VILLAGE OF
LINCOLNSHIRE

FISCAL YEAR 2021 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. Work with Village's information technology provider to update long-term technology plan to reflect both GovIT Consortium strategic plan priorities and Lincolnshire specific information technology initiatives into a single plan.**

- ***Improved Technology Infrastructure:* Execute on key technology projects to position the Village for future growth and innovation. Projects include robust bandwidth/connectivity; a new Voice over Internet Protocol phone system; implementation of the Office/Microsoft 365 suite; enhanced server infrastructure; and an improved document management system.**

- ***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.**

- ***Policy Review*: Finalize 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.**

- ***Increase Use of Online Service Request Portal:* Develop and promote regular communication to advertise BS&A Online and the ability for residents, businesses, and contractors to do business with the Village virtually. Code permit submission to track how applications were received and measure increase/decrease of online submittals and related documents.**

- ***Storm Water Utility Fee:* Depending upon Village Board direction, implement new storm water utility fee. Upon implementation of fee, determine long-term financing options available.**

- ***South Village Green Road Maintenance:* Determine future maintenance plan, funding, and responsibility in partnership with the South Village Green Homeowners Association.**

Community & Economic Development Goals

- ***Updated Comprehensive Plan*: Using in-house professional association resources, 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.**

- ***Comprehensive Review of Commercial, Corporate, and Industrial Site Conditions*: Continue 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.**

- ***Standardized Electronic Plan Submittal/Review Process*: With implementation of electronic plan review software in 2021, develop standardized processes for plan reviews and correspondence with applicants to leverage the full benefit of the software. Work towards seamless integration with the Village's current enterprise resource planning 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.**

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. Continue to explore long term financing opportunities and bring forward a recommendation to the Village Board for consideration.**

- ***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

- ***Emergency Response Planning:*** **Update the Village's Emergency Joint Response Plan as part of ongoing efforts to ensure public safety and facilitate collaboration and coordination in the event of an emergency.**

- ***Body-worn Cameras:*** **Test, evaluate and implement a body-worn camera system for police personnel to better safeguard officers, the Village, and the public. Prior to implementation, ensure the program will adequately address policy concerns, FOIA requirements, redaction, evidence procedures, data storage and retention.**

- ***Community Relations and Policing:*** **Work with leaders in the community to formulate a new Chief's Advisory Committee. Committee members will be from diverse backgrounds, and may be selected from applicants who are part of the Mayor's Talent Bank, as well as business leaders and other interested residents. The committee will meet quarterly to discuss current events and police operations to provide insight and input on best practices and community needs.**

- ***Administrative Adjudication:*** **Implement a system to provide for the administrative adjudication of non-vehicular violations of certain sections of the Municipal Code, including but not limited to Business and License Regulations; Health and Sanitation; Building Regulations; Police Regulations; Misdemeanors; the Lincolnshire Zoning Ordinance; Sign Control; Tree Preservation & Landscaping; and other ordinances of the village. The administrative adjudication process will allow individuals an opportunity to contest parking tickets and compliance tickets written by the Police Department as well tickets issued by the Village for specific Code enforcement violations.**

Public Work Department Goals

- ***Rivershire Park Security Improvements*****: Obtain recommendation from Public Works leadership to identify and implement landscaping and forestry to improve both the storage and security within the maintenance yard. Properly delineate the walking trails and natural areas from the storage and material yard. Obtain proposals for 45 Londonderry Security Gate and recommend contractor to install and replace gate.**

- ***Cul-De-Sac Maintenance Plan*****: 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, implement Phase I in 2021.**

- ***Village Sign Replacement Initiatives*****: Present options on the Village parks signs identified in the village sign concepts RFP (Request for Proposals) and present to the Park Board and Architecture Review Board. Make final recommendations to the Village Board on updates to the parks signs. Implement Phase One of Sign Replacements consisting of Parks Entryway signs.**

- ***North Park Athletic Area Improvements*****: Present multiple options regarding the identification of a new amenity to replace the former North Park Tennis Court area. Obtain a recommendation from the Park Board and approval from the Village Board. Include the final option into the 2022 portion of the Village's current 10-Year Capital Plan.**

- ***Update Village Parks Code/Tennis Court Issue*: Review Title 8A-Section 1 of the village code. Perform a review of the challenges/issue involving the tennis court usage and reservation and present to the Park Board potential solutions to rectify those challenges. Once solutions are identified, revise the Parks Code as necessary to reflect the recommended changes.**

- ***Drainage Master Plan Improvements*: Implement the Village's Storm Water Master Plan which will allow the Village to proactively plan and prepare for current and future extreme rainfall events. This includes the potential use of a storm water utility fee for improvement projects.**

- ***Long Range Pedestrian Improvement Plan*: Continue work on the 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 and incorporate into the Villages comprehensive plan update being led by Community and Economic Development.**

- ***Develop Program to Update Playground Surfaces to Improve Safety and Accessibility:* Evaluate all Village playgrounds to determine recommended area for new handicap accessible safety surface installation. Develop a program to update all playgrounds and incorporate recommendations into the 2021 update to the Lincolnshire 10-Year Capital Plan.**