

City Manager's Office Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
1	Brand	Hersch/Garard/ Espiritu/Viola	January	December				
	<i>Brand Implementation</i>							
1.1	Council presentation				<input checked="" type="checkbox"/>			Presentation by Samata on April 11 - Request cancelled
1.2	Staff, Council & Stakeholder Education				<input checked="" type="checkbox"/>			Due to color modifications requested by the City this step has been moved to Q2
1.3	Micro site containing guidelines and logos				<input checked="" type="checkbox"/>			Due to color modifications requested by the City this step has been moved to Q2
1.4a	Reskin web site/mobile responsive				<input checked="" type="checkbox"/>			Due to color modifications requested by the City this step has been moved to Q2 - mobile will be done with full redesign of website
1.4b	RFP Contractor to Redesign Website (Espiritu & Viola)				<input checked="" type="checkbox"/>			Due to color modifications requested by the City this step has been moved to Q2
1.4c	Redesign Website (Garard & Viola)						<input type="checkbox"/>	
1.5a	Shopping, Dining Guide, Service & Entertainment Guide (see detailed process item 2)				<input checked="" type="checkbox"/>			
1.5b	Dining Brochure				<input checked="" type="checkbox"/>			
1.6	Business development materials				<input checked="" type="checkbox"/>			
1.7	Launch					<input type="checkbox"/>		Goal changed to Q3 - Press release and other announcements moved to September for more impactful timing
1.8	Advertising (Depending upon available funds)					<input type="checkbox"/>	<input type="checkbox"/>	TBD
1.9	Year-end report to Council						<input type="checkbox"/>	
2	Shopping, Dining, Entertainment & Service Guide	Hersch	January	April				
	<i>Update the Shopping, Dining, Entertainment & Service Guide</i>							
2.1	Send letter and form for the Guide information only. City, Alliance, Chamber and RBD contractor to review for accuracy.				<input checked="" type="checkbox"/>			This step has been deleted. The City is producing the Guide without assistance from Alliance and Chamber as the Alliance has their own web app and Chamber has the Community Guide; Highlighting Chamber members as we did previously would increase the staff time to identify those members and increase the cost to print and produce the Guide
2.2	Q1 2016 send final design file to 3 printers for price quote and select printer				<input checked="" type="checkbox"/>			This step began in Q1 and will be completed at the beginning of Q2
2.3	Print guide				<input checked="" type="checkbox"/>			This step began in Q1 and will be completed at the beginning of Q3 Q2
2.4	Distribute guide				<input checked="" type="checkbox"/>			
2.5	Upload to web site				<input checked="" type="checkbox"/>			

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3	Festival of Fine Crafts & Port Clinton Art Festival	Hersch/Dotson	January	September				
	<i>Event administration and modifications to site plans</i>							
3.1	Schedule merchant meeting to discuss improvements and how to best work together				<input checked="" type="checkbox"/>			Letter and layout map to be sent to CBD businesses and property owners for feedback. Amdur will do everything they can to address business concerns, and to accommodate business needs.
3.2	Schedule staff meeting to review layout				<input checked="" type="checkbox"/>			Amdur to submit application week of April 11
3.3	Present proposed layouts to COTW for approval				<input checked="" type="checkbox"/>			Amdur to submit application week of April 11
3.4	Update and manage the PCAF / Taste timeline and send event task lists to staff, as appropriate			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Ongoing through August
3.5	Work with Amdur Productions to manage and promote events					<input type="checkbox"/>		
3.6	Post event review					<input type="checkbox"/>		
4	Disposition of the Highland Park Theater Property	Neukirch/Fontane/Hersch/Logan	January	December				
	<i>Review, analyze and summarize offers to purchase for COTW consideration</i>							
4.1	Provide updates to Council				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		As needed / Ongoing
4.2	Provide information to preferred developer during due diligence period				<input checked="" type="checkbox"/>			
4.3	Conduct meetings to inform the public and to provide an opportunity for feedback				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Letter of Intent approved by the City Council and selected developer at the 5/23 Council Meeting.
4.4	Work with Corporation Counsel to draft an agreement with selected developer and present to Council for approval				<input checked="" type="checkbox"/>			Purchase & Sale Agreement drafted by Corp Counsel and sent to developer for review
5	Business Summit	Hersch/ Garard	April	December				
	<i>Organize a business summit to facilitate communication with business community</i>							
5.1	Schedule program planning meeting; assignments				<input checked="" type="checkbox"/>			
5.2	Engage speaker, videographer, photographer, trio				<input checked="" type="checkbox"/>			Working with keynote speaker to finalize presentation
5.3	Sponsorship package & solicitation				<input checked="" type="checkbox"/>			Package to be updated and distributed once keynote speaker is finalized
5.4	Update web site				<input checked="" type="checkbox"/>	<input type="checkbox"/>		Updating website, as needed
5.5	Save the date, invitations & reminders				<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5.6	Schedule on-site meeting: layout & food					<input type="checkbox"/>		
5.7	Signage: general event, tables, sponsors						<input type="checkbox"/>	
5.8	Schedule event review						<input type="checkbox"/>	
5.9	Upload video & photos, event summary & send thank you with link to video and photos						<input type="checkbox"/>	

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6	SSA Renewals	Hersch	June	December				
	<i>Renewal of CBD SSA / RBD SSA</i>							
6.1	Identify all property owners with the proposed boundaries or district; send invitation to public information meeting to discuss proposed improvements and/or services for the area.					<input type="checkbox"/>		CBD moved to Q3 due to POA and Alliance schedules/RBD moved to Q3 allow for review of impact of new event
6.2	Meet with property owners to discuss services and/or improvements to be provided; budget, term, and review process; seek support from property owners.					<input type="checkbox"/>		CBD moved to Q3 due to POA and Alliance schedules/RBD moved to Q3 allow for review of impact of new event. Staff met with POA in June and another meeting scheduled on 7/13 to discuss CBD SSA.
6.3	Identify and list PINS of all commercial properties within SSA boundaries; Obtain values from County to illustrate cost to each property owner; Send PINS to Engineering & GIS along with a request for a draft map outlining the boundaries and the parcels, as well as PINS; Request Engineering to obtain updated legal descriptions; If there are residential condominiums above the ground floor with separate PINS they should be carved out of the SSA, these must be listed as exceptions in the legal description regardless that they are within the SSA boundaries. Send legal descriptions, map, and PIN list to Lake County mapping. Verify with Lake County we've provided all true and correct documents, as required.					<input type="checkbox"/>		
6.4	Public notice; objection period						<input type="checkbox"/>	
6.5	If there are insufficient objections, present adoption of ordinance and approval of budget to Council						<input type="checkbox"/>	
6.6	Record ordinance and supporting information						<input type="checkbox"/>	
7	SSA Management	Hersch	January	December				
	<i>SSA 17 & SSA 18 Administration of Communications, Marketing & Events</i>							
7.1	Schedule planning meeting with SSA merchants				<input checked="" type="checkbox"/>			
7.2	Schedule planning meeting with SSA property owners				<input checked="" type="checkbox"/>			
7.3	Schedule planning meeting with SSA 17 contractor				<input checked="" type="checkbox"/>			
7.4	Event Oversight				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ongoing
7.5	Year-end report						<input type="checkbox"/>	
8	Develop Clerk's Office Strategic Plan	Sabo	April	August				
	<i>Establish long term goals for the Clerk's Office</i>							
8.1	Review existing conditions.				<input checked="" type="checkbox"/>			Reviewed existing conditions and establish current strengths, weaknesses, and customer service interactions
8.2	Review desired outcomes and obtain benchmarks from comparable communities.				<input checked="" type="checkbox"/>	<input type="checkbox"/>		Prepared list of desirable outcomes and continuing to benchmark and review desirable outcomes in Q3. Presented Clerk's Division responsibilities and major projects at the 6/27 Council mtg.
8.3	Establish strategic plan schedule.					<input type="checkbox"/>		
8.4	Create strategic plan document.					<input type="checkbox"/>		

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9	Explore Intergovernmental Admin Hearing Program	Sabo/Knaus	April	December				
	<i>Reach out to municipalities to create an Administrative Hearing consortium, administered by the City of Highland Park</i>							
9.1	Review existing conditions of program and create program documentation.			<input checked="" type="checkbox"/>				Held meeting with Hearing Officers to discuss existing conditions and to review program improvements. Administrative Hearing System manual created.
9.2	Establish financial information regarding Admin Hearing Programs.				<input checked="" type="checkbox"/>			Compiled financial information regarding AHS.
9.3	Draft memo to send to surrounding municipalities regarding proposal and schedule meetings.					<input type="checkbox"/>		
9.4	Execute Intergovernmental Agreements and necessary Code amendments for Admin Hearing consortium.						<input type="checkbox"/>	
10	Audit Admin Hearing Program	Sabo/Knaus	April	September				
	<i>Review Admin Hearing System operations and implement improvements and procedural changes as necessary</i>							
10.1	Create Admin Hearing System procedure document to evaluate existing conditions.			<input checked="" type="checkbox"/>				Administrative Hearing process manual created and existing conditions evaluated by staff, City Administrative Hearing Prosecutor, and Hearing Officers.
10.2	Review existing conditions with impacted City Departments and employees.					<input type="checkbox"/>		
10.3	Draft any suggested or necessary code changes to improve Admin Hearing program.					<input type="checkbox"/>	<input type="checkbox"/>	
10.4	Implement changes and update Admin Hearing System accordingly.						<input type="checkbox"/>	
11	Establish SOP for Recordation Process	Sabo	July	October				
	<i>Review any SOP's for recordation at the Lake County Recorder of Deed's Office, Update/Create SOP and implement procedures</i>							
11.1	Review and evaluate existing policies, procedure and SOP.					<input type="checkbox"/>		Recordation SOP Project moved to Q3 due to focus on Administrative Hearing System and Strategic Plan in Q2.
11.2	Obtain information from comparable communities.					<input type="checkbox"/>		
11.3	Draft SOP regarding recordation process.					<input type="checkbox"/>		
11.4	Implement procedural changes as necessary.					<input type="checkbox"/>		
12	Digitize City Clerk Records Required to be Kept In Perpetuity	Sabo/O'Connell/Arman/Knaus	January	December				
	<i>66 years of City Clerk's Office files including Ordinances, Minutes, Resolutions, Agendas, etc. to be digitized in Laserfiche.</i>							
12.1	Establish naming and filing conventions for various file types within Laserfiche.			<input checked="" type="checkbox"/>				File naming conventions created within Laserfiche.
12.2	Prepare files for scanning by digitization contractor.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Records scanning into Laserfiche ongoing.
12.3	Import scanned files into Laserfiche.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scanned files from contractor imported into Laserfiche system with no issues.
12.4	Apply for destruction of paper files after digitizing (for the exception of Ordinances).				<input checked="" type="checkbox"/>		<input type="checkbox"/>	

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17	Develop Popular Annual Financial Report	Viola/Logan	January	June				
	<i>Develop and complete Fiscal Year 2015 PAFR and present for City Council approval.</i>							
17.1	Learn GFOA Popular Annual Financial Report (PAFR) requirements.				<input checked="" type="checkbox"/>			
17.2	Benchmark best-in-class municipal PAFRs.				<input checked="" type="checkbox"/>			
17.3	Complete PAFR draft.							N/A - City Manager recommended the City's Annual Report should not be converted to PAFR format in order to expedite Annual Report issuance. Note that PAFR format would require CAFR completion prior to PAFR issuance, which would delay PAFR issuance to June.
17.4	Present PAFR draft to City Manager.							N/A - see 19.3.
17.5	Present PAFR draft to City Council							N/A - see 19.3.
17.6	Publish Final PAFR.							N/A - see 19.3.
17.7	Complete GFOA PAFR Award Process.							N/A - see 19.3.
18	Youth Center Transportation	Frey	February	June				
	<i>Research and evaluate Youth Center transportation options for the 2016 - 2017 school year</i>							
18.1	Create a cost analysis of current transportation expenses.					<input checked="" type="checkbox"/>		
18.2	Contact District 112 personnel to inquire about the opportunity.					<input checked="" type="checkbox"/>		
18.3	Review options and compare pros and cons.					<input checked="" type="checkbox"/>		In discussions with Transit Coordinator about the possibility of the Senior Connector assisting with pick-up of Youth Center participants
18.4	Propose any changes to Deputy City Manager.					<input type="checkbox"/>		
19	Youth Center Financial Sustainability	Frey	February	September				
	<i>Create Youth Center financial sustainability plan</i>							
19.1	Create a cost analysis of current revenue and expenses.					<input checked="" type="checkbox"/>		
19.2	Survey and compare fees from other local and similar services.						<input type="checkbox"/>	
19.3	Create and fill new staff position at lower pay scale.				<input checked="" type="checkbox"/>			Youth Worker position changed to Youth Aide
19.4	Create and propose new fee structure for approval				<input checked="" type="checkbox"/>			New fee structure has been promosed and submitted for approval
19.5	Implement appropriate fee increase for the 2016 - 2017 school year.						<input type="checkbox"/>	

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20 Youth Center Programming	Frey	February	December					
<i>Review and evaluate Youth Center programming and facility options</i>								
20.1 Implement Parenting Classes.					<input checked="" type="checkbox"/>			
20.2 Implement Babysitting Classes.						<input type="checkbox"/>		
20.3 Create and implement Cable Production Classes.						<input type="checkbox"/>		
20.4 Implement after school programming options.				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2nd semester of the Firehouse included Art Club, Cooking Club, and Open House & Gaming Tournaments
21 Senior Center Waiver	Frey	January	December					
<i>Create and implement a Senior Center universal waiver system</i>								
21.1 Review and coordinate each current waiver currently being used.				<input checked="" type="checkbox"/>				
21.2 Evaluate and propose all future waiver needs.				<input checked="" type="checkbox"/>				
21.3 Work with legal to create a comprehensive Senior Center waiver.				<input checked="" type="checkbox"/>				
21.4 Create and implement a record keeping and document filing system						<input type="checkbox"/>		
21.5 Roll out and implement new waiver processing.							<input type="checkbox"/>	
22 Senior Center Transportation	Frey / Overholser	March	December					
<i>Revise and update the Senior Connector bus schedule</i>								
22.1 Propose new schedule to better suit the needs of the senior community.					<input checked="" type="checkbox"/>			
22.2 Work with Lee Overholser to refine schedule and determine associated costs.					<input checked="" type="checkbox"/>			Met with Transit Coordinator and Assistant to the PW Director to discuss proposed schedule as well as other opportunities.
22.3 Review and propose options to cover increased expenses based on increased hours.						<input type="checkbox"/>		
22.4 Work with Transit Coordinator on implementing new schedule.						<input type="checkbox"/>		
23 Senior Center Anniversary Open House	Frey	March	October					
<i>Coordinate and implement a 40th Anniversary Celebration and Open House</i>								
23.1 Work with staff to propose event objectives and details.						<input type="checkbox"/>		
23.2 Create and implement event and promotion timeline.						<input type="checkbox"/>	<input type="checkbox"/>	
23.3 Enlist participation of instructors and volunteers.						<input type="checkbox"/>	<input type="checkbox"/>	
23.4 Host event and create post event evaluation.							<input type="checkbox"/>	

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24	Senior Center Relocation	Frey	January	December					
	<i>Continue work and planning towards the relocation of the Senior Center</i>								
24.1	Continue communication with CFC and City Manager regarding progress of proposed CC.				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.2	Host Round 2 of other Senior Center facility tours for Senior Advisory group members.								
24.3	Facilitate three (3) Senior Advisory Group meetings in 2016.					<input type="checkbox"/>	<input type="checkbox"/>	Meetings to be scheduled.	
24.4	Follow directives of City Council regarding progression.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
25	GIS Consortium Request Tracker	Sabo/McFarland	January	December					
	<i>Explore, analyze and if desired, implement a request tracker system with the GIS Consortium.</i>								
25.1	Approve a Memorandum of Understanding with Municipal GIS Partners for consulting services.				<input checked="" type="checkbox"/>				
25.2	Meet with departments to obtain feedback.				<input checked="" type="checkbox"/>				
25.3	Make a recommendation to City Manager and Senior Staff on implementation strategy.					<input checked="" type="checkbox"/>		Standardization of service requests completed in mid-March. Met with senior staff to review software and implementation.	
25.4	Approve a contract with consortium request tracker vendor.					<input type="checkbox"/>		Anticipate seeking Council approval of contract in Q3.	
25.5	Implement request tracker including staff training, public education and promotion.					<input type="checkbox"/>	<input type="checkbox"/>	With contract approval anticipated in Q3, implementation shifted to Q3.	
25.6	Provide quarterly updates to City Manager, Senior Staff, and Council.						<input type="checkbox"/>	Reporting anticipated to begin in Q4.	
26	Sustainability Public Education Campaign	Espiritu/McFarland/Viola/ Garard	January	December					
	<i>Implement a public education campaign with sustainability consultant on composting, light pollution and stormwater management.</i>								
26.1	Develop strategic plan on public education campaign.				<input checked="" type="checkbox"/>			Worked with Quercus Consulting and Blue Stem Communications to develop a communications plan	
26.2	Implement public education campaign.					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Decided that Lake Shore Recycling should do campaign for food composting. Light pollution and
26.3	Conduct follow-up survey with residents to gauge impact of public education campaign.						<input type="checkbox"/>	stormwater management still to be implemented throughout the year	
27	Reconfiguration of Cable Consortium	Espiritu/ Garard	January	July					
	<i>Reconfigure cable consortium with Village of Winnetka, City of Lake Forest and Village of Lake Bluff.</i>								
27.1	Conduct phase one equipment upgrade with Winnetka for playback equipment							Consortium decided not to proceed with Cable Services and therefore this equipment will not be purchased	
27.2	Approve Intergovernmental Agreement with each Village/City.							Consortium decided not to proceed with Cable Services and instead focus on web streaming	
27.3	Conduct phase two equipment upgrade with consortium.								
27.4	Implement operational changes from IGAs.								

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28	Transition to RFID Waste Program	Espiritu/McFarland	January	December				
	<i>Transition volume-based residential customers to Radio Frequency Identification (RFID) Program in Summer 2016.</i>							
28.1	Test RFID equipment with Lakeshore Recycling Systems on functionality and accuracy.					<input checked="" type="checkbox"/>		
28.2	Develop strategic plan to promote and educate residents on new program.				<input checked="" type="checkbox"/>			
28.3	Begin implementation of RFID Program.					<input type="checkbox"/>		Implementatation to begin on August 1
28.4	Assess the program quarterly with Lakeshore Recycling Systems.					<input type="checkbox"/>	<input type="checkbox"/>	
29	2016 Citizen Survey	McFarland	February	December				
	<i>Conduct 2016 Citizen Survey with National Research Center.</i>							
29.1	Initiate planning and timeline with National Research Center.				<input checked="" type="checkbox"/>			
29.2	Present to City Council at COTW on open policy questions.					<input checked="" type="checkbox"/>		
29.3	Finalize Citizen Survey questions and submit to National Research Center.					<input checked="" type="checkbox"/>		
29.4	Conduct 2016 Citizen Survey.					<input checked="" type="checkbox"/>		
29.5	Provide survey results and follow-up presentation to City Council at COTW.						<input type="checkbox"/>	
30	Sustainability Work Plan	Espiritu/ Garard	January	December				
	<i>Continue to implement and provide updates regarding the 2016 Work Plan.</i>							
30.1	Present 2016 Work Plan to Council at COTW.				<input checked="" type="checkbox"/>			Presented on January 11, 2016
30.2	Present Consulting Agreement for Sustainability Services to Council for approval.				<input checked="" type="checkbox"/>			Contract allowed for administrative renewal for two years
30.3	Work with sustainability consultant to implement work plan initiatives, and provide updates to Council.				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Renew Comcast Franchise Agreement	Sabo/Garard/McFarland	June	December				
	<i>Renew the Comcast franchise agreement which expires December 31, 2016.</i>							
31.1	Negotiate terms of agreement with Comcast.					<input type="checkbox"/>		We are reviewing previous agreements before negotiations begin
31.2	Present franchise agreement to City Council.						<input type="checkbox"/>	
31.3	Approve franchise agreement.						<input type="checkbox"/>	

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32 Annual Report <i>Develop and Publish the 2015 Annual Report</i>	Viola	January	August					
32.1 Develop the 2015 Annual Report				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
32.2 Publish and present the 2015 Annual Report								
33 Neighborhood Meetings <i>Coordinate neighborhood meetings with gov partners to invite public feedback and provide community program and service information</i>	Neukirch	February	July					
33.1 Communicate with sister governments to plan Neighborhood Meetings				<input checked="" type="checkbox"/>				
33.2 Promote meetings: 7 pm; 4/21 (City Hall), 5/17 (Park Dist), 6/9 (SD 112)				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
33.3 Conduct post communication to public on discussion / next steps					<input checked="" type="checkbox"/>			Follow-up conducted with each resident inquiry. Notes from each meeting were shared with all government partners.
34 Neighbor to Neighbor Program <i>Implement the goals and initiatives of the 2016 Neighbor To Neighbor Work Plan.</i>	McFarland	January	December					
34.1 Review and analyze the block party application process					<input checked="" type="checkbox"/>			Recommendation made to reduce the process from 30 days to 21 days - passed by Council on 6/27/16
34.2 Participate in community-wide events such as National Night Out						<input type="checkbox"/>		
34.3 Provide quarterly update of Plan initiatives and tasks				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35 City Council Special Workshop <i>Coordinate with the Mayor and Council and establish a Special Workshop / Planning Session</i>	Neukirch	January	May					
35.1 Select the date and draft an agenda for the meeting. Workshop planned on 4/15				<input checked="" type="checkbox"/>				
35.2 Following the workshop conduct a post event report and work plan					<input checked="" type="checkbox"/>			
36 New Resident Fair <i>Coordinate with partners and plan New Resident Fair</i>	Neukirch/Espiritu/Sabo/Garard	January	October					
36.1 Select the date and have initial planning meeting. Date set for Saturday, 9/10, The Art Center				<input checked="" type="checkbox"/>				
36.2 Invite government and community partners to participate in the event. Invitation sent on March 7				<input checked="" type="checkbox"/>				
36.3 Set up City booth						<input type="checkbox"/>		
36.4 Conduct post event evaluation						<input type="checkbox"/>		
37 Highland Park Country Club Quarterly Meetings <i>Meet on a quarterly basis with Park District and Kemper staff review finances and owner/lessee issues</i>	Neukirch	January	December					
37.1 Quarterly Meetings				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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38	Park Avenue Lease	Neukirch/Kanapareddy	January	June					
	<i>Complete work with Park District Task Force / Discuss lease with Park District for City owned property</i>								
38.1	Review Park District report/recommendation re: recreational activities at the Park Avenue South Beach				<input checked="" type="checkbox"/>			Regular communication with interested residents pertaining to Park Avenue operation IGA drafted and on the 7/11 agenda for Council consideration.	
38.2	Discuss new lease with PDHP in light of lease expiration for the subject site				<input checked="" type="checkbox"/>				
39	Park Avenue Capital and Operations Plan	Neukirch/Kanapareddy/Shافر	January	December					
	<i>Work with the Park District and residents to reconfigure the access to Park Avenue beach outside secure perimeter of the WTP</i>								
39.1	Meet with City officials, Park District officials and staff, and interested residents to obtain feedback				<input checked="" type="checkbox"/>			Updates posted regularly to www.cityhpil.com/parkavenue	
39.2	Establish capital improvement and traffic management plan				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
39.3	Communicate to the public				<input checked="" type="checkbox"/>	<input type="checkbox"/>			
39.4	Review and assess regularly				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
40	Government Partner Meetings	Neukirch	January	December					
	<i>Coordinate with Mayor Roterer & plan regular government partner meetings with School Districts, Park, Library, County, Township</i>								
40.1	City to manage meeting schedule and conduct follow-up as warranted. Mtg 4/7/2016				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Next meeting scheduled on 8/25
40	Continue work for possible Community Center	Neukirch	January	December					
	<i>Coordinate with potential partners on a multi-story multi-faceted facility</i>								
40.1	Coordinate regular meetings with Community Family Center to obtain info on their capital fundraising plan				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40.2	Present to the City Council for consideration						<input type="checkbox"/>		
41	Career Exploration Program	Neukirch	January	December					
	<i>Coordinate with HPHS and the Chamber on the Career Exploration Program for HS juniors and seniors</i>								
41.1	Continue to promote program				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The City conducted the principle work in coordinating with the participating businesses; SD 113 coordinated with the student participants. All participants invited for City Council recognition.
41.2	Match professionals and students for mentoring program				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41.3	Conduct training program for professional (adult) participants. Training conducted on February 9th, City Hall.				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
41.4	Monitor and evaluate program					<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evaluation is being drafted by the Chamber.	

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42	MOU between the City and Library	Neukirch/Kanapareddy/Logan	January	July				
	<i>Review and update the MOU between the parties as appropriate</i>							
42.1	Convene with appropriate staff to review possible changes to the MOU			<input checked="" type="checkbox"/>				
42.2	Draft updated MOU				<input checked="" type="checkbox"/>			Agreement drafted with latest copy on 5/2; currently on hold in light of Library's interest in expansion.
42.3	Present to the City Council for consideration				<input type="checkbox"/>			
43	Workforce Plan Development	Taub/Espiritu	January	December				
	<i>Develop a workforce plan including succession planning to address anticipated transitions due to an aging work force and minimize disruption of City operations.</i>							
43.1	Research City needs and best practices in workforce planning			<input checked="" type="checkbox"/>				Research conducted into City needs and best practices, plan and timeline developed
43.2	Meet with internal staff to determine specific needs				<input checked="" type="checkbox"/>			Starting rollout with CMO, have had three meetings with working group
43.3	Develop draft workforce plan development					<input type="checkbox"/>		
43.4	Review draft plan with Senior staff					<input type="checkbox"/>		
43.4	Finalize workforce plan						<input type="checkbox"/>	
44	Human Resources Service Survey	Houtz	March	July				
	<i>Develop and administer an internal service survey to receive feedback on Human Resources services then develop an action plan to address areas where services can be enhanced.</i>							
44.1	Develop internal service survey			<input checked="" type="checkbox"/>				Survey developed and under final review
44.2	Administer survey to City staff				<input checked="" type="checkbox"/>			Survey was distributed and results collected 5/17 - 6/7
44.3	Compile and analyze responses					<input type="checkbox"/>		
44.4	Develop action plan to address any areas where services can be enhanced					<input type="checkbox"/>		
45	Staff Training Program	Taub	January	December				
	<i>Expand and enhance staff training program to enhance service to residents</i>							
45.1	Meet with Senior Staff to determine staff training needs			<input checked="" type="checkbox"/>				
45.2	Develop training calendar			<input checked="" type="checkbox"/>				
45.3	Coordinate training programs throughout 2016				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training in process

City Manager's Office Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
46	Arbitration - Police Sergeants	Espiritu/Taub	January	July				
	<i>Represent City in arbitration proceedings pertaining to a successor collective bargaining agreement with Teamsters, Local 700</i>							
46.1	Prepare for arbitration				<input checked="" type="checkbox"/>			
46.2	Represent City in arbitration hearing				<input checked="" type="checkbox"/>			
46.3	Receive arbitration decision				<input checked="" type="checkbox"/>			
46.4	Present agreement for Council consideration				<input checked="" type="checkbox"/>			Agreement approved by City Council on March 21, 2016
47	Negotiate Labor Contract - Public Works	Espiritu/Taub	January	December				
	<i>Meet with International Union of Operating Engineers (IUOE), Local 150 pertaining to collective bargaining agreement</i>							
47.1	Prepare for negotiations				<input checked="" type="checkbox"/>			Preparation began in 2015, continues throughout negotiations
47.2	Meet with IUOE to negotiate an agreement				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Tentative agreement reached, draft agreement in review
47.3	Present agreement for Council consideration						<input type="checkbox"/>	
48	Firefighter/EMT II Recruitment Process	Taub/Houtz	January	July				
	<i>Under direction from the Board of Fire and Police Commissioners conduct a Firefighter/EMT II recruitment process</i>							
48.1	Receive approval from the Board of Fire and Police Commissioners to begin a recruitment process				<input checked="" type="checkbox"/>			
48.2	Develop recruitment process timeline				<input checked="" type="checkbox"/>			
48.3	Administer recruitment process				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Written exam held on 5/21, department screening interviews held on 6/22 & 6/23
48.4	Finalize Firefighter/EMT II register of eligibles						<input type="checkbox"/>	
49	Police Sergeant Promotional Process	Taub/Houtz	January	July				
	<i>Under direction from the Board of Fire and Police Commissioners conduct a Police Sergeant promotional process</i>							
49.1	Receive approval from the Board of Fire and Police Commissioners to begin a recruitment process				<input checked="" type="checkbox"/>			Approval received in 2015
49.2	Develop recruitment process timeline				<input checked="" type="checkbox"/>			
49.3	Administer the promotional process				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Promotional process components completed, initial register of eligibles developed
49.4	Finalize Police Sergeant register of eligibles						<input type="checkbox"/>	

City Manager's Office Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
50 Landscape / Snow Shovel Assistance <i>Provide landscape / snow shovel assistance to low-income seniors and disabled residents through Youth members or HP High School volunteers</i>	Frey	January	March					
50.1 Create program guidelines.				<input checked="" type="checkbox"/>				
50.2 Secure volunteers.				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
50.3 Promote program.				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
50.4 Implement and evaluate program on a continuous basis.				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Complete for winter/spring 2016
51 Bird Friendly Regulations <i>Work with Community Development to draft possible bird friendly building regulations</i>	Espiritu/E. Olson	February	July					
51.1 Bring regulations to task force for input					<input checked="" type="checkbox"/>			
51.2 Present task force recommendations for Council consideration						<input type="checkbox"/>		
52 Apply for Crown Communities Award <i>Nominate a project that is unique, bringing short and long term value through innovative financing</i>	Espiritu	July	November					
52.1 Identify project						<input type="checkbox"/>		
52.2 Prepare application						<input type="checkbox"/>		
52.3 Submit application							<input type="checkbox"/>	
53 Prepare Hearing Officer Agreements in Admin. Adjudication <i>Establish new agreements for Administrative Hearing Officers</i>	Sabo	January	April					
53.1 Draft agreement language for two Administrative Hearing Officers				<input checked="" type="checkbox"/>				
53.2 Present agreements to City Council for approval					<input checked="" type="checkbox"/>			Hearing Officer agreement extensions approved at April 11, 2016 City Council meeting.
54 Improve Monthly Admin Hearing Reports <i>Improve reports to include month to month comparative data</i>	Sabo/Knaus	January	March					
54.1 Prepare layout of report to include month to month comparative data				<input checked="" type="checkbox"/>				
54.2 Implement content and layout changes into administrative hearing software				<input checked="" type="checkbox"/>				
54.3 Test functionality and accuracy of automated reporting within administrative hearing software				<input checked="" type="checkbox"/>				
54.4 Begin disseminating revised monthly report				<input checked="" type="checkbox"/>				Created monthly report showing Admin Hearing program year over year fines and collections. Report configuration completed and new format of report currently being disseminated.

City Manager's Office Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
55 National Day of Service	Frey	January	December					
<i>Continue National Day of Service on MLK Day in conjunction with Human Relations Commission</i>								
55.1 Help plan festivities on MLK Day with HRC				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55.2 Help coordinate event with HRC and multiple agencies				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Successful event held on January 18, 2016
55.3 Conduct post event evaluation					<input checked="" type="checkbox"/>			
56 Character Counts and Humanitarian Awards	Frey	January	June					
<i>Work with the Character Counts and Humanitarian Steering Committee on award recipients and recognition ceremony.</i>								
56.1 Meet with committee members to plan event details and assign job responsibilities				<input checked="" type="checkbox"/>				
56.2 Promote awards nomination, process, and deadlines, and accept applications.				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
56.3 Meet with committee to review nominees and choose award recipients.					<input checked="" type="checkbox"/>			
56.4 Send letter to nominators and nominees regarding selection of winners.					<input checked="" type="checkbox"/>			
56.5 Host awards ceremony.					<input checked="" type="checkbox"/>			Ceremony held on April 20, 2016
56.7 Evaluate the entire process and propose changes as needed.					<input checked="" type="checkbox"/>			Event completed for 2016
57 Lake County Leadership Alliance	Neukirch	February	June					
<i>Coordinate Alliance with Mayor Rotering to bring together LC leaders to discuss a regional matter of importance</i>								
57.1 Coordinate w/ Mayor; establish the speaker and forum, Protecting Our Communities – Fight Against Gun Violence				<input checked="" type="checkbox"/>				
57.2 Plan logistics and carry-out				<input checked="" type="checkbox"/>				

Community Development Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
1 HP Theater Redevelopment	Neukirch/Fontane/Hersch	Jan	Dec					
<i>Evaluate revitalization options</i>								
1.1	Review & Respond to Proposals			X				Reviewed and responded to offers
1.2	Letter of Intent to Purchase				X			Letter of Intent from Canel Companies Approved
1.3	P&S Contract Development & Consideration				X			Draft P&S Developed
1.4	P&S Executed / Purchaser Due Diligence					O		
1.5	Application for Public Hearing / Commission Review					O		
1.5	City Council Consideration of Commission Recommendations						O	
2 Design Review	Cross/Jahan	Jan	Sept					
<i>Chapter 176 Design Review Process, Application Requirements and Guidelines / Standards</i>								
2.1	Review Relevant Best Practices			X				Complete
2.2	Develop Recommendations & Design Guidelines			X	X			Guidelines - Drafted & Under Review by Staff
2.3	Make Recommendation to the City Manager					O		
2.4	Present to Plan & Design Commission & City Council as Appropriate					O		
2.5	Implement Changes as Approved							
3 Ravinia - Roger Williams Streetscape - Phase I	Olson/Gomez (PW)	Jan	Jun					
<i>Design, Fabricate and Install Select Signs and Street Markings</i>								
3.1	Identify Desired Sidewalk Bump-out Design			X				Completed
3.2	Procurement Construction Design & Installation Plans Services w/ Public Works			O	O			Bids currently being solicited by Public Works
3.3	Installation of Remaining Sign					O		Will install sign concurrently with bump-out
3.4	Installation of Curb Bump-Out and Additional Crosswalks					O		Public Works contract requires completion by end of October
3.5	Obtain cost and schedule alternatives for electric service from ComEd			O	O	O		Doland Engineering is working with ComEd
3.6	Electric Installation					O		
4 Ravinia - TIF Capital Improvement Planning	Olson/Gomez (PW)	Jan	Jun					
<i>Reassess Capital Improvement Plans for the Ravinia District</i>								
4.1	Review Existing Plans for the District				O	O		
4.2	Hold Internal and External Stakeholder Meetings to Assess Capital Improvement Plan					O	O	
4.3	Make Recommendation to the City Manager and City Council as Appropriate						O	

Community Development Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
8 Building and Zoning Seminar for Contractors <i>Present to builder community re: City Processes</i>	John Tilton / Planning Division	Jan	Jun					
8.1 Develop session program						0		
8.2 Identify attendees and invite						0		
8.3 Conduct workshop						0		
9 Building Code Amendment to 2012 ICC Codes <i>Develop and propose building code amendments</i>	John Tilton / Aki M	Jan	Jul					
9.1 Identify Changes to Highland Park Building Code Amendments				0	X			Identified changes & drafting amendments
9.2 Internal Review of Proposed Changes						0		Under review
9.3 Conduct Focus Group Meetings with Key Stakeholders (Development Community)						0		
9.4 Develop Revised Recommendations						0		
9.5 Solicit Comments						0	0	
9.6 Present to Recommendations to City Council							0	
10 Rental & Safety Regulation Program <i>Ongoing Implementation & Monitoring</i>	Tilton/Gilbert/Lustig/Camacho	Jan	Dec					
10.1 Yearly Registration Outreach Mailing				X				Completed (719 renewals)
10.2 Annual Renewal Mailings				X				Completed Outreach Mailing, Highlander Piece etc.
10.3 Registration Data Entry				X	X			Complete
10.4 Non-response follow-up					0	0		Follow-up initiated
10.5 Education / Outreach Mailing Development						0		
10.6 Education / Outreach Mailings Regarding Safety, Maintenance & Zoning Code						0	0	

Community Development Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
11 Bike Walk Implementation	Charmain/ Nick/Joe P./Gomez (PW)	Jan	Dec					
<i>Implementation Activities to implement Bike-Walk 2030 Plan</i>								
11.1	Draft Family Friendly Bikeway Plan			X				Completed
11.2	Bike / Walk Advisory Group							
11.21	Identify implementation strategy				X			Met in May to identify timeline and strategy for implementation
11.22	Recommendations/approval					O		Meeting scheduled in July.
11.3	Transportation Committee				X			Completed/Approved
11.4	Present Final Family Friendly Bikeway Plan to City Council					O		Present to City Council
11.5	Coordinate with PW to implement Family Friendly Bikeway Plan				X			Identified projects for near and long term implementation.
11.6	Community Outreach RE Family Friendly Bikeway Plan						O	Per BWAG recs
11.7	Coordinate with PW to implement 2016 and identify 2017 projects						O	In tandem with 11.5.
11.8	League of American Bicyclists Application						O	Initiated in Q2 and due in August.
12 Board and Commission Training	H&K and Staff Liaisons	Jan	Dec					
<i>Roberts Rules, Making Sound Decision, OMA etc.</i>								
12.1	Plan & Design Commission Training					O		Scheduling with H&K
12.2	Housing Commission Training					O	O	Scheduling with H&K after Housing Planner hired
13 Historic Preservation Commission Projects	Cross/Jahan	Jan	Dec					
<i>Implement Commission Budget Objectives</i>								
13.1	Education and Awards Programming					O	O	
13.2	Review of Historic Preservation Regulations					O		Deffered

Community Development Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
14 Review of Major Development Proposals	Planning Div. Staff	Jan	Dec					
<i>Consider development proposals brought before City</i>								
14.1	515 Roger Williams (30 units)							
14.2	1992 Second St. Planned Development Minor Amendment					O		Minor Amendment Consideration
14.3	Buchanan Oil PD/SUP for 1333 Half Day Rd Minor Amendment			X				Completed
14.4	1021 County Line Rd. Planned Development (12 SFD Units)			X				Completed
14.5	McGovern House (73 Unit MFD)			X				Completed
14.6	D-112 Facilities Reconfiguration Project			X				Completed - Meeting w/ District Staff - Referendum failed
14.7	Ravinia DAS SUP			O	X			Approved
14.8	1554, 1564, and 1576 Oakwood Ave. (27 unit MFD)			O	X			Completed - Denied
14.9	Extranet (wireless carrier)					O		July 5, 2016 Public Hearing
15 Other Building Division Projects	John Tilton	Jan	Dec					
<i>Implement Budget Objectives</i>								
15.1	Secure contract services for temp admin/clerical staff to help address construction season demands			O	X			Completed Procurement Selected Vendor
15.2	Review Phone Systems and make adjustments as appropriate				O	O		Worked with IT to assess issues with phone system
15.3	Commercial Plan and Multi-Family Plan Review Services					O		Conduct RFP Process for Services
15.4	Assess Contract Services Offered by Lake County vs. Private Government Services					O		
16 Other Planning Division Projects	Cross/Olson	Jan	Dec					
<i>Route 41 Signage</i>								
16.1	IDOT approval on concept					O		Attempted to secure application materials (no response from IDOT)
16.2	Develop Cost Est. / Budget Amendment					O		
16.3	Identify Sign Designer & Fabrication vendor					O	O	
16.4	Obtain IDOT Approval, Fabrication & Installation					O	O	

Community Development Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
17 Housing Program Objectives	Charmain Later	Jan	Dec					
<i>Implement Commission Budget Objectives</i>								
17.1	Evaluate Refinancing Options Affordable Housing Developments			O	O			HC to decide Q3 whether to move forward
17.2	Evaluate Property Tax Status Alternatives for Affordable Housing			O		O		Assembling documents for H&K review.
17.3	Peers Window & Partial HVAC Replacement Project							
17.4	Complete Preparation of Bid Package for Project			O	X			Draft bid documents prepared
17.41	H & K review					O		H & K reviewing
17.42	HC approval					O		
17.5	Procure Services for Implementation					O		Q3
17.6	Installation						O	4Q & 2017 - as weather and material procurement permitting
18 Sale or Lease of Ravinia Housing Parking Lot	Charmain Later	Jan	Dec					
<i>Related to the 515 Roger Williams Development Approval</i>								
18.1	Lease between City and Ravinia Housing			O		O		Waiting on HUD
18.2	Survey of Property			O		O		Survey does not match development plan - KI resolving
18.3	Appraisal of Property				O	O		KI to submit once land for purchase is clearly identified in survey
18.4	Sale Negotiations				O	O	O	
18.5	Review by Mortgage Holders					O	O	
18.6	Housing Commission Approval					O	O	
18.7	Presentation to City Council for Consideration						O	
19 Review of Inclusionary Housing Regulations	Charmain Later	Jan	Dec					
<i>Facilitate & Develop Task Force Recommendation</i>								
18.1	Initial Task Force Proposal			O	O	O		Finalizing proposal - delayed due to staff turnover
18.2	Housing Commission Review					O		
18.3	Plan & Design Review Commission					O		
18.4	Task Force Recommendation					O		
18.5	Recommendation to COTW					O		
18.6	Implement Recommendations as Approved						O	Prepare code amendmendments as needed.

Community Development Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
20 Process Documentation, Improvement & Cross Training Project	Lustig/Camacho & All Clerks	Jan	Jun					
<i>Process Improvement</i>								
20.1	Establish Process Documentation for all Bld Functions			O	O	O		Significantly Complete - Developing and Refining Process Docs
20.2	Update Existing Process Documentation for all Functions			O	O	O		Significantly Complete - Developing and Refining Process Docs
20.3	Identify Customer Facing Process & Documentation Improvements			O	O	O		Developing Permit Handouts
20.4	Review by Management Team				O	O		
20.5	Implementation of Documentation and Process Improvements				O	O		
20.6	Cross Training in Key Functional Areas			X	X	O	O	Cross-Trained Admin staff for permit intake, fee outs
21 Accessibility of Services to Customers Improvement Project	Eric Olsen / Carol Lustig							
21.1	Evaluate Web-site and Application Documentation vs. Best Practice			X				Researching other Cities
21.2	Develop Revised Content and Layout as Appropriate				O	O	O	Improvements under development
21.3	Implement Changes			O	O	O	O	See above items
22 Public Notice and Outreach Assessment Project	Joel Fontane, John Tilton, Carol Lustig, Andy Cross / Eric Olsen							
22.1	Evaluate Notification / Outreach Requirements & Policies for Land Use Considerations			O	O			Template for a new public notification drafted
22.2	Created Development Map, List of all Projects Requiring Notice and Public Access to Building Info			X				Complete
22.3	Make Recommendations to City Manager / City Council as appropriate					O		
22.4	Implement Changes						O	
23 Records Retention Project	Deputy Dir /John Tilton / Finance (IT)							
23.1	Evaluate Department's Record Retention vs. Best Practices				O	O		Delayed - Reviewing Best Practices
23.2	Identify Records to Continue to Retain				O	O		Identified records in the Planning Division and began planning for Bld Div.
23.3	Make Electronic Records					O	O	
23.4	Complete Formal Records Destruction Process as Appropriate & Permitted by Law						O	
24 Reorg Transition Implementation	Joel Fontane, John Tilton, Mike Gilbert, Dan Pease, Larry Amidei							
24.1	Kick-off meetings with Staff			X				Complete - reorg and transition of Fire Prevention to CD
24.2	Mgt coordination and planning meetings with Fire & Highwood			X	X			Complete - Met internally and with Highwood Mgt team to discuss and plan transition
24.3	Recruitment of additional Fire Inspector				X			Completed - joint effort of Fire and CD
24.4	Considering Internal Candidates for Sr. Inspector / Sr. Plans Examiner / Planner II positions			O	X			Completed
24.5	Coordination of Codes with Highwood				O	O	O	Code changes will be made in concert with those for Highland Park (ICC 2012 Code Adoption)
24.6	Move of Fire Prevention to Community Development				X			Completed - Office moves completed June 15

Finance Department Major Initiatives - 2016

P1 = Priority 1
P2 = Priority 2

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
5 Eden User Forum - Short-term Goals & Training (P1) <i>Quarterly Eden Training and User Input Process.</i>	B.Arman/E.Robinson	Jan	Dec					
5.1 Review previous years goals				✓				Prior year goals were reviewed during the first quarterly meeting held on 2/17/16.
5.2 Prepare for quarterly forum and Training Schedule				✓				Quarterly training schedule set during the first quarterly meeting held on 2/17/16.
5.3 Host quarterly forum				✓	✓			First quarterly forum held - 2/17/16, second meeting held - 4/12/16 First quarterly training session held on 3/1/16,
5.4 Host quarterly training Sessions based on user input				✓	✓			second training session held 4/18/16 on permitting Third training session held 6/15/16 on budgeting forth training set for forth quarter on general Eden Questions
5.5 Develop goals based on User input at quarterly forum								
6 Eden ERP Longevity Evaluation (P1) <i>Assess the longevity potential of Eden as the City's ERP and present recommendation to City Council for approval.</i>	J.O'Connell/B.Arman	Jan	Dec					
6.1 Sent out questionnaire for benchmarking to local municipalities				✓				Distributed questionnaire to NWMC - local municipalities on their use and experience with an ERP system and compiled results - 3/22/16
6.2 Coordinate meetings with Department representatives.					✓			Met with department directors and representatives to evaluate Eden longevity and short term needs.
6.3 Develop Eden vs. User requirements GAP analysis.					✓			Created list of Eden's short term fixes and incorporated into IT Projects.
6.4 Benchmark best-in-class municipal ERP systems.					✓			Benchmarked 17 Northshore communities and compiled findings.
6.5 Prepare recommendation and present to Senior Staff.					✓			Presented on 2nd quarter IT steering committee on 6/21/16
6.6 Prepare recommendation and present to City Council.					✓			Developed Staff Memorandum and presentation for 7/25 COTW
7 2015 Annual Audit (P1) <i>Coordinate annual audit of City Financials with City's external auditors.</i>	J.Logan/E.Robinson	Dec'15	Jun					
7.1 Preliminary Fieldwork.				✓				Preliminary fieldwork completed in December 2015.
7.2 Final Fieldwork.				✓				Final fieldwork completed in March 2016, including first time Single Audit. Smooth process for both auditors and City staff. No reportable findings.
7.3 Review Draft Report.					✓			Complete.
7.4 Present Final Report to City Council.					✓			Accepted by City Council 6/13/2016
7.5 Prepare and submit CAFR and AFR to GFOA, State of IL, Lake County.					✓			Complete.

Finance Department Major Initiatives - 2016

P1 = Priority 1
P2 = Priority 2

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
8 2017 Liability Insurance Renewal and RFP (P1)	E.Robinson	May	Nov					
<i>Coordinate annual insurance renewal for Liability Insurance.</i>								
8.1	Solicit feedback from other municipalities for insurance options.				✓			Complete. Municipalities are split between using pools and broker services.
8.2	Issue Request for Proposals.				✓			RFP issued and responses received. Interviews in Q3.
8.3	Conduct interviews and select broker							
8.4	Conduct asset inventory and complete renewal applications							
8.5	Review Market Responses from Mesirow and prepare proposed insurance package.							
8.6	Present proposed package to City Council for approval.							
9 2017 Budget Process (P1)	J.Logan/P.Post	Mar	Dec					
<i>Complete Fiscal Year 2017 Budget and present for City Council approval.</i>								
9.1	Automate Division Narrative Grids					✓		Complete.
9.2	Develop Budget Timetable			✓				Budget Timetable draft was developed for review with City Council at April workshop.
9.3	Present mid-year financial review at COTW.			✓				Presentation re-branded and Staff Memo drafted. Both pending final June 2016 results, for 7/25/2016 presentation to City Council.
9.4	Update IT allocation model			✓				Complete and approved by IT Steering Committee.
9.5	Hold Kick-Off Meeting and Budget entry training for employees.			✓				Meeting occurred 6/15/2016.
9.6	Complete Personnel Budget & draft compensation plan for 2016.							
9.7	Coordinate Departmental Meetings with City Manager.							
9.8	Coordinate preliminary budget workshops.							
9.9	Issue Draft of Proposed Budget to City Council and Staff.							
9.10	Complete budget workshops to review Proposed Budget.							
9.11	Present property tax levy estimate and hold public hearing on Proposed Budget.							
9.12	Present final Budget for City Council Approval.							
9.13	Present Property Tax Levy for City Council Approval.							
9.14	Complete GFOA Budget Award Process							
10 Support Labor Negotiations Processes (P1)	E.Robinson	Jan	Dec					
<i>Provide contract costs analysis throughout the year for on-going Collective Bargaining Negotiations.</i>								
10.1	Provide costs analysis per request from CMO.			✓	✓			Supported labor negotiations as needed.

Finance Department Major Initiatives - 2016

P1 = Priority 1
P2 = Priority 2

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
11 IT System Upgrades (P1)	J.Musselman/B.Arman	Jan	Dec					
<i>Semi-Annual Eden Upgrades, Server Upgrades, Jon to add/revise as required</i>								
11.1	Identify Systems which need upgrades			✓				Systems have been identified and outlined in the 2016 IT Project Timeline document Met with Steering Committee and discussed required systems upgrades.
11.2	Update Steering Committee on systems being updates throughout year			✓	✓			Time line has been of upgrades has been incorporated into the IT Project task list and reviewed at 6/21/16 steering committee meeting.
11.3	Upgrade System(s)				✓			Systems are being upgraded in line with the IT project task list.
12 2016 Vehicle Sticker Season (P1)	R.Boyko/N.George	Feb	Oct					
<i>Coordinate annual vehicle sticker season and all participating agencies.</i>								
12.1	Issue vehicle sticker software vendor RFP							N/A - Vehicle sticker software will be assessed as a module within a potentially new ERP.
12.2	Review proposals to determine if new vendor will be selected							N/A - Vehicle sticker software will be assessed as a module within a potentially new ERP.
12.3	Implement new software (if applicable)							N/A - Vehicle sticker software will be assessed as a module within a potentially new ERP.
12.4	Initiate Payment website, approve final proofs for mailing.							
12.5	Issue Highlander article and web blasts notifying residents of renewal.				✓			Highlander article ready to be issued on June 24 for the July issue.
12.6	Process records through lockbox, over the counter and mail.							
13 Investigate Dog License Renewal with Email (P2)	C.Osborne/B.Arman	Feb	Jul					
<i>Assess whether dog license renewal can be sent via email</i>								
13.1	Research and test system capability of emailing renewals							Email addresses have been updated based on 2015 applications. Dog license renewal forms are currently being updated.
13.2	Develop and document process steps			✓	✓			Babrok consulted with Eden to certify application for TOP's compatibility and to incorporate Finance-required changes.
13.3	Enter email addresses for current dog owners							
13.4	Update dog application and renewal form to include option to receive via email					✓		Finance in process of developing application mock-up in order for Eden to quote development. Project will be postponed to FY 2017 so email address can be captured for this process
13.5	Include notice in Highlander and paper renewals							
14 Utility Bill Redesign and Printing RFP (P1)	S.Jackson	Jul	Dec					
<i>Review Utility Bill for Upgrade Redesign and Complete a Request for Proposals for Utility Bill Printing.</i>								
14.1	Complete Draft Proposal & solicit other municipalities for participation.							
14.2	Issue Request for Proposals.							
14.3	Complete Evaluation process and conduct interviews.							
14.4	Prepare recommendation and present to City Council.							

Finance Department Major Initiatives - 2016

P1 = Priority 1
P2 = Priority 2

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
15 Implement Eden Fixed Asset Module (P1)	Boyko/Osborne/George/Arman	Apr	Sep					
<i>Transfer fixed asset records into Eden Fixed Asset module</i>								
15.1	Setup and test Eden Fixed Assets module				✓			Fixed asset import template was setup. Importing of assets through FY2015 will be tested end of Q2.
15.2	Document process for posting fixed assets to Eden							
15.3	Import fixed asset records							
15.4	Verify beginning and ending balances							
15.5	Monitor based on documented process developed above							
16 Implement Tyler Cashiering at Remote Locations (P1)	D.Forrest/B.Arman	Jan	Jun					
<i>Implement cashiering software in PD and CMO</i>								
16.1	Meet with department leaders to document and map current process to new process				✓			Dorothy Forrest and Debbie Dayboll planned implementation and new processes. CMO review to be completed in the 2nd quarter.
16.2	Setup Tyler Cashiering for other locations				✓			PD set-up is complete. Setup in Senior Center planned for early May.
16.3	Install software on user computers					✓		Tyler Cashiering user accounts created for PD. Software was installed on 6 workstations 6/15/16.
16.4	Train users							
16.5	Perform internal audits based on process documentation							
17 Assess expansion of online payment offering (P2)	N.George/C.Osborne	Jul	Dec					
<i>Assess the ability for additional services to be offered for online payments</i>								
17.1	Determine transactions that could be offered online							
17.2	Perform analysis of current or new systems that could be used to expand offerings							
17.3	Provide analysis to management							
17.4	Perform testing							
17.5	Document process and procedures							
17.6	Implement payment portal							
18 Fire and Police Pension Investment Policies (P1)	J.Logan	Jan	Apr					
<i>Review/Update Fire and Police Pension Investment Policies and present for Pension Board approvals.</i>								
18.1	Review public pension funds investment laws.				✓			Complete
18.2	Benchmark best-in-class municipal public pension investment policies.				✓			Complete
18.3	Complete revised policy draft.				✓			Complete
18.4	Present revised policy draft to Pension Boards				✓			Approved at January 2016 Pension Board meetings.

Finance Department Major Initiatives - 2016

P1 = Priority 1
P2 = Priority 2

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
19 Develop Popular Annual Financial Report (P2)	J.Logan/CMO Intern	Jan	Jun					
<i>Develop and complete Fiscal Year 2015 PAFR and present for City Council approval.</i>								
19.1	Learn GFOA Popular Annual Financial Report (PAFR) requirements.			√				
19.2	Benchmark best-in-class municipal PAFRs.			√				
19.3	Complete PAFR draft.							N/A - City Manager recommended the City's Annual Report should not be converted to PAFR format, in order to expedite Annual Report issuance. Note that PAFR format would require CAFR completion prior to PAFR issuance, which would delay PAFR issuance to June.
19.4	Present PAFR draft to City Manager.							N/A - see 19.3.
19.5	Present PAFR draft to City Council.							N/A - see 19.3.
19.6	Publish final PAFR.							N/A - see 19.3.
19.7	Complete GFOA PAFR Award Process							N/A - see 19.3.
20 Staff Computer Systems (P1)	B. Arman/ J. Musselman	Jan	Dec					
<i>Replace wkstns, laptops, mobile data computers, other hardware in accordance with City replacement policy & budget allocations.</i>								
20.1	Prioritize system replacement schedule.			√				Created five-year system replacement document for workstations and laptop systems. Briefed the steering committee on replacement schedule at first 2016 meeting.
20.2	Determine System requirements for user needs.			√				Requirements have been determined
20.3	Solicit quotes and Procure equipment.				√			Quotes for all system replacements have been received. Laptop and tablet systems have been received. Workstations and Toughbook's are on order.
20.4	Install system(s).				√			Deployment of systems has begun. Laptop have been deployed. Tablets currently in the works.
21 City Fiber Network - Shared (P1)	J.O'Connell	Jan	Dec					
<i>Coordinate review/design/proposal for 2016 construction of a fiber connection.</i>								
21.1	Select vendor for Detail Design Study - RFP process			√	√			Contacted CTC Technology & Energy for sample RFP's for detailed design studies Worked with CTC to refine Fiber project and pricing for the City and Park District. Preparing presentation for City Council.
21.2	Present the findings of the detail design study to the City Council				√			Staff Memo written and pending City Manager approval.
21.3	RFCA to move forward on Fiber Project							
21.4	Construction RFP & selection							
21.5	Obtain permits and right away							
21.6	Construction six to nine months - into 2017							

Finance Department Major Initiatives - 2016

P1 = Priority 1
P2 = Priority 2

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
22 Financial Reporting Processes and Documentation (P1)	R.Boyko/M.Hernandez	Jan	Dec					
<i>Upgrade & City-Brand Monthly Financial Reporting and Process; A/R Process Standardization; Develop & Implement Finance Metrics Strategy - all focused on improved effectiveness and efficiency</i>								
22.1	Determine metrics and standards for reporting			√				Metrics have been identified. Currently, presentation formats are being reviewed.
22.2	Design template for all reports				√			Templates designed to incorporate City branding for Unbilled Revenue report and Performance Measures and are being updated for June financials. Updated financial report design also to be presented with the June reporting.
22.3	Present to management							
22.4	Publish reports using updated template							
23 Mobile Phone Booster System for PW Building (P1)	J.Musselman	Apr	Dec					
<i>Facilitate better cell phone communications within the Pubic Works building</i>								
23.1	Identify the location(s) of poor signal quality			√				Walk through completed 3/11/2016 with Verizon and PW to identified areas that need improved coverage
23.2	Research alternatives to solve cell quality issues				√			Meet with Verizon, discussed options available to the City. In house building booster system has been determined to be the best solution
23.3	Solicit quotes for hardware solution if needed				√			Worked with Verizon's preferred vendor to develop a design and quote the project for the City.
23.4	Manage installation of system by vendor				√			Completed installation of the booster system. Finalizing contract with Verizon for the authorization to boost their signal.
24 Review & Implement Safety Handbook (P2)	J.Logan/D.Forrest	Jan	Dec					
<i>Review & Implement Safety Handbook</i>								
24.1	Coordinate planning meeting with Mesirow and City Staff.			√	√			Finance and CMO met with Mesirow to discuss expectations. Mesirow presented a work plan to the City in April.
24.2	Complete draft plan to revise procedures with Mesirow Representative.				√			Mesirow trained supervisors in safety awareness. Mesirow in process of interviewing all departments and surveying employees for current state assessment.
24.3	Present Draft Safety Handbook for feedback.							
24.4	Present final plan to City Manager for approval.							
25 Shared Services with Library Finance (P2)	E.Robinson/R.Boyko	Jul	Dec					
<i>Review/recommend opportunity for Shared Services with Library Finance.</i>								
25.1	Meet with City and Library staff to discuss opportunities							
25.2	Perform cost-benefit analysis							
25.3	Present analysis to City Manager and Library Executives							
25.4	Present to City Council							
25.5	Implement processes							

Fire Department Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	CA	Q1	Q2	Q3	Q4	NOTES
1 2017-2022 Strategic Plan	DC Amidei, BC Kephart	Jan	Sept	X					
<i>Develop 5yr and 10 yr strategic plan to determine future mission, values and goals</i>									
1.1	Identify community needs, future trends, and department goals.				✘				Working with department officers to complete by end of year.
1.2	Establish a plan with benchmarks to attain future goals					✘			Draft complete- Reviewing in-house prior to sending to City Manager
2 Evaluate location for new fire station #32	Chief Pease, DC Amidei	Feb	Dec	X					
<i>Conduct architectural study to determine best location for Fire Station #32</i>									
2.1	Determine department needs and future location & prepare RFP for study				✘				RFQ being prepared for Project manager. Thereafter, conceptual plans will be developd and outreach to the neighborhood.
2.2	Request bids					✘			RFQ submission deadline is June 30, 2016.
2.3	Choose vendor						<input type="checkbox"/>		
2.4	Schedule study							<input type="checkbox"/>	
2.5	Present findings to the City Council at a COTW							<input type="checkbox"/>	
3 Citizens Fire Academy	DC Amidei, FF Schrage	Jan	Dec	X					
<i>New Public Education program for adults</i>									
3.1	Develop outline of content for new program					✘			Content completed- Action plans for impementation completed 2nd quarter
3.2	Meet with training committee					✘			Dates have been finalized and instructors are being assigned
3.3	Finalize all aspects of the program						<input type="checkbox"/>		
3.4	Set first course dates for the Academy							<input type="checkbox"/>	
4 Re-Accreditation	Accreditation Committee	Jan	Dec						
<i>Meet with accreditation committee to assign tasks and complete documents</i>									
4.1	Assign tasks for documentation needed, SOC, SAM, and Strategic Plan				✘				Accreditation Committee ahead of schedule preparing documents
4.2	Prepare and update exhibits for accreditation					✘			IGA with HWD is being incorporated into accreditation documents
4.3	Fill out paperwork with CPSE for re-accreditation						<input type="checkbox"/>		
5 Evaluate 2012 IFC for adoption	Chief Pease/ Insp. Gilbert	Jan	Dec	X					
<i>Evaluate IFC codes and mirror them to the 2012 IBC and IRC</i>									
5.1	Evaluate 2012 IFC code as it relates to IBC and IRC				✘				IFC Completed- Waiting on building to complete IBC, IRC
5.2	Consult with Community Development to have supporting language with IFC, IBC, and IRC					✘			IFC Completed- Waiting on building to complete IBC, IRC
5.3	Prepare with ammendments preferred IFC code						<input type="checkbox"/>		
5.4	Present recommended code for adoption							<input type="checkbox"/>	

Fire Department Initiatives - 2016

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	CA	Q1	Q2	Q3	Q4	NOTES
6	Succession Planning <i>Evaluate current succession model and update accordingly</i>	Chief Pease, DC Amidei	Mar	Aug						
6.1	Meet with FD personnel (one on one) to determine individual expectations					✘				Succession for all positions constantly evolving- All positions currently filled
6.2	Train staff						✘			Special team member currently in school to obtain certifications
6.3	Publish new succession plan								<input type="checkbox"/>	
7	Meeting regularly with Highwood personnel re: Fire Service IGA <i>Conduct on-going assessment and review of fire service to Highwood per Intergov Agreement</i>	Manager Neukirch/Chief Pease	Mar	December						
7.1	Meet regularly with Highwood City Manager					✘	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operations meeting held with CM and Highwood to discuss transition and operations plan.
7.2	Assess number and type of calls, including mutual aid					<input type="checkbox"/>	✘	<input type="checkbox"/>	<input type="checkbox"/>	IGA implemented June 14, 2016. Service levels being evaluated daily
7.3	Provide mid-year and year end report to the City Council						<input type="checkbox"/>		<input type="checkbox"/>	
8	City of Highwood Risk Assessment for Buildings and Life Safety <i>Complete Pre-Plans and Drawings for anticipated Highwood contract</i>	DC Amidei/Command Staff	Jan	Dec						
8.1	Seek Highwood approval					✘				Completed
8.2	Involve FD Personnel						✘			Seeking input from personnel for transition.
8.3	Establish a plan with benchmarks to attain future goals						✘	<input type="checkbox"/>		Preplan Program in full operation- Time of completion estimated Sept 2017
8.4	Incorporate Pre-plans into master pre-plan book for department use								<input type="checkbox"/>	
9	Establish eligibility list for new recruits <i>Establish new list to replace expired list</i>	Chief Pease	Jan	Feb						
9.1	Work with HR to develop process					✘				Currently accepting applications
9.2	Conduct Testing						✘			Written test completed- 1st round Interviews of top 24 candidates completed,
9.3	Recommend to City Manager for approval							<input type="checkbox"/>		Second round of interviews to be completed by Board of Fire & Police Commission.
9.4	Establish new eligibility list								<input type="checkbox"/>	
10	Evaluate Special Teams - Replace outgoing members <i>Fill vacated position</i>	Chief Pease, Deputy Chief Amidei	Jan	Feb						
10.1	Work with special team leaders to recruit individuals					✘				All positions filled
10.2	Post available positions and interview to fill positions						✘			Position posted due to recent retirements; candidates selected
10.3	Train candidate						✘	<input type="checkbox"/>		Training for certification is underway
10.4	Appoint candidate								<input type="checkbox"/>	

Police Department Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
1 PD to obtain alternative funding for Opiate Initiative <i>Train & Equip sworn personnel with Naloxone kits to reverse effects of opioid overdoses</i>	Chief Shafer	Jan	Oct					
1.1 Research new funding source for Naloxone kits				☒				Staff reviewed funding with existing Lake County source.
1.2 Identify new funding source for Naloxone kits				☒				Meetings with Lake County determined that a new funding source for Naloxone was not required. A new supply will be provided to replace kits that will expire in 2016.
1.3 Distribute new kits					☒			New auto injectors were distributed to a portion of staff. Remainder of new injectors will be delivered in July.
2 Focused traffic safety details <i>Traffic safety details will be conducted in school safety zones, business districts and high traffic complaint areas</i>	Cmdr. Lowman	Jan	Dec					
2.1 Maintain a list of traffic complaints				☒				A list of traffic complaints from citizens has been compiled each month and distributed to staff. The first quarter traffic initiative focused on complaints listed in the 2015 Citizen Satisfaction Survey. This enforcement campaign was held from February 2, 2016 through February 17, 2016. The detail focused on use of Wireless and Electronic devices, Texting While Driving, Seat Belt Violations, Yielding to Pedestrians in Crosswalks and Improper Turning to Parking Spaces in the Central Business District. The second quarter traffic initiative took place from May 23, 2016 through May 31, 2016. The goal of this initiative focused on bike safety and encouraged compliance through education and enforcement.
2.2 Conduct time appropriate enforcement each quarter				☒	☒			
3 Maintain active Police Sergeants eligibility list <i>Current list will be exhausted on March 31, 2016</i>	Chief Shafer	Jan	May					
3.1 Work with HR to begin application process				☒				An action plan for the testing process was created with Human Resources staff and the Board of Fire and Police Commission. Eight (8) application were received for the position of Police Sergeant. An internal evaluation will be completed in April. The Written test will be conducted on May 10, 2016.
3.2 conduct testing					☒			The Department internal evaluation of candidates was completed on April 26, 2016. The written exam was held on May 10, 2016. Assessment Center completed on June 15, 2016. Final list to be posted on July 5, 2016
3.3 Formulate eligibility list								
3.4 Board of Fire & Police Commissioners approve eligibility list								
4 Implement electronic crash reporting system <i>Install system to integrate with IL Department of Transportation system</i>	D.C. Wilinski	Jan	Dec					
4.1 Install electronic crash system from Iyetech				☒				The Iyetech crash reporting software was installed in all computers. The system was tested with the State to insure all reporting requirements were met. Staff was trained in the use of the programs including supervisory review. Informational flyers for the program were created and printed for distribution to motorist. The program will be implemented in the near future. In car printers have not been obtained. Lake County is in the process of determining a vendor.
4.2 Obtain in-car printers								
4.3 Train officers				☒				
4.4 Implement program					☒			The electronic crash reporting was implimented and is in use. In car printers have not been obtained. Lake County is still in the process of selecting a vendor.

Police Department Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
5 DUI/Occupant Safety Education & Enforcement <i>IDOT STEP DUI & occupant safety grant initiative</i>	Sgt. O'Neill	Jan	Dec					
5.1 Draft Council Action for budget amendment to utilize grant funds				<input checked="" type="checkbox"/>				IDOT STEP grant application was submitted and approved. A Council Action for a budget amendment will be submitted in May of 2016. DUI & Seat Belt initiative was conducted during St. Patrick's Day. Results will be reported to IDOT when future Holiday campaigns are conducted. DUI & Seat Belt initiative was conducted during Memorial Day weekend. Results will be reported to IDOT when future Holiday campaigns are conducted.
5.2 Conduct St. Patrick's Day initiative and report results to IDOT				<input checked="" type="checkbox"/>				
5.3 Conduct Memorial Day initiative and report results to IDOT					<input checked="" type="checkbox"/>			
5.4 Conduct Independence Day initiative and report results to IDOT								
5.5 Conduct Labor Day initiative and report results to IDOT								
5.6 Satisfy grant requirements with IDOT								
5.7 Seek new traffic grant opportunities								
6 Upgrade firearms training facility <i>facility needs baffles & deflection plates replaced and upgraded for rifle training</i>	Sgt. Bonaguidi	Jan	Dec					
6.1 Determine upgrades necessary & prepare RFP				<input checked="" type="checkbox"/>				The facility was inspected and the required upgrades were identified. An RFP was prepared and published. RFP's for the project were received and reviewed. A vendor was identified and the contract will be presented to Council on April 25 for review. The RFP was approved by Council and meetings have been conducted to schedule the start of the project.
6.2 Request bids				<input checked="" type="checkbox"/>				
6.3 Choose vendor				<input checked="" type="checkbox"/>				
6.4 Schedule upgrades and construction					<input checked="" type="checkbox"/>			
7 Schedule Commander to attend Staff & Command <i>Professional development for Command Staff</i>	Chief Shafer	Jan	June					
7.1 Register Commander for March 2016 course				<input checked="" type="checkbox"/>				Commander Lowman was enrolled in the course in January of 2016. He is currently in the class. Cmdr. Lowman attended and graduated on May 20, 2016.
7.2 Commander completes course					<input checked="" type="checkbox"/>			
8 Schedule Sergeants to attend Supervision Course <i>Professional development of Staff</i>	Chief Shafer	Jan	Dec					
8.1 Schedule two Sergeants to attend Supervision of Police Personnel				<input checked="" type="checkbox"/>				Sgt. De Laurentis is enrolled in the September 2016 class.
8.2 Sergeants complete course								

Police Department Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
14 Review Parking Permits	Sgt. O'Neill/Finance	Jan	Aug					
<i>Review existing Parking Permits to determine if the existing system can be simplified to better serve the public</i>								
14.1	Complete an inventory of all existing parking permits			☒	☒			The Parking staff is currently completing an inventory of the existing parking permits. This goal is in progress. The Parking staff has obtained fine schedules from other agencies and are comparing them with our current structure.
14.2	Evaluate if any permits can be combined to reduce the number of needed permits							
14.3	Review proposed changes with legal services							
14.4	Present to Council for review							
15 Share the road campaign	Sgt. O'Neill	Jan	Sept					
<i>Spring/Summer review of enforcement efforts; bicycle safety; driver and cyclist education</i>								
15.1	Identify periods for spring and summer Share the Road Campaigns including partnering with outside police agencies			☒				Staff is preparing to meet with neighboring communities to coordinate future Share the Road Campaigns.
15.2	Provide advanced notice to the public when campaigns will take place				☒			Public notice of the program was distributed.
15.3	Conduct the education/enforcement initiatives				☒			The education and enforcement program took place between May 23, 2016 and May 31, 2016.
15.4	Publicize the results of the program							
16 Youth Citizens Police Academy (YCPA)	Deputy Chief Wilinski	Jan	Sept					
<i>Provide a Youth Citizens Police Academy.</i>								
16.1	Develop a curriculum for a YCPA			☒				The Juvenile Section of Investigations is reviewing the curriculum from previous YCPA to prepare a condensed course for the summer of 2016.
16.2	Identity staff members to teach curriculum for YCPA				☒			Staff has developed the curriculum and identified the instructors. Establishing the dates of the program is being finalized. The JCPA has been scheduled and 14 applications have been accepted.
16.3	Determine dates of YCPA and seek applications							
16.4	Conduct the YCPA							

Public Works Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
1 Water Meter Replacement & Automatic Meter Reader Installation <i>Implement replacing 6,000 meters and 10,000 automatic meter reader (AMR) units</i>	Ron Bannon	Jan	Dec					
1.1 Continue to monitor progress of project				<input checked="" type="checkbox"/>				Ongoing. Meter installations over 40% completed.
1.2 Coordinate with water billing on transfer of accounts				<input checked="" type="checkbox"/>				Ongoing with meter installation.
1.3 Completion and bimonthly billing with no estimates implemented							<input type="checkbox"/>	
2 Pace Bus Shelters & Additional Pace Fuel Efficient Vehicles <i>Discussions with Pace regarding installation of additional shelters and options for Green Fleet Vehicles.</i>	Annette Cardiff/Lee Overholser	Jan	Dec					
2.1 January meeting with HPHS regarding possible placement of bus shelter at HPHS.				<input checked="" type="checkbox"/>				HPHS ongoing review of transit options.
2.2 Review current Pace policies & initiate discussion with Pace regarding bus shelter installation & green fleet technology.				<input checked="" type="checkbox"/>				Ongoing.
2.3 Letter to Pace expressing interest in Green Fleet initiatives.				<input checked="" type="checkbox"/>				Letter sent to Dep. Exec Dir of Revenue Services Melinda Metzger expressing City's interest in Greener Fleet vehicles. Pace response indicating inclusion of request with their capital funding.
3 Private Improvements Acceptance Policy <i>Develop general policy for public acceptance of private infrastructure.</i>	Annette Cardiff/Manny Gomez	Jan	Dec					
3.1 Draft policy for internal review.				<input checked="" type="checkbox"/>				Ongoing.
3.2 Present draft policy to City Council for input and direction					<input checked="" type="checkbox"/>			Presentation to City Council on April 11.
3.3 Finalize details of the policy.					<input checked="" type="checkbox"/>			Completed.
3.4 City Council acceptance of the policy.					<input checked="" type="checkbox"/>			City Council approved policy on May 23, 2016.
4 Consider water distribution expansion to Glencoe, Highwood & Lake Forest <i>Continue dialog with decision-makers of neighboring communities for potential future water customers</i>	Don Jensen/Ramesh Kanapareddy	Jan	Dec					
4.1 Reach out to communities for updates				<input checked="" type="checkbox"/>				Ongoing with Glencoe/Highwood. Lake Forest to proceed with plant upgrade.
4.2 Provide updates and assist with water modeling							<input type="checkbox"/>	

Public Works Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
5 New Residential Sidewalk Installation on Local Street Policy	Manny Gomez	Jan	Dec					
<i>Draft procedures to request new sidewalk on local residential streets</i>								
5.1	Draft policy for internal review.			<input checked="" type="checkbox"/>				Ongoing.
5.2	Present draft policy to City Council for input and direction				<input checked="" type="checkbox"/>			Presentation to COTW June 27.
5.3	Finalize details of the policy.				<input type="checkbox"/>			In progress. Planned to bring policy forward to 7/25/2016 City Council meeting for approval.
5.4	City Council acceptance of the policy.						<input type="checkbox"/>	
6 Construction Truck Traffic Policy	Manny Gomez/Ramesh Kanapareddy	Jan	Dec					
<i>Draft procedures for implementing a fee to be charged for construction related heavy traffic</i>								
6.1	Draft policy for internal review.			<input checked="" type="checkbox"/>				Ongoing.
6.2	Present draft policy to City Council for input and direction				<input checked="" type="checkbox"/>			Presentation planned for City Council Q3 or Q4.
6.3	Finalize details of the policy.					<input type="checkbox"/>	<input type="checkbox"/>	
6.4	City Council acceptance of the policy.						<input type="checkbox"/>	
7 Implementation of Green Fleet Initiatives	Linda Ramsey/Ron Bannon	Jan	Dec					
<i>Seek environmentally friendly alternatives for purchase and operations of City Fleet</i>								
7.1	Consideration of green alternatives for fuel or fleet replacement			<input checked="" type="checkbox"/>				Ongoing.
7.2	Planning of replacement of City vehicles with fuel efficient vehicles				<input checked="" type="checkbox"/>			Electric engineering van replacement 6/27/2016 City Council meeting.
7.3	Budgeting and Incorporation of green Fleet into 5-yr CIP				<input checked="" type="checkbox"/>			Ongoing.
7.4	Department Fleet presentation to Council						<input type="checkbox"/>	
8 APWA Re-Accreditation	Ramesh Kanapareddy/Annette Cardiff	Jan	June					
<i>Review and update as needed Public Works policies, procedures and practices. Successfully complete APWA site visit in May 2016.</i>								
8.1	Step 1 Division Staff review of all assigned components.			<input checked="" type="checkbox"/>				Finalizing submittals.
8.2	Step 2 Submit APWA application for Reaccreditation.				<input checked="" type="checkbox"/>			To be submitted with application fee by April 15.
8.3	Step 3 Prep for site-visit.				<input checked="" type="checkbox"/>			Ongoing. Site visit scheduled for May 12 & 13.
8.4	Step 4 Follow-up & completion as needed.					<input checked="" type="checkbox"/>		PW Reaccredited May 23, 2016

Public Works Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
9 Development & Implementation of 5-yr Capital Improvement Program	Ramesh Kanapareddy	Jan	Dec					
<i>Prioritize and fund capital projects</i>								
9.1	Progress of upcoming capital projects			<input checked="" type="checkbox"/>				Update to City Council scheduled for April 25.
9.2	Planning FY 17-FY 21 capital projects				<input checked="" type="checkbox"/>			Ongoing.
9.3	Estimating and prioritizing capital projects				<input checked="" type="checkbox"/>			In progress.
9.4	Presentation to Council 5-yr CIP						<input type="checkbox"/>	
10 Assisting Police Department with Handicap Parking Modifications in Central Business District	Ramesh Kanapareddy/Paul Shafer	April	November					
<i>Coordinate with Police on handicap parking inventory</i>								
10.1	Work with Police on the feasibility of new curb cuts for ADA compliance				<input checked="" type="checkbox"/>			Ongoing.
10.2	Cost estimate and budget public parking modifications based on feedback from Council						<input type="checkbox"/>	
11 Public Outreach and Notification of Construction Projects	Ramesh Kanapareddy/Manny Gomez	January	March					
<i>Coordinate with CMO staff to communicate public construction projects through increased use of social media and signage</i>								
11.1	Review opportunities to increase awareness of public construction projects			<input checked="" type="checkbox"/>				Currently underway with Highlander, eblast and website (GIS Construction Storymap). On-site signage to communicate project and web site for update.
11.2	Implement standard operating procedures for enhanced communication to the public			<input checked="" type="checkbox"/>				Ongoing.