VILLAGE OF
LINCOLNSHIRE

FISCAL YEAR 2022 GOALS

Administration / All Village Departments Goals

- *Technology Committee / Technology Strategic Plan*: Advance the inter-departmental committee to review existing technology and evaluate organizational needs to assist in creation of a Technology Strategic Plan and Capital Plan, based on GovIT Consortium Lincolnshire-specific IT initiatives.

- *Improved Technology Infrastructure*: Execute on key technology projects to position the Village for future growth and innovation. Projects include implementation of Office 365; a new Voice-over-Internet Protocol phone system; enhanced server infrastructure; two-factor authentication for select services/software; and a mobile device 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 for consistent scoring across all departments.

- *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.

- *Increase Use of Online Service Request Portal*: Develop and promote regular communication to publicize BS&A Online and the ability for residents, businesses, and contractors to do business with the Village virtually. Measure increase / decrease of online submittals and related documents.

- *Storm Sewer Utility Fee*: Implement new storm sewer utility fee within utility billing system. Upon implementation of fee, launch community education campaign as well as 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.

- *Drone Program Policy and Work Plan*: Develop policy for appropriate use of drone footage and how footage can be captured. Identify departmental needs for drone footage and develop an annual work plan / calendar to aid with programming and resource management. Identify opportunities for cross-training across departments.

Community & Economic Development Goals

- *Update Comprehensive Plan*: Using in-house professional association resources, in addition to consultant support, update the Village's Comprehensive Plan. The update will focus on specific properties which either experienced new development / redevelopment or are ripe for development in the next 10 years. Focus on industrial / distribution uses and potential impact on surrounding uses, traffic generation, and community aesthetics. 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 outcomes-based code enforcement and property maintenance standards including public education, standardized enforcement processing, and increased use of technology and administrative adjudication in the coming year.

Finance Department Goals

- *Popular Annual Financial Report*: Create the Popular Annual Financial Report (PAFR) upon completion and publication of the Comprehensive Annual Financial Report to provide an easy-to-read report for staff and the public.

- *Bank Account Consolidation*: Consolidate bank accounts currently split out by fund in the Village's Financial Institutions. Update all internal processes and journal entries to accurately reflect these changes.

- *Storm Sewer Utility Fee*: Implement the Storm Sewer Utility Fee to all utility billing customers. This will also consist of a final data validation in GIS and confirmation all accounts are being billed accurately.

- *Debt Restructure / Refinance*: Continue consideration of opportunity to 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.

- *Water Fund Balance Calculation*: Update the manner in which the water fund balance is calculated to more accurately reflect the unrestricted net position and exclude any outside, uncontrollable factors.

- Lease Analysis/Policy: Inventory all Village leases in preparation for GASB 87

Police Department Goals

- SAFE-T Act: The 2021 Illinois Safety, Accountability, Fairness and Equity-Today (SAFE-T) Act enacted extensive reform impacting many areas of policing to include: use of force, complaints and misconduct, certification and decertification, expanding of crime statistics reporting, requiring body-worn cameras, and mandating crisis intervention training. While

many items are already in practice within the police department, the major changes are going to include additional training, reporting, and policy requirements as they relate to the SAFE-T Act.

- *Mental Health Response:* Implement a comprehensive in-house program to respond to the mental health needs of the community; and evaluate the need for a possible multijurisdictional approach for responding to people suffering from mental health crises. This effort will attempt to ensure public safety and facilitate collaboration and coordination in the event of a mental health emergency.

- *Body-Worn Cameras:* Implement a body-worn camera system for police personnel to better safeguard the public, the Village, and the police officers. Prior to implementation, 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 implement the new Chief's Advisory Council. Council members will be from diverse backgrounds, 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.

- *National Incident-Based Reporting System (NIBRS)*: Complete migration to NIBRS. Implemented to improve the overall quality of crime data collected by law enforcement, NIBRS captures details on each single crime incident—as well as on separate offenses within the same incident—including information on victims, known offenders, relationships between victims and offenders, arrestees, and property involved in crimes. Unlike data reported through the UCR Program's traditional Summary Reporting System (SRS)—an aggregate monthly tally of crimes—NIBRS goes much deeper because of its ability to provide circumstances and context for crimes like location, time of day, and whether the incident was cleared. All police personnel will be trained on the new reporting procedures and all police reports will be updated to accommodate new requirements.

Public Work Department Goals

- 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 Sewer Utility Fee for improvement projects.

- Public Works Succession Planning: There are staff members in each department that are close to retirement age. Staff will work on succession plans for each department by working with the individuals currently in those roles on how their positions have evolved since they were hired. A review of all department staffing levels and roles will also be undertaken to help ensure they align with the succession plan.

- 45 Londonderry Improvements (Rivershire Park): Implement improvements to make the public works storage and operations areas at 45 Londonderry more functional, secure, and less of a visual attraction to the public by adding landscaping, re-paving areas, and better delineating storage areas.

- Line Locating Improvements (using GPS coordinates to update GIS): Purchase a new Radio Detection locator to perform utility locate requests from J.U.L.I.E. This new locator provides

the Village an opportunity to perform our mandatory utility locating while simultaneously collecting GPS coordinates to help improve the accuracy of our GIS system. By making the GIS system more accurate, Public Works can improve Design Phase Engineering, Utility Locating, Emergency Response efforts, and other Capital Improvement Projects.

- Long Range Pedestrian Improvement Plan: Continue updating the long range pedestrian plan to incorporate 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 Village's Comprehensive Plan update being led by Community and Economic Development, including the review of potential transitions from office space to industrial space in certain areas of the corporate center.

- Update Pavement Preservation Plan: Secure a consultant to evaluate the Village's pavement condition. This information will be used to update the Village's Capital Improvement Plan and ensure that the Village's goal of resurfacing two miles of roadway each year still meets the Village's needs. The goal was last completed in 2017.

- Develop Program to Update Playground Surfaces to Improve Safety and Accessibility: Implement year one of the poured-in-place safety surface program. As outlined in the Village of Lincolnshire Parks and Paths master plan, staff is planning to replace one Village park playing surface annually by removing the wood chip surface and converting to a poured-in-place playground surface. This project will provide improved drainage, and ADA accessibility for children and adults allowing greater access to the playing structures. Staff recommends installing a poured-in-place playground surface at Balzer Park with a plan to install poured-in-place playing surfaces as the Village incrementally replaces playgrounds.

- Connection Fee Analysis and Recommendation: Review and update the Village's connection fees for water and sewer connections. There are a variety of variables factored into the determination of these fees that will be reviewed. Also, methodology from other municipalities as well at the capstone project completed earlier in 2021 by students from Northern Illinois University will be evaluated for possible incorporation into Lincolnshire's fee structure.