



Fiscal Year 2018 Goals

All Village Departments

- **Coordinate Downtown Development & Pocket Park Construction:** With recent approval of Culver's, work with developer to complete construction of pocket park.
- **Continue Work on Update to Village Brand Identity:** Pending Village Board direction, update print and electronic media as appropriate as part of initial roll out of new brand and marketing initiative.
- **Finalize Technology Strategic Plan:** Work with Village's information technology provider and GovITC to update long-term technology plan for entire organization and incorporate information technology consortium shared initiatives.
- **Pursue Opportunities for Municipal Partnering:** Continue to investigate and implement opportunities to partner with other governmental entities for the procurement of goods and services where appropriate.
- **Evaluate Annexation of Desirable Properties:** Continue the evaluation of properties identified by the Mayor and Board of Trustees as desirable for annexation. Work with property owners and developers to meet Village vision for growth and development.

Administration

- **Develop Village of Lincolnshire Strategic Plan:** Work with residents, Village staff and elected officials on creation of Lincolnshire strategic plan. Planning process to explore community strengths, weaknesses, opportunities, and threats to build an action plan to address long-term Village needs.
- **Update Chapter 16 of the Lincolnshire Village Code Pertaining to Ethics:** Complete review of Chapter 16 of Lincolnshire Village Code and update as needed; taking into consideration experience in applying procedures outlined in the code as well as feedback received from Village Prosecutor and Village Attorney.
- **Monthly Newsletter:** Prepare report and recommendation for Village Board regarding transition to monthly newsletter in utility bill. Report will address how to communicate with residents/businesses that don't currently receive utility bills.
- **Northern Illinois Benchmarking Cooperative:** Work with members of the Northern Illinois Benchmarking and University of Illinois at Chicago on project to begin process of data gathering and benchmarking municipal services, starting first with Police Department.

- **Compensation Study:** Select and work with consultant to complete a classification and compensation study for the Village of Lincolnshire to determine if employee pay is appropriate for current labor market, develop non-union compensation structure and conduct review of job descriptions. This study will further improve Lincolnshire's ability to recruit and retain employees.
- **Report and Recommendation Regarding Electronic Agenda Management Solution:** Solicit Village Board and staff feedback regarding electronic agenda management process. Review options and recommend possible solutions to streamline and update process as necessary.
- **Comprehensive Fee Review:** Complete analysis of all fees/charges for service currently imposed by the Village and make recommendations to the Village Board as needed.
- **Document Management:** Research, recommend and implement formal document management system to integrate with new enterprise software system if cost effective.

Community & Economic Development

- **Milwaukee Avenue - Central Area Plan:** Prepare a multi-faceted Master Plan for the Village's primary commercial artery; Milwaukee Avenue and immediate environs. Incorporate Sub Area plans for the Downtown/Civic Core and Aptakisic Commercial Core. Plan to include Design, Economic, Cultural/Educational, Open Space and Infrastructure components. Business Community, Village Board and Advisory Boards, and Community Leaders participation will be a key element of plan preparation.
- **Formalize Volunteer & Sponsorship Program for Special Events**
- **Finalize Development of Zoning/Design-Oriented Regulations to insure Residential Character/Integrity:** Finalize bulk regulations of all Residential Zoning Districts to insure Village vision is met and analyze the necessity of varying degrees of design-standards/review to support preservation of residential character.
- **Work with Finance to implement online and on-site credit card based payment for all permits in February/March 2018 for the 2018 construction season.**
- **Complete a Comprehensive Review of Subdivision Regulations and Recommend Updates to Title 7 Subdivisions and Land Development Chapter of the Lincolnshire Village Code as Necessary**
- **Work toward "Express Permits" for minor building permits through the 2018 construction season.**

Finance Department Goals

- **Audit Services:** Prepare RFP and recommend service provider and agreement terms for Fiscal Year Ends 2018, 2019 and 2020.
- **Food & Beverage Tax:** Monitor communication needs with business community, collection and reporting procedures related to Food & Beverage Tax.

- **Contract Management:** Assume responsibility for overseeing compliance with purchasing policies and Lincolnshire's purchasing practices. More specific, promote good practices related to contract execution, bid notification and awards, secure proper Certificates of Insurance, Record Retention, Acceptance of goods & services, Review contracts and recommending changes
- **Debt Restructure/ Refinance:** Research refunding SSA Sedgebrook Bonds.
- **Review Options and Impacts of Capital Improvement Financing:** Research and present report to Village Board on long term financing options for Water/ Sewer Capital projects and assist as needed with issuance.
- **Investments:** Research and report on alternative investment options.
- **Newsletter and Social Media:** Increase social media presence with Finance related items.
- **Train New Hires:** Provide support and appropriate training in the event of retirement/ replacement of Administrative Assistants.

Police Department

- **Update Liquor License Code:** Evaluate current Village code liquor licensing classifications. Identify and streamline the listed classes into broader class structures to simplify the liquor licensing process.
- **Comprehensive Facilities Master Plan:** Partner with Public Works staff and professional services to conduct a facility assessment. Develop comprehensive detailed capital improvements plans for the Public Works Facility and Village Hall with assistance from consultants with expertise in this area so the 10 Year CIP can better reflect the financial needs of the Villages facilities
- **Successfully Negotiate Renewal to Collective Bargaining Agreement:** Review, discuss, and ratify a new labor agreement with the Illinois Fraternal Order of Police Lodge #181 labor council. The contract should convey the best interest of both the Village of Lincolnshire and its employees.
- **Develop Police Department Technology Plan:** Research and evaluate prospective technology needs for 2019, specifically body worn cameras and versatile in-car computer options.
- **Streamline/Update Police Policy Management System:** Assess policy software options and implement a program that includes regular law updates and identifies best practices in law enforcement.
- **Training/Career Development Program:** Increase career development of personnel including maintaining annual required training, increasing patrol related competencies within officers and supervisory development of supervisors.

Public Work Department Goals

- **Succession Planning and Employee Development Initiatives:** Continue to provide career path and succession planning for the Public Works Department. Adjust job descriptions and duties as needed. Provide information on redevelopment of Public Works office area in conjunction with succession plan.
- **Increase Use of GIS/Mobile Technology:** Continue to work with GIS representatives to identify and implement ways to utilize GIS technology within Public Works Department with a goal of increasing efficiency. Conduct multiple GIS related training sessions throughout the year.
- **Comprehensive Pavement Preservation Plan** – Develop a pavement preservation plan for residential streets and streets within the corporate center based off of information gathered during the 2017 pavement analysis project. This plan will establish the expectations for how long pavement should last and different treatments that can be utilized (such as crack sealing, micro surfacing, patching, etc.) to maintain the pavement conditions in a satisfactory condition until streets can be rehabilitated as part of a capital improvement project.
- **Long Range Pedestrian Improvement Plan: Update and/or create a Comprehensive Pedestrian Plan consisting of the following:** investigate needs, identify capital improvements and incorporate into plan, incorporate way-finding signage, lighting, seating and landscaping elements to encourage pedestrian flow along Milwaukee Avenue leading to Commercial Downtown area.
- **Comprehensive Facilities Master Plan:** Develop comprehensive detailed capital improvements plans for the Public Works Facility and Village Hall with assistance from consultants with expertise in this area so the 10 Year CIP can better reflect the financial needs of the Villages facilities.
- **Implement Sanitary Sewer Rehabilitation Program:** Rehabilitate 2,000 feet of Sanitary Sewer main for 2018.
- **Update Water System Improvement Plan:** Incorporate the recommendations from the Emergency Water Supply Study into the CIP and update the water system improvement plan as required.
- **Village Sign Replacement Initiatives:** Research all streets and/or park signs, posts, lights and make recommendations on replacement and/or update as a result of the Village branding initiative. Include recommendation for Parks entrance signs within 10-Year Capital Improvement Program. Initiate first year of replacement program.
- **Village Outdoor Lighting/Streetlight LED Upgrades:** Research all Village-owned outdoor lighting and streetlights and make recommendations on LED upgrades and/or replacements as needed. Include recommendation for Parks entrance signs within 10-Year Capital Improvement Program. Initiate first year of replacement program.
- **Develop Stormwater Management Grant Program – Des Plaines River Properties**