



## 2015 Village Management Team Goals

### 1) Financial Policies and Practices

- Make recommendations to ensure structural balance in Village's 3-year operating budget. *Ongoing*
- Implement the new GASB 67 & 68 (effective 2014 and 2015, respectively) pension reporting standards for the Police Pension Fund, the Fire Pension Fund, and the Illinois Municipal Retirement Fund to account for and report the full pension liability on the entity-wide financial statements to show the present obligation to pay these future deferred benefits. *Q4 2015*
- With the sale of North Maine Utilities, analyze the 2015 budget impacts and prepare capital and/or investment options for the utility sale proceeds. Conduct an analysis of interdepartmental costs associated with North Maine Utilities. *Q4 2014*
- Continue to improve capital asset tracking in consultation with the auditor and GIS staff to develop a more integrated solution. *Q4 2014*
- Review financial policies including the annual performance evaluation of the Insurance/Risk Fund and the Capital Equipment Replacement Fund and continuing the development and refinement of Capital Assets and Debt Management in preparation for presentation to the Board of Trustees. *Q1 2015*
- Continue and complete the comprehensive review and reconciliation of development escrow accounts. *Q2 2015*
- Continue to look at options to improve public communications regarding financial reporting through leveraging enterprise system productivity tools. *Q4 2015*

### 2) Operations

- Review alternatives for departmental or divisional consolidation to achieve cost savings; evaluate workflows and identify opportunities for improvement. *Ongoing*
- Transition the North Maine Utility to Aqua, Illinois inclusive of assets, customer records, and staffing. *Q2 2015*
- Continue to address paper backlog through the record retention schedule, strengthen the electronic document management system by developing naming and indexing standards, and develop an enterprise system training program for staff. *Q4 2015*
- Manage operations throughout the Fire Station 6 relocation project, including temporary locations, building construction, project budget and transitioning into the new facility. *Q4 2014*
- Manage the Municipal Center project to relocate and consolidate Village Hall into the Police Department through an addition and remodel of the building. Manage

operations, including temporary workspaces, building construction, project budget and transitioning into the remodeled facility. *Q3 2015*

- Modernize technologies to enhance the Village's mobile applications and increase staff productivity and ability to enter data and retrieve information in the field reducing duplicate entry and creation of paper documents. *Q2 2015*

### 3) Information Technology

- Continue to progress IT shared services by working with municipal partners to form an IT Consortium and a strategic plan to consolidate infrastructure, improve utilization of resources, and operate more efficiently. *Q4 2014*
- Support the connectivity and computer needs for the Joint Dispatch expansion project. *Ongoing*
- Based on operating department input and direction, GIS data development and analysis will continue to support business processes in 2015 through the addition of recreational area identifiers and trail markers, snow plow routing, designated truck routes, pre-plans for New World Mobile, and Community Portal. *Q4 2015*
- Support the implementation of New World web E-ticketing and the software transition and data conversion for New World Enterprise align all consolidated dispatch partners onto one system. *Q1 2015*
- Complete implementation of Mobile Device Management (MDM) providing control and security for Village-owned mobile assets. *Q3 2014*
- Upgrade Village intranet site (EIC) to SharePoint 2013 to provide a workflow platform for collaboration and records management. *Q4 2014*
- Manage data conversion and customer information system implementation for Munis Utility Billing migration from UB Classic to UB CIS to provide greater flexibility for making meter changes and to align with the vendor's software end of product life program. *Q2 2015*
- Complete a joint study of conversion of water meters to an Automatic Meter Read (AMR) system with the communities of Buffalo Grove, Palatine, Northfield, and Highland Park. Analyze results and provide recommendation to Village Board by *Q3 2014*.
- Analyze implementation of Wearable Recording Devices for the Police Department after receiving direction and legislation from the State along with future technology advances. *Q4 2014*

### 4) Economic Development

- Facilitate the Comprehensive Plan process focusing on specific study areas within the Village and issues such as density and transportation policies. *Q4 2015*
- Review options for the Village Hall site with the Development Advisor for potential redevelopment. *Q4 2015*

- Facilitate downtown revitalization by working with development advisors for strategic redevelopment ideas and concepts for the downtown. Recommendations and updates will be brought to the Village Board for input and direction by Q3 2014.
- Introduce administrative appearance approvals through the adoption of new/updated sign, landscaping, and architectural guidelines and Appearance Code requirements. Q4 2015
- Continue to improve the customer experience -- ideas for the upcoming year are as follows: enhanced process charts, report templates, business license procedures, and "how-to" videos to aid customers with regulatory applications. Q4 2015
- Manage ongoing development projects such as Villa Redeemer, former Matty's site, Prairie Glen Corporate vacant lot, and 1879 Chestnut. *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 containment by leveraging economies of scale. *Ongoing*
- Monitor dispatch service operations and performance to ensure quality service to all agency customers. *Ongoing*
- Continue seeking funds through the State and Federal appropriations and authorization process. *Ongoing*
- Establish process to more proactively monitor federal and state legislative issues and advocate action where necessary. Focus particularly on pension reform, minimum manning, streamlined sales tax, state-shared revenues, and other potential revenue and budgetary impacts. *Ongoing*
- Continue working with Wilmette on potentially providing water to Niles and Morton Grove. *Ongoing*

## 6) Capital Improvement Program and Capital Projects

- Continue to support progress and advocate for regional solutions to flooding issues experienced along the West Fork of the North Branch of the Chicago River. *Ongoing*
- Implement the accelerated stormwater improvement program as approved by the Village Board and move projects forward as designs are completed and local support is received. *Ongoing*
- Continue to monitor arterial traffic concerns due to multiple area projects underway (including Willow Road widening, Golf/Waukegan and other area traffic projects) and provide the traveling public with adequate updates. *Ongoing*
- Continue the implementation of the 2014-2018 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 2014

## 7) Communications

- Conduct further outreach to expand subscriptions to e-Glenview newsletter and redesign the electronic newsletter. *Q4 2014*
- Study scope and structure of GVTV. Provide options and recommendations to address future needs. *Q3 2014*

## 8) Organizational Development

- Continue succession planning efforts to develop employees' skill sets in order to plan for future organizational needs. *Ongoing*
- Continue to support office and enterprise system training; implement video training software to allow for collaborative peer education on business processes. *Q4 2014*