



Fiscal Year 2019 Goals

All Village Departments

- **Vehicle Leasing Initiative:** Investigate multiple leasing options for all Village vehicles in the areas of Administration, Community and Economic Development, Police, and Public Works. Work with departments to evaluate the program and identify if it is beneficial for the Village to pursue.
- **Finalize Technology Strategic Plan:** The GovIT Consortium completed a 3-Year Strategic Plan in 2018. Work with Village's information technology provider to update long-term technology plan to reflect both GovIT Consortium strategic plan priorities and incorporate Lincolnshire specific information technology initiatives into a single plan.
- **Update Performance Evaluation Tool:** Work with all departments to review existing performance evaluation tool and update as necessary. Ensure performance evaluation document reflects the Lincolnshire Way set of values. Train all supervisors on performance evaluation best practices.
- **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.
- **Continue Work with Northern Illinois Benchmarking Cooperative:** Continue work with members of the Northern Illinois Benchmarking and University of Illinois at Chicago on Year Two of benchmarking Police Department services. Work with Cooperative on incorporating Lincolnshire-Riverwoods Fire Protection District in Year Two.
- **Communication Policies & Procedures:** Draft and implement formalized communication policies and procedures to promote appropriate, timely, and standardized communication with internal and external stakeholders. Assign departmental delegates capable of updating social media/website as community events happen.
- **Ongoing Comprehensive Fee Review:** Focus review on Connection and Permit fees for all departments.

- **Complete a Comprehensive Review of Subdivision Regulations:** Recommend updates to Title 7 Subdivisions and Land Development Chapter of the Lincolnshire Village Code as necessary.
- **Comprehensive Facilities Master Plan:** Develop comprehensive detailed capital improvements plans for the Public Works facility. Complete facilities master plan for Village Hall (started 2018). Incorporate results into 10-Year Capital Improvement Plan to better reflect the financial needs of the Village's facilities.

Administration

- **Develop Village of Lincolnshire Strategic Plan:** Work with Village staff, elected officials and stakeholders on creation of Lincolnshire strategic plan and update to Village mission statement. Facilitate planning process to explore community strengths, weaknesses, opportunities, and threats to build an action plan and address long-term Village needs.
- **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.
- **Document Management:** Research, recommend, and implement formal document management system to integrate with new enterprise software system if cost effective.

Community & Economic Development

- **Community Enhancement Program Improvements:** Complete community enhancement program improvements pertaining to code enforcement and property maintenance standards including public education, standardized enforcement processing, and increasing the use of technology for field work.
- **Create Formal Volunteer Program:** Develop program guidelines/procedures to solicit and manage volunteers for all Village special events. Increase participation of religious organizations in community events to provide volunteer support.
- **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 Development of Zoning/Design-Oriented Regulations to ensure Residential Character/Integrity:** Finalize bulk regulations of all Residential Zoning Districts to ensure Village vision is met and analyze the necessity of varying degrees of design-standards/review to support preservation of residential character.
- **Increase Reporting on Economic Development Activities:** Continue to execute on the priorities outlined in the Lincolnshire Economic Development Strategic Plan and improve reporting on activities and accomplishments.

Finance Department

- **BS&A Financial Forecast Component:** Research advantages/disadvantages to implementing the BS&A financial forecast component, including importing data to the existing spreadsheets used in the development of the five-year financial forecast.
- **Debt Restructure/ Refinance:** Refinance SSA Sedgebrook bonds if savings justify issuance.
- **Fraud Awareness Training:** Prepare Fraud Awareness Training program and present to staff. Management and purchasing staff should understand the importance in preventing and detecting fraudulent disbursements. Enhance Lincolnshire's opportunity to receive grant funds with Fraud Awareness Training compliance.
- **Insurance Broker Services:** Prepare RFP for multi-year insurance broker services and execute contract.
- **Local Government Debt Recovery (LGDR):** Complete LGDR application process and deploy LGDR program for Lincolnshire's police tickets.
- **Time and Attendance aka Scheduling Software:** Review possible alternative software to improve schedule reporting. The solution must interface with existing Paylocity payroll system.
- **Utility Tax Audit Services:** Provide assistance and necessary data to utility tax audit service provider. Analyze findings and execute appropriate collection efforts.

Police Department

- **Develop Departmental Communication Strategy:** Develop a comprehensive communication strategy for engaging residents regarding emergencies, special events, and items of public interest.
- **Oversee Dispatch Transition:** Complete the transfer to the new police dispatch center.
- **Resources/Schedule:** Implement and assess the new 10-hour patrol scheduling format.
- **Records Section:** Review all police records functions to improve the quality and efficiency of services.
- **Develop Recommendation and Implementation Plan for Body-Worn Camera Technology:** Report and recommend to the Village Board Implementation Plan for body-worn camera technology.

Public Works

- **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 Professional Development training throughout Public Works and encourage certifications in multiple areas.

- **Increase Use of GIS/Mobile Technology:** Work with GIS representatives to identify and implement ways to utilize GIS technology within the Public Works Department with a goal of increasing efficiency. Conduct multiple GIS related training sessions throughout the year. Investigate the potential use for GIS-based Asset Management as it relates to each division of Public Works.
- **Comprehensive Pavement Preservation Plan:** Develop a pavement preservation plan for residential and corporate center streets based on information gathered during the 2018 pavement analysis project. Establish the expectations for how long pavements should last and different treatments that can be utilized (e.g., crack sealing, micro surfacing, patching) to maintain the pavement conditions in a satisfactory condition until they can be rehabilitated as part of a capital improvement project.
- **Evaluate Athletic Field Usage Policy/Fees:** Continue to evaluate the Village's current Athletic Field Usage Policy and Fee's related to this policy. Evaluate the affiliate approval process and make changes as needed. Implement any identified changes as necessary including fee changes and/or Village Code Amendments.
- **Village Sign Replacement Initiatives:** Research all streets and/or parks 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 and entry way signs within 10-Year Capital Improvement Program.
- **Work with Park Board on Possible Update to Recreation, Parks, Paths & Open Space Master Plan:** 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 and into Commercial Downtown area.
- **Emergency/Backup Water Interconnect:** Finalize design and bid work for Emergency Water Supply connection to Village of Buffalo Grove. Develop intergovernmental agreement with Village of Buffalo Grove for recommendation and approval by Village Board.