

City Manager's Office Major Projects - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
1	Continue to support the community and manage City operations and appropriate services and programs to support the community following the Highland Park Shooting in 2022 <i>(Major project details pertaining to the City's response and work effort are detailed further below in this report)</i>							
1.1	Continue to manage communications with victims and the general public			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Continue to coordinate and meet regularly with local government and resource partners to ensure appropriate service and programs are offered to the public			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Maintain on-going communication with City employees and ensure resources are provided to employees			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Plans are underway as the City takes the lead on planning a permanent memorial in the community; Staff will ensure the temporary memorial is maintained			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	Coordinate with the Lake County State's Attorney and communicate regularly with victims/families as the offender trial is considered			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	Coordinate with the Lake County State's Attorney and communicate regularly with victims/families as the offender trial is considered			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	City Council Special Workshop							
<i>Coordinate with the Mayor and Council and plan a Special Workshop for budget development and strategic planning purposes</i>								
2.1	Select the date and draft an agenda for the meeting				<input type="checkbox"/>			
2.2	Coordinate meeting details and lead meeting					<input type="checkbox"/>		
2.3	Following the workshop conduct a post event report and work plan					<input type="checkbox"/>		

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3	Government Partner Meetings	Neukirch	January	December				
	<i>Plan quarterly government partner meetings with School Districts, Park, Library, County, Township et al</i>							
3.1	City to manage meeting schedule and conduct follow-up as warranted.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Neighborhood Meetings w/ Government Partners	Neukirch	January	May				
	<i>Coordinate meeting with our government partners and promote to the public to invite public feedback and idea exchange. Consider one meeting in Spanish and consider another meeting in Russian.</i>							
4.1	Coordinate meetings; promote and conduct post communication and follow-up as necessary.				<input type="checkbox"/>	<input type="checkbox"/>		
4.2	Facilitate meetings and follow-up as appropriate					<input type="checkbox"/>		
4.3	Assess the program to determine if program should be ongoing and if so what changes are recommended					<input type="checkbox"/>		
5	Continue partnership with Community Resource Partners	Neukirch/Vargas						
	<i>Lake County State's Attorney's Office, Moraine Township, Family Service Lake County, Highland Park Library, Highwood Library, Police Social Worker, North Suburban Legal Aid, United Way of Lake County, Lake County Emergency Management Agency</i>							
5.1	Continue with monthly meetings				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Expand service provider pool to enhance support to victims of Highland Park Shooting				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Continue to share resource information and resource updates with service providers				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Continue to share resource information with victims impacted by the Highland Park Shooting				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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5.5	Continue to work with the SAO and AG office regarding Victims' Compensation			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Memorial	Neukirch/Vargas						
6.1	Present framework, focused on the memorial commission structure and public engagement process, at a Committee of the Whole meeting			<input type="checkbox"/>				
6.2	Complete research of other memorials from communities that have endured mass casualties			<input type="checkbox"/>				
6.3	Serve as staff liaison to the Permanent Memorial Commission, manage meetings and report regularly to the City Manager, other staff/Council, public and victims			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.4	Coordinate with Public Works and ensure the temporary memorial is maintained			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Victim Support	Vargas						
7.1	Continue communication with victims and regularly assess needs (i.e. financial, emotional, psychological, nutritional, survival)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	Establish policies and procedures for on-going therapy, support and services to victims given long-term needs			<input type="checkbox"/>				
7.3	Provide short-term therapy to address immediate concerns and continue support groups			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.4	Continue collaboration with government and resource providers for purposes of resiliency building within the community			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Highland Park Shooting Ongoing Communications Plan	Vargas/Civitello						
8.1	Establish a communications plan based on feedback with victims to ensure swift and clear communication in light of various requests for communication modalities (written, phone call, email, video etc)			<input type="checkbox"/>				
8.2	Evaluate and implement communication strategies as approved, i.e. (texting/sms messaging, translator services for improved communication)			<input type="checkbox"/>				

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8.3	Communicate with victims before/after case updates, major milestones, and on an on-going basis			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9-11	2023 4th of July Events			All	January	August		
	<i>Collaborate with the Park District of Highland Park and other partners as we plan for July 4, 2023 events which may include a time of remembrance, a walk/parade, and an evening events all tbd.</i>							
>>	Continue meeting with the Park District and City Council members to plan and engage with the public, victims and governments/resource partners for their feedback/input			<input type="checkbox"/>				
9	Time of Remembrance							
9.1	Establish program for community to gather together to commemorate and remember the events of July 4, 2022 at 10:14am			<input type="checkbox"/>				
9.2	Determine and secure location, speakers, equipment, and security needs			<input type="checkbox"/>	<input type="checkbox"/>			
9.3	Connect with victims and the families of the deceased to communicate intentions of the event			<input type="checkbox"/>	<input type="checkbox"/>			
9.4	Coordinate plans and communications with community partners			<input type="checkbox"/>	<input type="checkbox"/>			
9.5	Finalize program details					<input type="checkbox"/>		
9.6	Communicate to all audiences					<input type="checkbox"/>		
9.7	Execute and debrief event					<input type="checkbox"/>	<input type="checkbox"/>	
10	Possible Walk/Parade or other consideration							
10.1	Collaborate with partners to determine action oriented event for 2023 - parade, walk, other			<input type="checkbox"/>				

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10.2	Develop event plan, location, timeline, etc			<input type="checkbox"/>	<input type="checkbox"/>			
10.3	Connect with victims and the families of the deceased to communicate intentions of the event; communicate purpose of event and seek participants from all audiences			<input type="checkbox"/>	<input type="checkbox"/>			
10.4	Secure any required equipment, security, and other day of required resources				<input type="checkbox"/>			
10.5	Promote active or passive participation as event nears through all communication modalities				<input type="checkbox"/>			
10.6	Execute and debrief the event				<input type="checkbox"/>	<input type="checkbox"/>		
11	Evening Event							
11.1	Finalize research on alternative Independence Day celebration options			<input type="checkbox"/>				
11.2	Council approval of entertainment contract(s)			<input type="checkbox"/>				
11.3	Connect with victims and the families of the deceased to communicate intentions of the event			<input type="checkbox"/>	<input type="checkbox"/>			
11.4	Promote event through all communication modalities				<input type="checkbox"/>			
11.5	Secure any required equipment, security, and other day of required resources				<input type="checkbox"/>			
11.6	Execute and debrief the event				<input type="checkbox"/>	<input type="checkbox"/>		
12	Recruit new user for Metra Station Coffee/Concessions Shoppe	Jason	January	December				

An RFP in 2022 brought forth no responses; will try again in Q1 of 2023 to bring a concessions vendor back to the Central Metra station.

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12.1 Complete the RFP process for a vendor to assist with the upgrade of needed equipment				<input type="checkbox"/>				
12.2 Enter into contract with approval from City Council				<input type="checkbox"/>	<input type="checkbox"/>			
12.3 Operations resume at Metra concessions					<input type="checkbox"/>			
13 Communitywide All-In Composting	Jason	January	December					
<i>In 2022 the Council approved moving to all-in communitywide curbside residential composting; roll-out of the program will include considerable coordination and communication with LRS and SWALCO to educate on the program parameters, distribution of cans, and ongoing education on the ease, eligible items, and overall how curbside composting works.</i>								
13.1 Coordinate communications with LRS to amplify start date, can opt-out option, can delivery dates, etc				<input type="checkbox"/>				
13.2 Assist LRS in selcting a location from which to roll-out can delivery				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13.3 Conduct continual community outreach and education with LRS and SWALCO				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13.4 Launch program on June 1st					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.5 Track program usage from opt-in to all-in program						<input type="checkbox"/>	<input type="checkbox"/>	

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14 Solar Home Tour & EV Show	Jason	June	October					
<i>Highland Park participated in a hyper-local solar home tour as part of the IL Solar Education Association's 2022 Statewide program in 2022. In 2023 incorporate an Electric Vehicle car show event, potentially at a location that features a solar array in place.</i>								
14.1	Commit to participation in the 2023 ISEA program					<input type="checkbox"/>	<input type="checkbox"/>	
14.2	Work with Sustainability Advisory Group to secure residential and business participants in the Solar tours					<input type="checkbox"/>	<input type="checkbox"/>	
14.3	Work with Sustainability Advisory Group and local large solar array locations to secure site for EV car set-up					<input type="checkbox"/>	<input type="checkbox"/>	
14.4	Communicate event to public through communication modalities, yard signage, etc					<input type="checkbox"/>	<input type="checkbox"/>	
14.5	Obtain feedback from participants and SAG						<input type="checkbox"/>	<input type="checkbox"/>
15 Review and evaluate the City's internal Diversity, Equity and Inclusion Initiatives	Neukirch/Taub	January	Dec					
<i>Review and identify the City's current diversity, equity, and inclusion practices, develop recommendations to sustain and/or enhance the initiatives.</i>								
15.1	Establish integrated DEI management team to conduct the review and develop recommendations					<input type="checkbox"/>	<input type="checkbox"/>	
15.2	Evaluate current diversity, equity, and inclusion initiatives					<input type="checkbox"/>	<input type="checkbox"/>	
15.3	Identify and develop recommendations to sustain and/or enhance the City's current practices					<input type="checkbox"/>		
15.4	Present recommendations to City Manager and City Council as appropriate						<input type="checkbox"/>	
15.5	Implement programs and training as recommended and approved						<input type="checkbox"/>	<input type="checkbox"/>

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16 Review and Evaluate Recruitment Practices to enhance Diversity and Inclusion Initiatives	Barnes	January	Dec					
<i>Review and evaluate the City's recruitment practices enhance anti-bias and non-discrimination in the City's hiring decisions including outreach to diverse candidates</i>								
16.1 Evaluate current recruitment practices and identify additional training recommendations for City staff involved with hiring and onboarding				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
16.2 Partner with Departments to identify professional organizations, recruitment events, and areas of outreach to broaden the City's candidate base					<input type="checkbox"/>			
16.3 Develop a plan for any recommended outreach or training initiatives, including estimated costs for inclusion in the 2022 budget					<input type="checkbox"/>			
16.4 Present report to City Manager and Senior Staff for feedback and direction						<input type="checkbox"/>	<input type="checkbox"/>	
16.5 Implement initiatives as outlined in plan							<input type="checkbox"/>	
17 Leaf Blower Regulation Regional Work Effort	Neukirch/CMO/ CD	January	June					
<i>This initiative began in 2022 when Highland Park took the lead and began working with Glencoe, Wilmette and other municipalities and partner agencies to evaluate the need and impact for gas powered leaf blower regulations. The Working Group drafted a report for each organization's consideration.</i>								
17.1 Present Regional Working Group Report and City of HP recommendation to the City Council for consideration				<input type="checkbox"/>				
17.2 Present considerations to Sustainability Advisory Group and the public for input					<input type="checkbox"/>			
17.3 Present formal code amendments, if warranted and share with licensed landscapers and the general public					<input type="checkbox"/>			
17.4 Continue coordination with neighboring communities					<input type="checkbox"/>			

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18 Procurement of Electric Vehicle Charging Station(s) for Central South Lot	Jason	July	December					
<i>The Central South Lot has preinstalled conduit to allow for the installation and operation of electric vehicle charging stations. Seek and identify any grant opportunities to procure and install EV charging station(s) in the Central South Lot. In 2021, staff evaluated identifying a third party operator of EV charging stations however this project was deemed to small for a third party operator to own and operate the charging station. In the absence of grants, funding from the Sustainability Fund may be considered.</i>								
18.1	Evaluate grant or funding opportunities for EV Charging Stations					<input type="checkbox"/>	<input type="checkbox"/>	
18.2	Identify location and number of EV Stations to be installed; Conduct procurement					<input type="checkbox"/>	<input type="checkbox"/>	
18.3	Coordinate installation and deploy charging stations for public use						<input type="checkbox"/>	
19 Finalize Sale of Lot 1, 54 Laurel, former HP Senior Center	Neukirch/staff	March	June					
<i>The City entered into an agreement with Compass for real estate services to sell Lot 1 at 54 Laurel; the property is under contract as of 1/1 with a closing date anticipated before 1/31</i>								
19.1	Present ratification of real estate agreement for sale of Lot 1			<input type="checkbox"/>				
19.2	Coordinate real estate closing in cooperation with legal counsel			<input type="checkbox"/>				
20 Designer/Contractor Selection Senior Center Rennovation	Jason/Frey	July	December					
<i>Rennovation of the Senior Center is budgeted to begin in 2024. Selection of a designer and subsequently a contractor for the project in 2023 will allow for proper planning and budgeting for 2024 to keep the project moving forward as planned.</i>								
20.1	Complete RFP process for architect, engineer, design professional			<input type="checkbox"/>				
20.2	Contract approval by Council			<input type="checkbox"/>				
20.3	Collaborate with partners and conduct public engagement			<input type="checkbox"/>	<input type="checkbox"/>			

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20.4 Final design review and approval					<input type="checkbox"/>	<input type="checkbox"/>		
20.5 Complete RFP process for proejct contractor					<input type="checkbox"/>	<input type="checkbox"/>		
20.6 Contract approval by Council						<input type="checkbox"/>	<input type="checkbox"/>	
20.7 Set timeline and budget for 2024 construction							<input type="checkbox"/>	
21 Scooter and Shared Bicycle Opportunities	Jason	October	December					
<i>Identify opportunities to bring a bike share or scooter sharing program to Highland Park. Have explored Zagster and Bird for a bike sharing program in the past.</i>								
21.1 Explore bike and scooter sharing operators					<input type="checkbox"/>			
21.2 Obtain proposals from bike and scooter sharing operators to locate in Highland Park						<input type="checkbox"/>		
21.3 Present potential bike or scooter sharing program to City Council for consideration							<input type="checkbox"/>	

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22	Arbor Day Event & Communitywide Shred Event	Jason/Forestry	February	April				
	<i>Host annual Arbor Day celebration event and include drive electric show. Previous years held as a drive-thru event due to Covid; plan to return to outdoor in-person event in Ravinia parking lot in 2022.</i>							
22.1	Meet with Forestry, Business Development, and Communications staff to plan and coordinate annual Arbor Day special event				<input type="checkbox"/>			
22.2	Coordinate with partner agencies as appropriate - SWALCO, PDHP, Go Green, Metro Mayor's Caucus, business groups and secure partner for shredding opportunity on site				<input type="checkbox"/>	<input type="checkbox"/>		
22.2	Identify opportunities to meet tenants of the HP Sustainability Plan and incorporate members of SAG in the event process				<input type="checkbox"/>	<input type="checkbox"/>		
22.3	Identify date and time of event, location, program details, possible give aways, marketing plan, and funding sources for the event (funding in the past was provided by Ravinia SSA)				<input type="checkbox"/>	<input type="checkbox"/>		
22.4	Create event plan and hold event					<input type="checkbox"/>		
23	Sustainability Plan Update for 2023-2025	Jason/ Management Analyst	February	December				
	<i>Finalize update to Sustainability Plan for 2023-2025. In 2022 SAG reviewed the Sustainability Plan 2020-2022 in preparation to review and present the 2023-2025 plan in Q1 of 2023.</i>							
23.1	Present draft 2023-2025 Sustainability plan to SAG for review, feedback, and recommendation to Council				<input type="checkbox"/>			
23.2	Present Sustainability Plan draft to SAG and City Council for feedback and to finalize				<input type="checkbox"/>	<input type="checkbox"/>		
23.3	Share sustainability objectives throughout organization so that opportunities for incorporating sustainable practices and meeting objectives of the new plan are front of mind when budgeting and planning for future projects					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.4	Maintain citywide sustainable projects work plan for tracking progress.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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24 Coordinate a City Civics Course for the public (i.e. Neighborhood Leadership Academy)	Jason/Management Analyst	February	December					
<i>Hold virtual or in-person course on City Civics to teach residents about City operations and processes</i>								
24.1	Develop and finalize course curriculum				<input type="checkbox"/>			
24.2	Develop course schedule, materials, marketing, and registration process				<input type="checkbox"/>	<input type="checkbox"/>		
24.3	Hold course virtually or in-person depending on pandemic status					<input type="checkbox"/>	<input type="checkbox"/>	
24.4	Evaluate course and determine if course should continue in future years						<input type="checkbox"/>	
25 Solar Panels for City Facilities (Water Treatment Plant; Water Reservoir; Public Services; HPCC)	Jason/Management Analyst	January	December					
<i>Revisit procurement of solar panels for City facilities</i>								
25.1	Identify consultant to assist with solar panel procurement process; Review availability of incentives and prepare RFP and project timeline accordingly				<input type="checkbox"/>			
25.2	Prepare and issue RFP for rooftop solar installation				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.3	Installation of rooftop solar panels on City facilities						<input type="checkbox"/>	

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26 Review City Archives Process and Library MOU Agreement	Jason	January	December					
<i>Review City archives and explore partnerships with sister governments for shared archives and related costs; reestablish new Library MOU based on expired MOU with any additional components as deemed necessar. Process of review began in 2022.</i>								
26.1 Draft new archive specific section for inclusion in updated MOU; including special section for items related to Highland Park Shooting				<input type="checkbox"/>				
26.2 Discuss archival needs with sister governments and identify partners for shared archives				<input type="checkbox"/>	<input type="checkbox"/>			
26.3 Create agreement and operational processes for administration of the archives and build into updated Library MOU					<input type="checkbox"/>			
26.4 Present updated Library MOU for Council approval						<input type="checkbox"/>	<input type="checkbox"/>	
27 Review City Hall Emergency Plan	Jason	January	December					
<i>Review City Hall Emergency Action Plan and update as necessary.</i>								
27.1 Review City Hall Emergency Action Plan				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27.2 Update City Hall Emergency Action Plan as necessary in cooperation with police, fire and finance staff				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27.3 Provide training to City Hall located staff including but not limited to ALICE training, emergency weather training reviews, etc				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27.4 Implement Action Plans and review with all appropriate staff				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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28 Business Incentive Review	Hersch	July	Dec					
<i>Explore additional incentives to attract businesses in Highland Park and fill vacancies</i>								
28.1	Research, idea generation, and initial discussion with Committee of the Whole to determine their interest.			<input type="checkbox"/>	<input type="checkbox"/>			
28.2	Draft new program(s): identify funding sources, review with BEDAG, present to Council				<input type="checkbox"/>	<input type="checkbox"/>		
28.3	Budget, produce marketing materials, promote, implement new incentives						<input type="checkbox"/>	
29 Port Clinton Art Festival	Hersch/Jason/D otson	January	Sept					
<i>Special event administration</i>								
29.1	Meet with Amdur and City staff to discuss event management options and review proposed site plan prior to application: Consider formal MOU or other agreement with the City to formalize terms/conditions				<input type="checkbox"/>			
29.2	Event promotion and 40th Anniversary recognition				<input type="checkbox"/>	<input type="checkbox"/>		
29.3	Pre-event meeting with Amdur and staff; manage timeline, assignments, discussions with merchants on access and parking				<input type="checkbox"/>	<input type="checkbox"/>		
29.4	Post event review						<input type="checkbox"/>	
30 Business Awards	Hersch / Jason / BD Specialist	January	December					
<i>Business Recognition - Award businesses for their longevity; Beautification - Award businesses for their façade improvements; Sustainability - Award businesses for their sustainability efforts</i>								
30.1	Business Recognition - Maintain list of dates businesses are established & photograph recognized businesses; seek SAG feedback regarding sustainable processes recognition			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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30.2	Beautification - Seek nominations, survey BEDAG for selection feedback, photograph nominees				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30.3	City Council award presentation						<input type="checkbox"/>	<input type="checkbox"/>	
30.4	Promote awards & award winners						<input type="checkbox"/>	<input type="checkbox"/>	
31	Special Service Area 17	Hersch	January	Dec					
	<i>Administration and coordination of SSA17 activities</i>								
31.1	Meet with property owners to discuss events, budget, PR firm, event production assistance				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
31.2	Prepare and execute promotional plans: Food Trucks, Marketing, Music Management and coordinate joint programming with TAC				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
31.3	Manage PR firm, event producer - marketing, communications & events, music contractor and provide event oversight as needed				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31.4	Arrange for storage POD in parking lot (signs, bags, stage...), new banners, and any additional infrastructure needs				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31.5	Prepare quarterly & year-end reports				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	Special Service Area 18	Hersch	January	Dec					
	<i>Administration and coordination of SSA18 activities</i>								
32.1	Meet with property owners & business owners to discuss TIF and SSA				<input type="checkbox"/>	<input type="checkbox"/>			
33	Briergate Tax Increment Finance District (TIF)	Hersch	January	Dec					

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<i>Encourage Redevelopment of the Briergate Area</i>								
33.1 Schedule & conduct JRB meetings				☐	☐	☐	☐	
34 Promotion of Local Business Community	Hersch/Bennett	January	Dec					
<i>Promotion of Highland Park, new businesses and Events to enhance City's profile regionally and keep Highland Park top of mind</i>								
34.1 Review best practices and ways to enhance marketing the City, businesses, events, initiatives, programs				☐	☐	☐	☐	
34.2 Implement marketing plan: Enjoy Highland Park, Visit Lake County, Event promotions, other				☐	☐	☐	☐	
34.3 Continue to promote the City's dining, retail, cultural, and natural attractions on the enjoyhighlandpark.com website with fresh, campaign-aligned content.					☐	☐	☐	

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35	The Lot Event Space 2023	Hersch/Bennett	January	Nov				
	<i>Plan and operate 2023 season at The Lot outdoor public event venue in the North St Johns parking lot.</i>							
35.1	Draft a report/recommendation for the City Manager and to share with the City Council				<input type="checkbox"/>			
35.2	Manage the event management company to program the space, negotiate contracts, manage, and market the space.				<input type="checkbox"/>			
35.3	Identify infrastructure needs for season and coordinate with City departments as needed				<input type="checkbox"/>	<input type="checkbox"/>		
35.4	Operate June - November including 8 major events					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.5	Post event and management review						<input type="checkbox"/>	<input type="checkbox"/>
35.6	Begin planning for and pricing out long term implementation: including rezoning and buildout of the space.						<input type="checkbox"/>	<input type="checkbox"/>
36	Implement mentoring program for City Staff	Taub	January	Dec				
	<i>Implement a mentoring program for City staff in order to assist the City in reaching its goals and objectives through improving employee performance, increasing employee satisfaction, strengthening retention rates, and developing a leadership pipeline</i>							
36.1	Research mentoring programs, including best practices, on mentoring programs with a focus on effective public sector programs.				<input type="checkbox"/>	<input type="checkbox"/>		
36.2	Develop mentoring program					<input type="checkbox"/>		
36.3	Present program to Senior Staff and City Manager for review and feedback and finalize program based upon the information received					<input type="checkbox"/>	<input type="checkbox"/>	
36.4	Present mentoring program to employees and implement program						<input type="checkbox"/>	<input type="checkbox"/>

City Manager's Office Major Projects - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
37	Provide Crisis Communications training to elected officials, directors and Public Information Officers	Taub	January	Sept				
	<i>Ensure City elected officials, Directors and Public Information Officers receive crisis communications training to enhance their ability to communicate with the public in an emergency.</i>							
37.1	Receive quotes and proposals for training and select/confirm vendor				<input type="checkbox"/>			
37.2	Work with vendor on content to ensure the training meets the needs of the City				<input type="checkbox"/>			
37.3	Implement crisis communications training					<input type="checkbox"/>	<input type="checkbox"/>	
38	EnerGov System Implementation	Lukasik/Arman/ Palbitska	January	April				
	<i>In partnership with Project Managers Lukasik and Arman, coordinate implementation of new Permitting and Licensing system according to the</i>							
38.1	Review and re-plan implementation with Tyler Technologies and internal staff				<input type="checkbox"/>			
38.2	IT & data conversion activities (hardware configurations; preliminary data extraction; data mapping; data conversion; data conversion validation; and program installation)				<input type="checkbox"/>	<input type="checkbox"/>		
38.3	Knowledge transfer (process review; forms review; reports review; system interface requirements; approve recommendations; system specification document)				<input type="checkbox"/>	<input type="checkbox"/>		
38.4	Implementation (create forms; create reports; acceptance testing; final data extraction; final data conversion; set-up for users and configuration items)				<input type="checkbox"/>	<input type="checkbox"/>		
38.5	Training				<input type="checkbox"/>	<input type="checkbox"/>		
38.6	Post-project activities (review and assessment; follow-up training)				<input type="checkbox"/>	<input type="checkbox"/>		
39	Update City Code to Remove/Replace "Moral Character" in regards to licensing and permitting	Palbitska	April	December				
	<i>Review City Code to remove/replace the reference of "moral character" in regards to the consideration of a permit or license</i>							

City Manager's Office Major Projects - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
39.1 Review the City Code and assess sections that will need to be updated					<input type="checkbox"/>			
39.2 Work with the City Manager and Holland & Knight on any necessary Code Amendments					<input type="checkbox"/>			
39.3 Code Amendments approved by City Council						<input type="checkbox"/>		
39.4 Update Special Event Permit and Vendor Applications based on Code Amendments							<input type="checkbox"/>	
40 Administrative Order for Letters of Credit	Palbitska	April	September					
<i>Establish an Administrative Order ("AO") outlining the processing of Letters of Credit</i>								
40.1 Prepare draft AO					<input type="checkbox"/>	<input type="checkbox"/>		
40.2 Assistant City Manager and City Manager review draft document					<input type="checkbox"/>	<input type="checkbox"/>		
40.3 Request feedback from Community Development, Public Works and Elrod Friedman					<input type="checkbox"/>	<input type="checkbox"/>		
40.4 Provide Community Development and Public Works with AO					<input type="checkbox"/>	<input type="checkbox"/>		

City Manager's Office Major Projects - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
41 Standard Operating Procedures for Liquor Control Commission Meetings/Hearings	Palbitska	January	June					
<i>Create a step by step process to ensure that Liquor Control Commission Meetings/Hearings for violations against a licensee are scheduled properly and all process are followed.</i>								
41.1	Create step by step process as to how and when Liquor Control Commission Hearings/Meetings are scheduled			<input type="checkbox"/>	<input type="checkbox"/>			
41.2	Review of process by City Manager & Legal			<input type="checkbox"/>	<input type="checkbox"/>			
41.3	Provide SOP to Liquor Control Commissioners and Staff				<input type="checkbox"/>			
42 Covenants Scanned into Laserfiche	Palbitska	January	December					
<i>Scan historical covenants into Laserfiche; obtain permission from the State for destruction of documents</i>								
42.1	Send request to the State for permission to destroy records once they have all been scanned into Laserfiche			<input type="checkbox"/>				
42.2	Scan all historical covenants into Laserfiche			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42.3	Communicate with staff once all documents have been scanned						<input type="checkbox"/>	
43 Free Website Update and Redesign per Contract with Revize	Bennett	January	July					
<i>As part of the City's agreement with Revize, upon renewal of the agreement, Revize shall provide a free no cost website redesign to improve efficiency and accessibility</i>								
43.1	Conduct a site audit and solicit feedback from stakeholders			<input type="checkbox"/>				
43.2	Conduct a usability survey to obtain public feedback on potential website improvements			<input type="checkbox"/>				

City Manager's Office Major Projects - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
43.3					<input type="checkbox"/>			
43.4					<input type="checkbox"/>			
43.5				<input type="checkbox"/>				
44	Update Public Art Map and Develop Public Art Website Pages	Bennett	January	June				
	<i>Create an interactive, digital public art map with accompanying downloadable map and website pages</i>							
44.1	Work with Sister Governments to include all public art within the City				<input type="checkbox"/>			
44.2	Work with GIS to create an interactive map of public art pieces, with information on each				<input type="checkbox"/>			
44.3	Design a new, downloadable public art map					<input type="checkbox"/>		
44.4	Develop, post, and promote accompanying public art website pages					<input type="checkbox"/>		
45	Complete 2022 Annual Report	Bennett	January	June				
	<i>Create the 2022 Annual Report and PAFR</i>							
45.1	Collect information from all departments				<input type="checkbox"/>	<input type="checkbox"/>		
45.2	Design the report and fill in all information				<input type="checkbox"/>	<input type="checkbox"/>		
45.3	Make changes based on feedback and release				<input type="checkbox"/>	<input type="checkbox"/>		

City Manager's Office Major Projects - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
45.4 Update the 2022 Annual Report: Work in June with Finance information to use as a Popular Annual Financial Report (PAFR)				<input type="checkbox"/>	<input type="checkbox"/>			
46 Cultural Arts Plan Update	Bennett	January	December					
<i>Update the Cultural Arts Plan for 2024-2026</i>								
46.1 Meet with stakeholders to obtain feedback on future goals and objectives				<input type="checkbox"/>				
46.2 Draft Cultural Arts Plan 2024-2026 update						<input type="checkbox"/>		
46.3 Present updated Cultural Arts Plan for 2024-2026							<input type="checkbox"/>	
47 Create and Enhance City Streaming/Video Content	Bennett/Walter	January	December					
<i>Enhance the cohesion of the City's streaming content with new supporting graphics and produce content as needed for City events and communications.</i>								
47.1 Update streaming and broadcast graphics.				<input type="checkbox"/>				
47.2 Create video content in relation to memorial services and July 4th					<input type="checkbox"/>	<input type="checkbox"/>		
47.3 Explore opportunities for video content creation for City in relation to other holidays, community events, and policy related info					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48 Establish Emergency Plans for Senior Center and Highland Park Country Club	Frey	January	June					
<i>Create Emergency Action Plan for Senior Center and Highland Park Country Club</i>								
48.1 Review City Hall Emergency Action Plan				<input checked="" type="checkbox"/>	<input type="checkbox"/>			

City Manager's Office Major Projects - 2023

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
48.2	Meet with fire and police personnel to create/review emergency plans				<input type="checkbox"/>	<input type="checkbox"/>			In progress
48.3	Draft Emergency Action Plan for Senior Center and Highland Park Country Club with feedback from Police and Fire Department				<input type="checkbox"/>	<input type="checkbox"/>			
48.4	Implement Action Plans and review with all appropriate staff				<input type="checkbox"/>	<input type="checkbox"/>			
49	Host MLK Day of Service	Frey	January	January					
<i>Host 2023 MLK Day of Service Event and begin plans for the 2024 Event</i>									
49.1	Finalize schedule of events and activities - amplify participation as event approaches				<input type="checkbox"/>				
49.2	Host 2023 Event (in-person) and debrief				<input type="checkbox"/>	<input type="checkbox"/>			
49.3	Meet with HRAG and sub-committees for planning 2024 event; set tentative schedule schedule of events and activities and begin communication efforts					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49.4	Finalize schedule of events and activities for 2024, update webpage and amplify promototion and participation in 2024 event						<input type="checkbox"/>	<input type="checkbox"/>	
50	Facilitate HP Awards Program	Frey	January - September						
<i>Facilitate HP Awards Program: Coordinate Humanitarian, Character Counts, Environmental, and Arts Awards Ceremony</i>									
50.1	Coordinate Character Counts Steering Committee				<input type="checkbox"/>	<input type="checkbox"/>			
50.2	Coordinate with City staff on other awards to be presented				<input type="checkbox"/>	<input type="checkbox"/>			
50.3	Launch nomination process				<input type="checkbox"/>				

City Manager's Office Major Projects - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
50.4	Plan and carry out Awards Recognition				<input type="checkbox"/>			
50.5	Evaluate the HP Awards and Ceremony and consider changes for 2023				<input type="checkbox"/>			
51	Naming Rights of Senior Center	ACM/Frey	July	December				
	<i>Explore naming opportunities for Senior Center. Identify new name for renovated Senior Center property. Explore opportunities for naming rights for spaces within the Senior Center.</i>							
51.1	Research community/nfp naming rights programs				<input type="checkbox"/>	<input type="checkbox"/>		
51.2	Draft and propose a naming rights program for HP Senior Center and spaces within the Senior Center				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51.3	Seek Council approval for naming rights process					<input type="checkbox"/>	<input type="checkbox"/>	
51.4	Launch naming rights program and communicate to public					<input type="checkbox"/>	<input type="checkbox"/>	
51.5	Present potential names for approval by City Council					<input type="checkbox"/>	<input type="checkbox"/>	
52	Review parameters of the low income Scholarship Program for Resident Senior Center Members	Frey/Earle	January	July				
	<i>The Senior Center has a long standing scholarship program for qualified Members who are residents of Highland Park. Parameters of the program have not been evaluated and/or updated in over a decade and warrants review.</i>							
52.1	Review existing program guidelines and scholarship parameters				<input type="checkbox"/>	<input type="checkbox"/>		
52.2	Review current usage, application process, and funding mechanisms				<input type="checkbox"/>	<input type="checkbox"/>		
52.3	Propose updated program process for Council approval				<input type="checkbox"/>	<input type="checkbox"/>		

City Manager's Office Major Projects - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
52.4 Implement new scholarship program process					<input type="checkbox"/>	<input type="checkbox"/>		
53 Enhance Accessibility of City Communications	Bennett	January	December					
53.1 Conduct an accessibility audit of the City's communications modalities to identify barriers to information access.								
53.2 Expand and enhance accessibility features of the City's website, including multilingual translation.								
53.3 Assess opportunities to increase communications offered natively in languages other than English.								
54 Conduct an equity assessment of the City's public artwork collection.	Bennett	May	December					
<i>Review all artwork owned by the City to ensure artwork is aligned with the City's values, and identify opportunities to enhance equity of artists and themes represented in the City's collection.</i>								
54.1 Evaluate collection through an equity lens and identify opportunities for improvement.					<input type="checkbox"/>			
54.2 Provide analysis and recommendations to City Manager.						<input type="checkbox"/>		
54.3 Share project report with CAAG to discuss recommendations to the City's public art purchasing and evaluation process to ensure equity is a core factor in decision-making.							<input type="checkbox"/>	
55 Launch the City of Highland Park Poet Laureate Program.	Bennett	January	December					
55.1 Provide memo to Council on poet laureate process and selection				<input type="checkbox"/>				

City Manager's Office Major Projects - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
55.2	Create promotional materials and promote the program.			<input type="checkbox"/>				
55.3	Assist incoming poet laureate in developing and promoting a calendar of activities for 2023/2024.						<input type="checkbox"/>	
56	Review Municipal Code in Relation to residency requirements of applicants to BEDAG	Hersch	September	December				
56.1	<i>Consideration of code amendment to allow appointment to BEDAG of non-resident business owners/managers.</i>							
56.2	Research best practices for the make up of advisory board for economic/business development					<input type="checkbox"/>	<input type="checkbox"/>	
56.3	Present recommendation to Council					<input type="checkbox"/>	<input type="checkbox"/>	
56.4	Implement amendmended practices					<input type="checkbox"/>	<input type="checkbox"/>	
57	Review Liquor License Classifications	Hersch/Jason/ Palbitska	April	December				
	<i>Review existing classifications as well as explore potential new license classifications.</i>							
57.1	Review existing classifications and fee structure in compasrison to modern practices, requests from existing license holders, and regional practices					<input type="checkbox"/>	<input type="checkbox"/>	
57.2	Present recommendation(s) to Council					<input type="checkbox"/>	<input type="checkbox"/>	
57.3	Communicate and Implement any code updates to applicable parties					<input type="checkbox"/>	<input type="checkbox"/>	
58	Update of AV Equipment in Council Chambers (Possibly Pre-Session)	Walter/ Jason /Palbitska	January	December				
	<i>Review all of the equipment that is in the Council Chambers and Pre-Session and complete the update of equipment</i>							

City Manager's Office Major Projects - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
58.1	Complete a review of all equipment that will need to be updated in Pre-Session			<input type="checkbox"/>				
58.2	Complete the RFP process for a vendor to assist with the upgrade of needed equipment				<input type="checkbox"/>	<input type="checkbox"/>		
58.3	Work with vendor on updating equipment for Council Chambers (Pre-Session)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
59	Audit of all AV Equipment			Walter/ Jason/ Palbitska	April	December		
	<i>Complete an audit of all AV equipment used City Wide</i>							
59.1	Establish which City buildings have AV equipment that needs to be reviewed							
59.2	Generate a schedule to complete the audit of equipment							
59.3	Complete audit of all equipment City wide							
59.4	Work with IT to generate an update or replacement schedule of AV equipment and ongoing maintenance schedule for the future							

Community Development Major Projects - 2023

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
1	Review of Development Proposals	Planning Div. Staff	Jan	Dec					
	<i>Current Planning Projects - Review, Analyze and Advise Commissions and City Council on Development Applications</i>								
1.1	650 Walnut Street - The Wolbright - (24 Unit MF- Residential)				<input type="checkbox"/>				Scheduled for Council Consideration in Jan/Feb. 2023
1.2	925-937 Deerfield Rd (8 unit townhouse development)				<input type="checkbox"/>				Council voted to direct documents to approve Oct 11th (applicant responding to PW comments)
1.3	Tobacco and Smoking Related Uses				<input type="checkbox"/>				Red Flag Resolution scheduled for Council Jan 23rd
	< additional PDC cases are entered as applications are received in real-time >								
2	HPHS Amendments - Wolters Field SUP & Vine Ave. PUD	Burhop	Jan	Dec					
	<i>Wolters Field SUP and minor amendment to HPHS PUD to change advisory groups to HPHS neighborhood meetings among other changes</i>								
2.1	Application Review				<input type="checkbox"/>	<input type="checkbox"/>			Received revised application. Under review.
2.2	Public Hearing (PDC) SUP amendments for Vine Ave. & Wolters Field				<input type="checkbox"/>	<input type="checkbox"/>			
2.3	Council Consideration				<input type="checkbox"/>	<input type="checkbox"/>			
3	Land Use Board and Commission Annual Training	E&F and Staff Liaisons	Jan	Dec					
	<i>Roberts Rules, Making Sound Decisions, OMA, FOIA, etc.</i>								
3.1	Plan & Design Commission				<input type="checkbox"/>	<input type="checkbox"/>			
3.2	Historic Preservation Commission				<input type="checkbox"/>	<input type="checkbox"/>			
3.3	Housing Commission				<input type="checkbox"/>	<input type="checkbox"/>			
3.4	Zoning Board of Appeals				<input type="checkbox"/>	<input type="checkbox"/>			
4	Development Code Review & Improvement	<i>Progress on these Special Legislative Initiatives are Contingent on Current Planning Workload - Item One Above</i>							
4.1	Sign Code Update	Akash/Later	Jan	Dec.					
	<i>Review Sign Regulations to Address Small Business Needs & Legal Considerations based on Recent Court Decisions</i>								
4.11	Assess Code & Develop of Amendment Recommendations				<input type="checkbox"/>				Draft Complete
4.12	COTW presentation				<input type="checkbox"/>				
4.13	Public Hearing (PDC) Process for Zoning Amendments as Council Directs				<input type="checkbox"/>	<input type="checkbox"/>			
4.14	City Council Final Consideration				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Mural Arts Program	Akash /Later	Jan	June					
	<i>To be Concurrent w/Sign Code Update</i>								
4.21	Research & Develop Recommendation				<input type="checkbox"/>				FY-22 - Conducted preliminary research / proposal development
4.22	COTW presentation				<input type="checkbox"/>				
4.23	Develop Code Amendments					<input type="checkbox"/>			
4.24	City Council Final Consideration					<input type="checkbox"/>			
4.3	Zoning & Fence Code Updates & Improvements	Later/Burhop	Jan	Dec.					
	<i>Review and Assess Common Variation Requests to Identify Opportunities to Streamline Code & Improve Development Process</i>								
4.31	Legal Lot of Record	Burhop							
4.311	Develop Recommendation				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.312	Legal Lot of Record				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.313	Public Hearing (PDC) Process for Zoning Amendments as Council Directs				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.314	City Council Consideration				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.32	Fence Code Improvements	Burhop / Fawell							
4.321	Develop Recommendations				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.322	COTW Presentation				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.323	City Council Consideration as Council Directs				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.33	Code Clean-up Remove Redundancies & Clarifications etc.	Burhop / Fawell							

Community Development Major Projects - 2023

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
4.331	Develop Recommendations				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.332	COTW Presentation				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.333	Public Hearing (PDC) Process for Zoning Amendments as Council Directs				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.334	City Council Consideration				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Community Development Major Projects - 2023

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
4.4 Subdivision Code Update		Burhop	Jan	Dec.					
<i>Improve Subdivision Code Clarity and Align Code w/ Policy Practice</i>									
4.41	Assess Code & Develop Draft Amendment Recommendations				<input type="checkbox"/>	<input type="checkbox"/>			
4.42	COTW presentation				<input type="checkbox"/>	<input type="checkbox"/>			
4.43	City Council Consideration				<input type="checkbox"/>	<input type="checkbox"/>			
4.5 Building Code Update - ICC 2021 Code & IL-IECC 2023/24 Stretch Code w/EV Provisions		Mohanchandra/Fontane/Bld. Staff							
<i>Review & Recommend Building Code ICC 2021 & Illinois IECC - 2023/24 Stretch Code w/EV Ready Code Provisions - Sustainability Plan Implementation</i>									
4.51	Review & Staff Training ICC 2021 Codes				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.52	Monitor / Implement the State of Illinois Adoption of the IECC 2021 & IL- IECC Stretch Code 2023/24				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.53	Review EV Provisions of IECC 2024 / IL-IECC 2023/24 Code for inclusion in City Code.						<input type="checkbox"/>	<input type="checkbox"/>	
4.54	Present Options to COTW						<input type="checkbox"/>	<input type="checkbox"/>	
4.55	Recommend Amendments for Consideration							<input type="checkbox"/>	
4.56	Council Consideration								
4.6 Building Code - Review Storm Water Regulations		Mohanchandra/Bld. Div. Staff/PW Staff	Jan	Dec.					
<i>Review Storm water Regulations per Sustainability Plan & to Improve Code in General</i>									
4.61	Assess Code & Research Green Storm water Regs Develop Summary Assessment						<input type="checkbox"/>	<input type="checkbox"/>	
4.62	COTW report and recommendation						<input type="checkbox"/>	<input type="checkbox"/>	
4.7 Diversity, Equity & Inclusion Related Code Considerations		Akash/Later							
4.71	Assess the Uniform Relocation Act & Develop Recommendation for Local Code				<input type="checkbox"/>				
4.72	Assess Local Preference Requirements for Inclusionary Housing						<input type="checkbox"/>	<input type="checkbox"/>	
5 Plan Implementation Move HP			Jan	Dec.					
5.1 Move-HP: Implementation of Plan Elements. Continued from 2022		Fawell/Burhop/Later							
5.1	Research and Develop Recommendation(s) for Bike Parking Zoning Requirements & Incentives								Completed FY-22.
5.11	Development amendment to require bike parking as part of new developments								Completed FY-22.
5.12	Research and Develop Recommendation(s) for Adjacent Development Bike path Connections								Completed FY-22.
5.13	Incorporate PDC Feedback				<input type="checkbox"/>				
5.14	Present to Bike Related Amendments to PDC at Hearing				<input type="checkbox"/>				
5.15	Present to Council for Consideration				<input type="checkbox"/>	<input type="checkbox"/>			
5.2 Move-HP: Complete Streets Policy, continued from 2022		Fawell/Fontane							
5.21	Draft Complete Streets Policy as distinct, separate resolution and general policy								Complete. FY-22
5.22	Present Draft Policy to City Council for Feedback								Complete. Presented to City Council for Feedback in Sept.
5.23	Present to TAG for Feedback				<input type="checkbox"/>				Presented to TAG Sept. 22 and scheduled to present revised policy Jan 23
5.24	Incorporate Feedback on Complete Streets Policy and Present to Council				<input type="checkbox"/>				
5.25	Present to Council for Consideration				<input type="checkbox"/>				Scheduled for Council Feb. 13th, 2023
5.26	Bike / Walk Capital Improvement Planning (1st Street to HPHS connection), and other priorities					<input type="checkbox"/>			Outreach to stakeholders and meet/w PW Staff to incorporate into 10 year capital budget as appropriate

Community Development Major Projects - 2023

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
6	Streetscape Plan Implementation & CIP Planning								
6.1	Downtown - Refuse/Recycling Receptacles & Bike Racks	Later/ Planning Team w/PW							
6.11	Procure professional services to identify specific locations, purchase and install								Complete. Procured Installation Services & Furniture wPW
6.12	Vet location and amenity plan as part of contract approval								Complete. Council Approved Sept. 27th
6.13	Installation of Refuse Receptacles and Bike Racks					<input type="checkbox"/>			Installation Spring 23
6.2	Downtown - Fixed Benches, Movable Tables & Chairs	Later/ Planning Team w/PW							
6.21	Procure professional services to identify specific locations, purchase & install fixed and movable seating & tables								Contracted with Lamar Johnson - commenced project
6.22	Finalize furniture selections				<input type="checkbox"/>				
6.23	Vet location and amenity plan				<input type="checkbox"/>	<input type="checkbox"/>			
6.24	Bid installation work						<input type="checkbox"/>		
6.25	Installation of Furniture/Amenities							<input type="checkbox"/>	Installation Fall 23
6.3	Ravinia - Bike Shelter	Later/ Planning Team w/PW							
6.31	Procure professional services to identify specific locations, purchase and install								Complete FY-22 Contracted with Lamar Johnson
6.32	Vet location and amenity plan as part of Contract Approval				<input type="checkbox"/>	<input type="checkbox"/>			
6.33	Bid installation work						<input type="checkbox"/>		
6.34	Installation of Bike Shelter							<input type="checkbox"/>	Installation Fall 23
6.4	Downtown - Second Street Corridor - Re-Design & CIP	Later/Akash	Jan	Dec					
6.41	Secure Professional Services								Complete. FY-22 - contracted with Lakota Group
6.42	Public Engagement Process & Develop Recommended Streetscape Change Proposals				<input type="checkbox"/>	<input type="checkbox"/>			
6.41	Outreach & Existing Conditions Analysis				<input type="checkbox"/>	<input type="checkbox"/>			
6.43	Present schematic design concepts alts. to stakeholders				<input type="checkbox"/>	<input type="checkbox"/>			
6.44	Present to COTW					<input type="checkbox"/>			
6.45	Council Consideration as part of the FY-24 CIP budget process						<input type="checkbox"/>	<input type="checkbox"/>	
6.5	Ravinia - TIF District Capital Improvement Planning	Later/Akash							
6.51	Procure professional services								Complete FY-22 Contracted with Lamar Johnson
6.52	Review existing conditions and plans to date, engage stakeholders				<input type="checkbox"/>	<input type="checkbox"/>			
6.53	Capital improvement options / tradeoff analysis				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.54	Vet draft improvement plan w/Stakeholders and Council					<input type="checkbox"/>	<input type="checkbox"/>		
6.55	Council Consideration as part of the FY-24 CIP budget process						<input type="checkbox"/>	<input type="checkbox"/>	

Community Development Major Projects - 2023

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
7	Historic Preservation Plan Implementation	Coleman / Akash	Jan	Dec					
	7.1 Architectural / Historic Resource Surveys								
	<i>Implement Multi-Year Architectural / Historic Resource Survey of Highland Park (two projects)</i>								
	7.11	Procure /Contract for Professional Services for Historic / Architectural Resource Survey			<input type="checkbox"/>				
	7.12	Apply for 2022 CLG Grant Funding for FY22 Survey Project			<input type="checkbox"/>	<input type="checkbox"/>			
	7.13	Conduct Field Work for Survey Updates			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	7.14	Present Project Results to HPC for Feedback			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7.15	Incorporate Feedback and Present Final Doc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7.16	Finalize Documents for Grant Closeout						<input type="checkbox"/>	
	7.2 Education & Outreach	Coleman / Akash							
	<i>Ongoing programmatic communication and outreach efforts</i>								
	7.21	Preservation Awards - Nominations & Ceremony			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	7.22	Preservation Month Prep - various spotlight items celebrating Historic Preservation in Highland Park			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	7.23	Staff Participation in D-113 "Focus on the Arts" celebration to promote the City's architectural resources			<input type="checkbox"/>	<input type="checkbox"/>			
	7.24	Develop Relationship and Coordinate w/Historical Society as Resource & Partner in Preservation			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7.25	Create Educational Event for Realtors & Homeowners			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7.26	Developing Communication Pgm with owners of Landmark properties			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Affordable Housing Program	Akash / Coleman / Later	Jan	Dec					
	<i>Affordable Housing Programming and Strategic Policy Direction</i>								
	8.1 Assess Insurance Industry Challenges & Association Needs								
	8.11	Research			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8.12	Recommendations and Alternatives Analysis			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8.13	Present to Housing Commission & COTW as appropriate			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8.2 Dissolution of Walnut Association								
	8.21	Complete State Filing			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8.22	Transfer of Assets			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8.23	Amend Chapter 33 of City Code to Remove Entity			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8.3 Housing Program & Grant Making Strategy								
	8.31	Grant-Making needs and priorities			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8.32	Assess Opportunities for Greater Access to Waitlist information			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8.33	Temporary Emergency Housing Grants			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8.34	Draft Report			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8.35	Presentation - COTW			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8.36	Final Report			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Master Plan Update	Fontane / Planning Div.							
	<i>Update Citywide Master Plan</i>								
	9.1	Procurement of Services			<input type="checkbox"/>	<input type="checkbox"/>			
	9.2	Existing Conditions Report							TBD Based on proposals
	9.3	Research, Public Outreach, and Alternatives Analysis							TBD
	9.4	PDC/COTW Feedback							TBD
	9.5	Draft Plan Sections							TBD

Community Development Major Projects - 2023

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
10	Process Improvement - Enterprise Resource Planning ERP & Other Database Implementation (EnerGov, ESO & ATIS)	Mgt. & Supervisory Team	Jan	Dec					
10.1	Implement EnerGov database system through Multi-Year Project / interdept. Team w/ Finance	Later / CD Supervisors & Staff w/Finance Dept.							
10.11	Knowledge transfer <i>(process review; forms review; reports review; system interface requirements; approve recommendations; system specification document)</i>				<input type="checkbox"/>	<input type="checkbox"/>			
10.12	Review & Refine / Develop Workflow Mapping Documentation for Dept. Operations (ERP)				<input type="checkbox"/>	<input type="checkbox"/>			
10.13	Implementation <i>(create forms; create reports; acceptance testing; final data extraction; final data conversion; set-up for users and configuration items)</i>				<input type="checkbox"/>	<input type="checkbox"/>			
10.14	Develop & Refine Training Documentation				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10.15	Implementation Testing				<input type="checkbox"/>	<input type="checkbox"/>			
10.16	Go Live - Internal					<input type="checkbox"/>			
10.17	Staff Training				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2	ESO database system for Fire Prevention Services CD-Bld. Div. Inspection Unit Interdept Team w/Fire Dept.	Alaimo / Archana							
10.21	Staff Training				<input type="checkbox"/>	<input type="checkbox"/>			
10.22	Fire System Plans				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10.3	Elevator Safety Program w/ATIS	Alaimo/Archana							
10.31	Staff Training				<input type="checkbox"/>	<input type="checkbox"/>			
10.32	Implementation of Monitoring Portal				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11	Process Improvement - Front-Line Customer Service: Special Projects	Mgt. & Supervisory Team	Jan	Dec					
	<i>Improve Front-Line Customer Service Operations Through Process Simplification</i>								
11.1	Permit Deposit Requirement Elimination Recommendation Development				<input type="checkbox"/>	<input type="checkbox"/>			
11.2	COTW Presentation				<input type="checkbox"/>	<input type="checkbox"/>			
11.3	Implementation as Directed				<input type="checkbox"/>	<input type="checkbox"/>			
12	Process Improvement - Departmental Business Process Improvements	Mgt. & Supervisory Team	Jan	Dec					
	<i>Improve Service Operations and Standardization</i>								
12.1	Review & Refine / Develop Workflow Mapping Documentation for All Dept. Operations (ERP)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.2	<i>Identify & Implement Improvements: Customer Service</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See ERP Project 9.1
12.3	<i>Identify & Implement Improvements: Operational Process Changes</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See ERP Project 9.1
12.4	<i>Identify & Implement Improvements: Training Materials</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See ERP Project 9.1
12.5	Cross Train Staff in Key Functional Areas				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.6	Review Process for Handling Customer Requests through an Equity Lens				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On-going
13	Process Improvement - Accessibility of Services to Customers - Electronic Communications	Mgt. & Supervisory Team	Jan	Dec					
	<i>Improve the Department's Technical Assistance Materials for Customers</i>								
13.1	Map & Document all Existing Electronic Communications				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.2	Evaluate Existing Content of Electronic Materials for Dept.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.3	Using ERP, Identify & Implement Improved Electronic Communications & Services				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Finance Department Major Initiatives - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
2 2022 Final & 2023 Preliminary Annual Audits	K.McCaulou/C.Chung/ J.Logan/L.Lukasik/S.Mathew	Jan	Dec					
<i>Coordinate annual audit of City Financials with City's external auditors</i>								
2.1	Complete 2022 financial statements in ERP system			<input type="checkbox"/>				
2.2	Complete 2022 fiscal year end adjustments for Annual Comprehensive Financial Report reporting			<input type="checkbox"/>				
2.3	Complete 2022 prepared by client final audit requirements			<input type="checkbox"/>				
2.4	Complete 2022 prepared by client Annual Financial Comprehensive Report schedules			<input type="checkbox"/>	<input type="checkbox"/>			
2.5	Final fieldwork - 2022 Annual Financial Comprehensive Report			<input type="checkbox"/>				
2.6	Review draft report - 2022 Annual Financial Comprehensive Report				<input type="checkbox"/>			
2.7	Present final report to City Council - 2022 Annual Financial Comprehensive Report				<input type="checkbox"/>			
2.8	Prepare and submit Annual Financial Comprehensive Report to GFOA, State of IL, Lake County - 2022 Annual Financial Comprehensive Report				<input type="checkbox"/>			
2.9	Complete 2023 prepared by client preliminary audit requirements						<input type="checkbox"/>	
2.10	Preliminary fieldwork - 2023 Annual Financial Comprehensive Report						<input type="checkbox"/>	
3 GASB 87 - Leases	C.Chung/S.Mathew	Jan	Apr					
<i>Develop Post-Implement Process Procedures for GASB 87 leases implemented in 2022</i>								
3.1	Identify process procedures			<input type="checkbox"/>	<input type="checkbox"/>			
3.2	Document process procedures			<input type="checkbox"/>	<input type="checkbox"/>			
3.3	Develop training for process procedures and train appropriate staff			<input type="checkbox"/>	<input type="checkbox"/>			
3.4	Implement process procedures				<input type="checkbox"/>			
4 GASB 96 - Subscription-based Information Technology (IT) Arrangements	C.Chung/S.Mathew	Jan	Dec					
<i>Implement GASB requirement for subscription-based IT arrangements for the 2023 Annual Audit</i>								
4.1	Coordinate with Clerk's Office, Departments, and the IT Division to confirm subscription-based IT arrangements			<input type="checkbox"/>	<input type="checkbox"/>			

Finance Department Major Initiatives - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
4.2	Gather data: agreements, payment terms, interest rate (if applicable), etc.			<input type="checkbox"/>	<input type="checkbox"/>			
4.3	Identify type of arrangement and required recording of arrangement depending on type			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	Work with Auditors on disclosures				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Finance Department Major Initiatives - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
5 Enterprise Resource Planning (ERP)	L.Lukasik/B.Arman/K.McCaulou A.Levinstein/J.Logan	2020	2024					
<i>Continue implementing new ERP system</i>								
5.1	Comm. Develop., Public Works, Licensing - Test and Go Live			<input type="checkbox"/>	<input type="checkbox"/>			Go Live April 2023.
5.2	Comm. Develop., Public Works, Licensing - Post-Go Live processes				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	After April 2023.
5.3	Utility Billing, Revenue - Plan, Design, and Configure				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Start May 2023.
5.4	Utility Billing, Revenue - Test and Go Live							Go live May 2024.
5.5	Utility Billing, Revenue - Post-Go Live processes							After May 2024.
5.6	HCM, Time & Attendance, Adv. Scheduling - Resume and Go Live							Restart Jan 2024 as vendor needs to program significant base system development in order to meet minimum federal and state requirements, which the City identified as insufficient during project-to-date implementation processes. Rescheduled timeline: HCM - Restart Jan 2024 and Go Live Apr 2024 Time & Attendance - Start May 2024 and Go live Aug 2024 Adv. Scheduling - Start Aug 2024 and Go live Nov 2024
5.7	HR, HCM, Time & Attendance, Adv. Scheduling - Post-Go live processes							
5.8	Asset Management/Inventory - Plan, Design, and Configure							Start May 2024.
5.9	Asset Management/Inventory - Test and Go Live							Go live Mar 2025.
5.10	Asset Management/Inventory - Post-Go live processes							After Mar 2025.
6 Support Department IT and ECM Initiatives	A.Levinstein/B.Arman/ J.Musselman	Jan	Dec					
<i>As identified by Departments</i>								
6.1	Coordinate department discussions to determine specific requirements			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Schedule projects for department-specific needs according to IT and department manpower availability			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 Citywide IT Initiatives	A.Levinstein/B.Arman /J.Musselman	Jan	Dec					
<i>System Security, Equipment</i>								
7.1	Annual User Equipment Replacement Program			<input type="checkbox"/>	<input type="checkbox"/>			

Finance Department Major Initiatives - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
7.2 Annual System Security Improvement Program				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.3 ECM Document Migration				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.4 Phone System Upgrade					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.5 Microsoft Office 365 Research and testing				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.6 Annual City Network Switch Upgrade & Wireless Access Refresh Programs / WIFI				<input type="checkbox"/>	<input type="checkbox"/>			
8 American Rescue Funds	J.Logan S.Mathew/C.Icasiano	Jan	Dec					
<i>Expenditure Tracking and Reporting</i>								
8.1 Maintain worksheet of expenditures vs. approved budget and maintain supporting documentation				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.2 Complete City reporting requirements				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.3 Complete regulatory reporting requirements				<input type="checkbox"/>	<input type="checkbox"/>			
9 Antiterrorism and Emergency Assistance Program (AEAP)	J.Logan/C.Icasiano/ C.Vargas/Grant Analyst	Jan	Dec					
<i>Research, Support Application Process, Develop Processes, and Implement</i>								
9.1 Research and Support Application Process in cooperation with Resiliency Division, Resource Partners and DOJ				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9.2 Develop/update tracking process					<input type="checkbox"/>	<input type="checkbox"/>		
9.3 Maintain worksheet of expenditures vs. approved budget and maintain supporting documentation				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.4 Complete City reporting requirements				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.5 Complete regulatory reporting requirements						<input type="checkbox"/>	<input type="checkbox"/>	
10 Permanent Memorial Online Payment Process	J.Logan/K.McCaulou	Jan	Dec					
<i>Research, Develop Proposal, Develop Processes, and Implementate if Appropriate and Approved</i>								
10.1 Research regulations, research processors, and benchmark with other municipalities				<input type="checkbox"/>				
10.2 Develop and seek approval for proposal				<input type="checkbox"/>	<input type="checkbox"/>			

Finance Department Major Initiatives - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
14.2	Develop and seek approval for proposal with inclusion in 2024 budget, if appropriate							
14.3	Develop processes							
14.4	Prepare for 2025 Implementation							

Fire Department Major Projects - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
1 Continued Starcom Transition	Chief/Radio Program Manager	Jan	Dec					
<i>Prepare to change and program portable and mobile radios to Starcom capability, Project duration 2021-2024</i>								
1.1	Collaborate with the Village of Glenview for shared FEMA Grant			<input type="checkbox"/>				
1.2	Prepare budget 2023 amendment for shared cost if awarded grant						<input type="checkbox"/>	
1.3	Prepare 2024 radio equipment purchase, if not awarded grant						<input type="checkbox"/>	
2 Nursing and Assisted Living Call Volume Assessment	Chief/Executive Assistant	Jan	Dec					
<i>Assess call volumes of assisted living and skilled nursing facilities</i>								
2.1	Monthly COVID assessment and needs discussion with facility directors			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Prepare quarterly call volumes reports			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Conduct meeting with facility directors			<input type="checkbox"/>				
2.4	Prepare six-month report for the City Manager				<input type="checkbox"/>		<input type="checkbox"/>	
2.5	Prepare one-year report for the City Manager for review and forward to the City Council						<input type="checkbox"/>	
3 Continue Stop the Bleed	Deputy Chief/EMS Officer	Jan	Dec					
<i>Enhance Community Resilience by Providing Stop the Bleed Training and Materials for the Community</i>								
3.1	Continue to train and certify Fire Department personnel as Stop the Bleed instructors			<input type="checkbox"/>				
3.2	Provide optional training to all City employees			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Identify community areas of risk for Stop the Bleed training opportunities and material caches				<input type="checkbox"/>			
3.4	Coordinate community Stop the Bleed education outreach with Lake County and other community partners				<input type="checkbox"/>			
3.5	Evaluate the outreach and material allocation identifying 2024 program needs						<input type="checkbox"/>	
4 Cost Analysis for Fire Department Services to the City of Highwood	Chief/ Deputy Chief	Jan	Dec					
<i>Using 5 years of Data, prepare a historical cost analysis for services provided to the City of Highwood</i>								
4.1	Identify the percentage of Fire Department use comparing the Cities of Highland Park and Highwood			<input type="checkbox"/>				
4.2	Identify revenues including code enforcement, alarm fees and ambulance fees			<input type="checkbox"/>				
4.3	Identify and compare operational costs with the usage percentage				<input type="checkbox"/>			
4.4	Provide report to City Manager						<input type="checkbox"/>	

Fire Department Major Projects - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
5	FEMA/National Incident Management System Compliance	Chief/Deputy Chief/BC's	Jan	Dec				
	<i>Update the City's personnel training for FEMA NIMS Compliance</i>							
5.1	Identify FEMA training applicable to the City				<input type="checkbox"/>			
5.2	Establish curriculum expectations for each department					<input type="checkbox"/>		
5.3	Notify department directors of educational expectations for each level of department personnel						<input type="checkbox"/>	
5.4	Review status with City Manager						<input type="checkbox"/>	
6	Continued Operational Strategic Planning	Chief/Deputy Chief/BC's	Jan	Dec				
	<i>Use internal and external stakeholder feedback to establish a 5 year strategic plan</i>							
6.1	Conduct Command Staff Meeting to evaluate results from stakeholder meetings				<input type="checkbox"/>			
6.2	Establish Vision based upon the Command Staff Meeting					<input type="checkbox"/>		
6.3	Develop a 3 year timeline and objectives to meet the established Vision						<input type="checkbox"/>	
6.4	Publish the 3 year Operational Strategic Plan						<input type="checkbox"/>	
7	Community outreach programs	Chief/ Deputy Chief/Public Ed Team	Jan	Dec				
	<i>Coordinate, organize, and host Open House/Pancake Breakfast, the EDITH Program and the Citizens Fire Academy</i>							
7.1	Organize events and determine dates to host events				<input type="checkbox"/>			
7.2	Advertise events using the City's communication mediums					<input type="checkbox"/>	<input type="checkbox"/>	
7.3	Solicit donations, and secure props/tables/educational materials to host events					<input type="checkbox"/>	<input type="checkbox"/>	
7.4	Host events					<input type="checkbox"/>	<input type="checkbox"/>	
8	Health and Safety Officer Program	Department Safety Officer	Jan	Dec				
	<i>Holistic approach to improve the current Department Safety Officer program leading to enhanced injury prevention</i>							
8.1	Establish Standard Operating Guideline designating and defining the Fire Department Safety Officer				<input type="checkbox"/>			
8.2	Designate goals and objectives for the Health and Safety Program					<input type="checkbox"/>		
8.3	Draft Safety Committee workplan						<input type="checkbox"/>	
9	Complete Ravinia Fire Station Redevelopment	Chief/Station Committee	Jan	Dec				
	<i>Finish Design, Council approval, and go to bids in 2021, project duration 2021/2022/2023</i>							
9.1	Explore relocation sites for station during the buildout (Completed 2021)							Worked with City Manager and negotiated agreement with the Park District to use Brown Park. Council approved agreement. Regular updates provided through the City Manager's Office. Bid documents out 12-6-21
9.2	Provide public updates				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.3	Bid out construction documents (Completed 2022)							
9.4	Present proposed contract bid awards for City Council approval (Completed 2022)							

Fire Department Major Projects - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
9.5 Provide regular updates via web site, Council				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 Purchase Ambulance and Cot Assembly	Chief/Deputy Chief/EMS Officer	Jan	Dec					
10.1 Prepare City Council Action (For receipt in future year)				<input type="checkbox"/>				
10.2 Take delivery of ambulance (Ordered in February 2022)							<input type="checkbox"/>	
10.3 Prepare ambulance for service(Ordered in February 2022)							<input type="checkbox"/>	
10.4 Seek IDPH Approval and place ambulance in service (Ordered in February 2022)							<input type="checkbox"/>	
11 Ambulance Billing Request for Proposal	Chief/Executive Assistant	Jan	March					
<i>Evaluate options for ambulance billing and secure a new contract for the City</i>								
11.1 Prepare Request For Proposal for ambulance billing services (Completed 2022)								
11.2 Advertise RFP (Completed 2022)								
11.3 Evaluate Proposals and present recommendation to the City Mgr.							<input type="checkbox"/>	
11.4 Prepare recommendation for City Council final approval							<input type="checkbox"/>	
11.5 Establish service with billing service in March 2023							<input type="checkbox"/>	
12 Professional Development Program	Chief/ Deputy Chief/ Committee	Jan	Dec					
<i>Develop and implement an advanced training program which provides training and defines desired career development paths</i>								
12.1 Establish personnel committee to evaluate current programs and establish an updated professional development program							<input type="checkbox"/>	
12.2 Review current policy establishing minimum and desired educational achievements and confer with HR							<input type="checkbox"/>	
12.3 Have committee establish quarterly education programming							<input type="checkbox"/>	

Police Department Major Projects - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
1 Enhance recruitment and retention	Chief Jogmen/Cmdr. Olson	Jan	Dec					
<i>Increase and enhance recruitment and retention opportunities</i>								
1.1	Regularly review and update task and position allocations			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Research the possibility of implementing a Cadet Program			<input type="checkbox"/>	<input type="checkbox"/>			
1.3	Ensure the Recruitment Team addresses both recruitment & retention			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Investigate opportunities to support and enhance employee workplace satisfaction			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 Continue to develop Police Beat Coordinator Initiative	Cmdr. Galati	Jan	Dec					
<i>Continue to build a PBC program that fosters familiarity and continuity for community residents, to enhance safety, security, and community relations</i>								
2.1	Hold community beat meetings & distribute new resident packets			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Acquire relevant training for PBCs in the areas of problem solving policing, community policing and conflict resolution			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Expand the use video and City information outlets to share information with the community			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	Develop protocols to ensure communication is maintained/enhanced between stakeholders			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 Continue a focus on community engagement	Cmdr. Galati	Jan	Dec					
<i>Promote strong community relations by providing additional opportunities for citizens to interact with police and increase awareness of public safety functions</i>								
3.1	Seek out additional positive community connection opportunities			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Develop opportunities to support Shared Principle #8 - Encourage citizens to gain a better understanding of law enforcement including a World Café style event			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Coordinate National Night Out				<input type="checkbox"/>	<input type="checkbox"/>		
4.4	Conduct a Police Department Open House Event			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 Enhance rapid response capabilities	Cmdr. Olson/Cmdr. Galati	April	Dec					
<i>Maximize capabilities of the Department to respond to public emergencies and serious incidents effectively through partnership coordination and training</i>								
4.1	CMO, FD and PD to enhance the Rescue Task Force program				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Continue ongoing safety and security meetings with Districts 112 and 113				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Research adding relevant equipment or tools which may assist in a response				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	Conduct rapid response training (internal and with Districts 112 and 113)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Police Department Major Projects - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
5 State certify in-house training programs	Cmdr. Olson	Jan	Dec					
<i>Continue to develop quality, in-house training plans including scenario-based training to ensure development and proficiency of staff and to satisfy state mandates</i>								
5.1	Review, update and recommend lesson plans for state mandate approval though North East Multit -Regional Training (NEMRT) and IL Law Enforc. Training and Standards Board (ILETSB)			<input type="checkbox"/>	<input type="checkbox"/>			
5.2	Expand in-house approved instructor list through NEMRT and ILETSB			<input type="checkbox"/>	<input type="checkbox"/>			
5.3	Schedule staff to attend throughout the year			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.4	Review in-house training upon completion					<input type="checkbox"/>	<input type="checkbox"/>	
6 Increase Department role in community partnership opportunities	Cmdr. Cameron/Cmdr. Evans	Jan	Dec					
<i>Continue to engage with and partner with community organizations</i>								
6.1	Expand the Dementia Friendly program			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Review and make enhancements, where possible, to the Community Emergency Response Team (CERT) program			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3	Explore opportunities for increased Intergovernmental agreements for the Firearms Range & review municipal fees for access			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 Continue the Department Training and Succession Plan	Cmdr. Olson	Jan	Dec					
<i>Review practices for assigning professional development and training opportunities</i>								
7.1	Increase opportunities for staff to engage in career development functions and prepare for future roles in leadership positions			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	Establish and implement a career development and succession plan in cooperation with HR			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.3	Develop internal projects and establish job shadowing activities that mentor future leaders, promote additional skill sets and provide for continuity of services			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.4	Schedule staff to attend advanced educational courses, participate in projects and on major project workgroups			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.5	Continue use of leadership consultant for supervisory staff			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 Coordinate an Emergency Operations Drill	DC Bonaguidi	Jan	Sep					
<i>Coordinate a training exercise that includes governmental partners, City departments and community organizations that incorporates activating the City Emergency Operations Center.</i>								
8.1	Confer with the City Manager and schedule an emergency operations tabletop with government and resource partners			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8.2	Implement the drill					<input type="checkbox"/>		
8.3	Review of drill					<input type="checkbox"/>		
9 Review and Enhancements to the City's Emergency Operations Center								
<i>Working with all departments, identify and implement areas in need of updating or enhancement</i>								
9.1	Coordinate with appropriate departments and the City Manager and identify needs for the City's EOC; evaluate primary and secondary locations			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2	Establish a workplan and obtain cost proposals for consideration				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.3	Use procurement process to identify and contract with appropriate vendors, purchase equipment					<input type="checkbox"/>	<input type="checkbox"/>	
9.4	Implement and oversee approved enhancements						<input type="checkbox"/>	
10 Implement Automated License Plate Reader (APLR) System	Cmdr. Cameron	Jan	June					
<i>Enhance the department's ability to respond proactively to criminal activity, strengthen investigative resources ultimately improving case solvability</i>								
10.1	Evaluate system options and present report to the City Manager			<input type="checkbox"/>				

Police Department Major Projects - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
10.2	Present report and recommendation to the City Council for contract consideration			<input type="checkbox"/>	<input type="checkbox"/>			
10.3	Secure permits and authorizations required for installation				<input type="checkbox"/>	<input type="checkbox"/>		
10.4	Install equipment and train staff					<input type="checkbox"/>	<input type="checkbox"/>	

Public Works Major Projects - 2023

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
1	Sidewalk/ROW Assessment and American Disability Act (ADA) Transition Plan	Annette Cardiff & Manny Gomez	Jan	Dec					
	<i>Research various options to begin sidewalk/curb-cut/ROW self-assessment. Develop GIS rating system and process for updates. Begin the development of an ADA Transition Plan for Public Right-of-Way Infrastructure. The plan will include an inventory of deficiencies; method, schedule and budget for improvements.</i>								
1.1	Research and determine method for conducting right-of-way sidewalk & curb-cut infrastructure self-assessment. Begin data collection.				<input type="checkbox"/>	<input type="checkbox"/>			
1.2	Secure consultant to begin development of ADA Transition Plan. Will incorporate ongoing assessments, maintenance schedules, priority listings, and cost analysis for targeted improvements and tracking mechanism for improvements.				<input type="checkbox"/>	<input type="checkbox"/>			
1.3	Participate in CMAP ADA and Title II requirements Workshops being offered January -April 2023. (4 sessions)				<input type="checkbox"/>	<input type="checkbox"/>			
1.4	Review collected data of City infrastructure and work with consultant to integrate data into City's GIS System.						<input type="checkbox"/>		
1.5	Review assessment data and develop a plan for prioritizing and addressing deficiencies. Include funds in 2024 CIP proposed budget.						<input type="checkbox"/>		
2	Arbor Day 2023	Ben Miller & Ron Bannon	Jan	Dec					
	<i>Plan, coordinate and publicize the Annual Arbor Day Celebration.</i>								
2.1	Plan and coordinate with the Vendors, Ravinia District, Ravinia Festival, Park District and other agencies for the Arbor Day event				<input type="checkbox"/>				
2.2	Publicize & Host Arbor Day Event					<input type="checkbox"/>			
2.3	Conduct post-event meeting with Arbor Day partners to get feedback for future improvements.						<input type="checkbox"/>	<input type="checkbox"/>	
3	GIS Enhancements with Service Provider MGP	Annette Cardiff & Manny Gomez	Jan	Dec					
	<i>Geographic Information System (GIS) is a system that creates, manages, analyzes and maps various types of data. The City is a member of the GIS Consortium (GISC) which is an organization made up of similar municipalities that share resources, information, staffing, and technology with the goal of optimizing the value of GIS. The GISC Service Provider is Municipal GIS Partners, Inc. (MGP).</i>								
3.1	The CIP Storymap is on an outdated web application that is no longer being supported by the software provider. Partnering with MGP, a new 2023 CIP Storymap format will be constructed and populated with 2023 project descriptions, dates, photos, and other information.				<input type="checkbox"/>				
3.2	MGP is facilitating a User Conference in 2023 to bring GIS Consortium Members Staff together to share ideas, innovations, information, and GIS-related work solutions. Public Works staff will assist as-needed in planning and conducting the conference.				<input type="checkbox"/>	<input type="checkbox"/>			
3.3	MGP Staff are supporting the City's Enterprise Resource Planning (ERP) Implementation to build connections between the new ERP Tyler/Munis system and GIS.						<input type="checkbox"/>		
4	APWA Reaccreditation Review	Annette Cardiff	Jan	Dec					

Public Works Major Projects - 2023

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
<i>Review and update policies, procedures, and documentation in preparation of Public Works' 2024 APWA Reaccreditation.</i>									
4.1	Coordinate with Staff to identify changes or improvements to processes since the last Reaccreditation. Update documentation accordingly (over 600 applicable practices).				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.2	Accreditation Manager and Public Works Director to review and approve all practices prior to coordination with APWA for site evaluation.						<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Coordinate with APWA staff to select 2024 dates for the Department's site review.							<input type="checkbox"/>	
5	CBD Streetscape Improvements	Joe O'Neill	Jan	Dec					
<i>Implementation of streetscape improvements throughout CBD.</i>									
5.1	Installation of bike racks and garbage cans				<input type="checkbox"/>				
5.2	Identify areas for installation of benches and tables based on feedback from impacted properties and City staff					<input type="checkbox"/>			
5.3	Contract for the installation of selected amenities						<input type="checkbox"/>		
5.4	Installation of benches and tables							<input type="checkbox"/>	
6	Public Facilities LED Fixtures Conversion	Joe O'Neill	Jan	Dec					
<i>Conversion of existing facilities to LED lighting</i>									
6.1	Identify building for LED conversion				<input type="checkbox"/>				
6.2	Secure funding through ComEd rebate program					<input type="checkbox"/>	<input type="checkbox"/>		
6.3	Installation of new lighting						<input type="checkbox"/>	<input type="checkbox"/>	
7	Project Report to Document Storm Outfalls in Ravine & Bluff Slopes	Manny Gomez	Jan	Dec					
<i>Inspection and documentation of existing conditions of the City's storm sewer outfalls located in ravines and on bluff slopes will allow more proactive measures to be implemented to better address areas of concern.</i>									
7.1	Identify funding in the City's budget to secure consultant services				<input type="checkbox"/>				

Public Works Major Projects - 2023

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
7.2	Develop a listing of storm sewer outfalls located in ravine and bluff slopes					<input type="checkbox"/>			
7.3	Prepare a report noting existing conditions and items that may require immediate attention.						<input type="checkbox"/>		
7.4	Finalize report that summarizes conditions and provides a listing of projects in priority order for consideration for future CIP development							<input type="checkbox"/>	
8	Recruitment of Volunteer Sample Collectors with Lead Service Lines	Marianne Evangelista & Don Jensen	Jan	Jun					
	<i>Changes to the Lead and Copper rule regulations taking effect in 2024 will require that we use ONLY homes with lead service lines (LSLs), whereas, LCR currently also allows homes built before 1986 with lead/tin amalgam solder-joined copper pipes. This project will target homes believed to have LSLs and encourage the owners to volunteer.</i>								
8.1	Continue use of social media, press release to have residents look for typical bulbous LSL and contact the Water Plant					<input type="checkbox"/>			The <u>minimum</u> (30) volunteer homes were secured in 2021-22.
8.2	Enroll additional volunteers (minimum 10)					<input type="checkbox"/>			Backup sample sites are necessary in the event that primary sites drop out or are unavailable.
9	Lead Service Line (LSL) Corrosion Control Optimization	Ron Bannon & Don Jensen	Jan	Dec					
	<i>EPA revisions to the Lead and Copper Rule including sampling from LSLs (only) and 5th Liter sample, and changes to corrosion inhibitors treatment from traditional Ortho/Poly blended phosphate</i>								
9.1	Identify candidate corrosion control chemicals with a higher Orthophosphate content as well as straight phosphoric acid. Obtain samples from suppliers for trial.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Continued from 2022 ~ 1 year duration pilot test.
9.2	Test current blended corrosion inhibitor against the candidate higher Orthophosphate blend(s) and Phosphoric acid at various doses				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Continued from 2022 ~ 1 year duration pilot test.
9.3	Analyze data and convert corrosion inhibitor, if necessary.							<input type="checkbox"/>	Apply to IEPA for permit to change to optimal corrosion control chemical and feed range.
10	Illinois Lead Service Line (LSL) Replacement and Notification Act/IEPA Loan Application	Ron Bannon	Jan	Dec					
	<i>LSL Replacement and Notification Act Implementation and EPA revisions to the Lead and Copper Rule including sampling from LSLs (only) and 5th Liter sample, and changes to corrosion inhibitors treatment from traditional Ortho/Poly blended phosphate</i>								
10.1	Hold Public Hearing on Lead Service Line Replacement Program as Required by IEPA				<input type="checkbox"/>				
10.2	Submit Updated Lead Service Line Inventory for IEPA Review and Approval					<input type="checkbox"/>			
10.3	Finalize and Submit Loan IEPA Loan Application						<input type="checkbox"/>		
10.4	Bring Approved IEPA Loan Agreement to City Council for Approval						<input type="checkbox"/>		
10.5	Advertise, Review and Award Contract for Lead Service Line Replacement Project							<input type="checkbox"/>	

Public Works Major Projects - 2023

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
11 2023 Purchase of Service Agreement with Pace Bus	Annette Cardiff & Ron Bannon	Jan	Dec					
<i>Coordinate with Pace Staff to finalize the 2023 Purchase of Service Agreement (POS)</i>								
11.1	Per Dec 2022 Public Works/Pace meeting, Pace to provide interim POS agreement (3 to 5 months agreement). Seek City Council approval of interim agreement.			<input type="checkbox"/>				
11.2	Follow-up with Pace for requested documentation per Dec 2022 meeting for additional information regarding proposal to require City cover transit-related insurance costs. Pace noted insurance requirements in other POS agreements and would provide additional information and samples.			<input type="checkbox"/>				
11.3	Review and research supporting documentation from Pace regarding Pace's existing executed agreements with similar governmental entities. Follow-up with Pace as needed to gain better understanding of insurance requirements and potential impact on Recovery Ratio.			<input type="checkbox"/>				
11.4	Meet with the City Manager and Finance Director to discuss financial impact of Pace's proposed insurance requirements for the 2023 POS agreement. Follow up with Pace Staff as-needed.				<input type="checkbox"/>			
11.5	Coordinate additional meeting between Pace and City to finalize terms of the POS agreement.				<input type="checkbox"/>			
11.6	Seek City Council review and approval of 2023 Pace POS.				<input type="checkbox"/>			