

# FISCAL YEAR 2020 GOALS

## **Administration / All Village Departments Goals**

- Vehicle Leasing Initiative: Complete investigation of 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, identify if it is beneficial for the Village to pursue, and assist in fleet right-sizing.
- Technology Committee / Technology Strategic Plan: Implement intra-departmental committee to review existing technology and evaluate organizational needs to assist in creation of 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.
- Position Description Review/Update: Work with all departments to review existing position descriptions and update as necessary. Ensure position descriptions accurately reflect duties and responsibilities, as well as required skills, knowledge, and abilities.
- Village Hall and Public Works Facility Security Project: Improve both internal and external security at both Village Hall and Public Works Facility. Security improvements to provide keyless access to both facilities and ability to track access both during the work day and after hours. Improvements to provide enhanced building security for both employees and visitors.
- Key Performance Indicators / Northern Illinois Benchmarking Cooperative: Evaluate key performance indicators currently included in budget and update each department's performance measures as appropriate and of value for program assessment, management, and decision-making. Continue work with members of the Northern Illinois Benchmarking and University of Illinois at Chicago on year two of benchmarking Police Department services. Incorporate Public Works Department into benchmarking review during third year of programing.
- 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.
- Document Management: Research, recommend, and implement formal document management system to integrate with new enterprise software system if cost effective.
- Policy Review: Complete review of internal and external policies, update as necessary and make recommendation to Village Board for approval. Comprehensive policy update last occurred in 2012.
- Administrative Adjudication: Research and provide a recommendation to the Village Board regarding the Village's implementation of an administrative adjudication program, as well as a potential shared service opportunity with neighboring communities.

## **Community & Economic Development Goals**

- Updated Comprehensive Plan: Using the assistance of planning consulting services, update the Village's Comprehensive Plan. The update will focus on specific incorporated and unincorporated properties adjacent to Lincolnshire's corporate boundaries, which have

either experienced new development/redevelopment or are ripe for development in the next 10 years. Incorporate Economic Development Strategic Plan into the Comprehensive Plan.

- Updated Planning/Escrow Fees: Review of the Village's planning and escrow fees, survey comparable communities, and develop recommendations for the Village Board's consideration regarding appropriate fee amendments.
- Comprehensive Review of Commercial, Corporate, and Industrial Site Conditions: Begin a phased review of commercial and office/industrial properties for compliance with approved landscape plans, site amenities, and overall site conditions. Contact property owners regarding non-compliances. This is intended to be a multi-year goal.
- Expanded "Express Permit" Program and Implementation of Electronic Plan Review: Given the success of online express permitting, explore opportunities to expand this program to other permits to enhance customer service and improve staff efficiency. Evaluate the cost and feasibility of electronic plan review software within the Village's current enterprise resource planning (ERP) suite.
- 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.
- 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 Goals**

- Grant Rating: Research and recommend solutions to improve Lincolnshire's grant rating score to improve grant award potential.
- Vehicle & Equipment Inventory: Conduct a physical inventory of vehicles and equipment to confirm accuracy of existing database.
- 457 Plan Fees: Review plan design and fees; as well as, a joint municipal program to further reduce fees.
- 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.
- 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.

## **Police Department Goals**

- Procedure update: Address the impact of the new recreational cannabis law. Update Lincolnshire's local cannabis ordinances and develop procedures for cannabis expungements.
- Records Data Management: Complete the police records data conversion from the Vernon Hills Police Department system to the Deerfield Police Department system.
- Security Camera Registration Program: Design and implement a security camera registration program for both crime prevention and investigative purposes. The program will consist of documenting security cameras of businesses and homes in an effort to enhance access to security cameras and recorded footage. This program is designed to continue our partnership with the citizens of Lincolnshire to create a stronger, transparent, and trusting relationship by providing interactive crime prevention programs.
- Emergency Response Planning: Prepare a joint emergency response plan as part of ongoing efforts to ensure public safety and facilitate collaboration and coordination in the event of an emergency. Develop a tabletop emergency exercise to be used in future multi-jurisdictional training

## **Public Work Department Goals**

- Increase Public Works Social Media Presence: In accordance with communication policy, create and/or post a minimum of five (5) videos related to Public Works Operations. Increase the amount of Public Works related items on Facebook, Twitter, and Village website. Create "Employee Spotlights" to be published in Manager's Notes, Facebook, and Twitter. Investigate potential other social media outlets with Administrative Assistant.
- Cul-De-Sac Maintenance Plan/Standards: Create a plan/manual which details the design specifications and maintenance standards for all Village Cul-De-Sacs. If necessary, include provisions in the landscape maintenance contract to ensure Cul-De-Sacs are maintained to standards. Additionally, inventory all Cul-De-Sacs throughout the Village and identify which Cul-De-Sacs are in need of being brought up to standards. Once Cul-De-Sacs are identified, recommend a Capital Project for inclusion into the 10-Year CIP.
- Village Sign Replacement Initiatives: Take results from identified branding logo initiative and the village sign concepts RFP (Request for Proposals) and make recommendations to the Village Board on updates to all streets signs, street posts, parks signs, light posts, entryway signs, and other signage identified in the RFP (Request for Proposal). Include recommendations for all signage within 10-Year Capital Improvement Program.
- Complete Drainage Master Plan: Complete the Village's Stormwater Master Plan which will allow the Village to proactively plan and prepare for current and future extreme rainfall events. The goals and outcomes of Master Plan should incorporate feedback from residents and business owners, assess the Village's existing storm sewer capacity, identify deficiencies, create and prioritize projects for improvements, and potentially identify and evaluate funding sources for these future capital improvements.
- 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 and leading to Commercial Downtown area.
- Complete Work with Park Board on Possible Update to Recreation, Parks, Paths and 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.