommend updated Comprehensive Plan focusing on specific study areas within the Village and issues such as density and transportation policies *Q1 2014*
- Review options for the Village Hall site with the Development Advisor should the parcel be available for redevelopment. *Q4 2014*
- Facilitate downtown revitalization by coordinating redevelopment of former Dominick's and monitoring project schedule, as well as implementation of streetscape and parking modifications on Glenview Road. *Ongoing*

- Introduce same-day reviews for administrative approvals, implement electronic process for permit applicants, staff review, and Commission packets to streamline review process, add sample applications and 'how-to' videos to aid customers with regulatory applications. *Q4 2014*
- Manage ongoing development projects such as GlenStar Development, Glen Gate Shopping Center and Residential Development, Midtown Square, Parcel 24 at the Glen, Heinen's Grocery, and Fields Auto Dealership. *Ongoing*
- Continue outreach with major employers and sales-tax generating businesses within the Village. *Ongoing*

5) Intergovernmental Relations

- Continue and expand Municipal Partnering Initiative (MPI) projects/participation in order to achieve cost savings and containment by leveraging economies of scale. *Ongoing*
- Continue exploring future opportunities pertaining to dispatch services which includes operations or technology opportunities. *Ongoing*
- Monitor and facilitate Union Pacific bridge construction project at Shermer Road working with Union Pacific, the Village of Northbrook, and the Illinois Department of Transportation (IDOT). *Q3 2014*
- Continue seeking funds through the State and Federal appropriations and authorization process; focus on storm water projects. *Ongoing*
- Update the Tax Increment Financing (TIF) Plans for the Glen TIF and Waukegan Rd/Golf Rd TIF and coordinate and conduct annual meetings with the affected jurisdictions. *Q2 2014*

6) Capital Improvement Program and Capital Projects

- Complete outreach with residents impacted by MWRD's regional planning efforts to reduce river-related flooding along the West Fork and Middle Stem of the North Branch of the Chicago River and publish tentative schedule for next steps. *Q4 2013*
- Continue to monitor MWRD's regulatory planning for potential new countywide stormwater requirements and sanitary sewer inflow/infiltration (I/I) reduction. *Ongoing*
- Participate in the project plan development for the Park District's Golf Course project (2014/2015 construction) including a potential for 17 acre-feet of new stormwater detention benefitting over 130 homes. *Q4 2013*
- Continue to monitor arterial traffic concerns due to multiple area projects underway (including Chestnut/Waukegan, Willow Road widening, Shermer/UP closure and Willow Road culvert replacements) and provide the traveling public with adequate updates. *Ongoing*
- Develop final engineering plans, secure outside agency permits and develop construction schedules for any water distribution agreements with other communities. *Q4 2013*

- Continue the implementation of the approved 2013-2017 Capital Improvement Program (CIP) including the three-year design process to ensure project estimates are accurate and project's ready for letting and provide an update to the Village Board on all infrastructure needs as part of the Village Board CIP Workshop. *Q3 2013*

7) Communications

- Redesign Village newsletter and re-bid newsletter printing services. *Q4 2013.*
- Promote redesigned Village website and mobile site to increase residents, businesses, and visitors use of the site for news, information, and services. *Q4 2013.*

8) Organizational Development

- Improve upon and expand an employee training program that includes safety, EEOC, federal compliance, and supervisor training. *Q1 2014*
- Continue succession planning efforts to develop and build employees, especially in the Police Department through rotating assignments.