

City Manager's Office Initiatives - 2017

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
1 City Council Special Workshop	Neukirch	January	May					
<i>Coordinate with the Mayor and Council and plan a Special Workshop for budget development and strategic planning purposes</i>								
1.1	Select the date and draft an agenda for the meeting			<input checked="" type="checkbox"/>				
1.2	Following the workshop conduct a post event report and work plan				<input type="checkbox"/>			
2 Government Partner Meetings	Neukirch	January	December					
<i>Coordinate with Mayor Rotering & plan regular government partner meetings with School Districts, Park, Library, County, Township</i>								
2.1	City to manage meeting schedule and conduct follow-up as warranted			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 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</i>								
3.1	Coordinate meetings, promote and conduct post communication and follow-up as necessary; meetings set up on 3/22 (2 pm), 5/2 (7 pm), 5/31 (7 pm)			<input checked="" type="checkbox"/>	<input type="checkbox"/>			
4 Support School District 112 on their reorganization plan	Mayor, Neukirch & Senior Staff	January	December					
<i>Although a separate unit of government, the City will continue to provide feedback and support to SD 112 and review preliminary plans to ensure public safety and zoning compliance.</i>								
4.1	Coordinate meetings as necessary with SD 112 staff and elected officials			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Coordinate with 112 and post meeting notes and information on City and District web sites			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 Highland Park Public Library Expansion	Neukirch/Sabo/Fontane/Kanapareddy/Logan	January	September					
<i>Coordinate with Library & plan and design work related to the proposed expansion of the Highland Park Public Library</i>								
4.1	Prepare and issue RFP for architectural services for planning phase of project			<input checked="" type="checkbox"/>				
4.2	Award contract to an architect to conduct planning phase of project. Professional services agreement is anticipated for 4/24 CC meeting.			<input type="checkbox"/>				
4.3	Commence architectural review work and engage stakeholder groups for public meetings			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.4	Complete architectural planning for phase I and begin RFP for phase II and III				<input type="checkbox"/>	<input type="checkbox"/>		
6 Highland Park Country Club Quarterly Meetings	Neukirch	January	December					
<i>Meet on a quarterly basis with Park District and Kemper staff to review finances and owner/lessee issues</i>								
6.1	Quarterly meetings			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 Resident Fair	Neukirch/Sabo/Garard	January	June					
<i>Coordinate with partners and plan Resident Fair</i>								
7.1	Hold planning meetings for May 7 Resident Fair to coincide with the How-To fest at the Library			<input checked="" type="checkbox"/>				The first start planning meeting was held and tasks were divided. The new date of the Resident Fair/ How-to Fest/ Bike Fair is June 11. Government and Community Partners have been invited. Reminders and additional meetings will be held in Q2.
7.2	Invite government and community partners to participate in the event			<input checked="" type="checkbox"/>				
7.3	Setup City booth				<input type="checkbox"/>			
7.4	Conduct post event evaluation				<input type="checkbox"/>			
8 Career Exploration Program	Neukirch	January	December					
<i>Coordinate with HPHS and the Chamber on the Career Exploration Program for HS juniors and seniors</i>								
8.1	Continue to promote program			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.2	Match professionals and students for mentoring program			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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8.3	Conduct training program for professional (adult) participants. Training conducted on February 9th, City Hall.			<input checked="" type="checkbox"/>	<input type="checkbox"/>			
8.4	Monitor and evaluate program. Recognition of students and professionals is anticipated on 4/24.				<input type="checkbox"/>		<input type="checkbox"/>	

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9	Codify Library Board and City Relationship	Neukirch/Sabo	April	December				
	<i>Given the expiration of the Library/City MOU on 12/31/16, do not pursue another MOU and instead codify the relationship</i>							
9.1	Meet with Library to discuss expired MOU and what provisions to incorporate into the City Code				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2	Begin drafting an Ordinance to codify the relationship between the Library Board and the City					<input type="checkbox"/>	<input type="checkbox"/>	
9.3	Present ordinance for Council consideration						<input type="checkbox"/>	
9.4	Codify ordinance						<input type="checkbox"/>	
10	Assess the City's grant application process (CAC & HRC)	Neukirch/Viola	January	March				
	<i>Coordinate with local grant agencies and consider one central application process</i>							
10.1	Meet with local grant agencies and consider one central application process				<input checked="" type="checkbox"/>			
10.2	Implement application program, as appropriate				<input checked="" type="checkbox"/>			
11	Plan the City's 150th Anniversary Celebration	Neukirch	March	July				
	<i>Establish a work plan to celebrate the City's Sesquicentennial Anniversary in 2019</i>							
11.1	Establish a work plan that will include all facets of the community				<input checked="" type="checkbox"/>			
11.2	Coordinate with the Mayor and appoint individuals to the Ses. Ann. Committee. Steering Committee set; and Idea Summit planned.				<input checked="" type="checkbox"/>			
12	Administrative Hearing System	Sabo/Knaus/Berlanga	January	December				
	<i>Work intergovernmentally to evaluate administrative hearing softwares for future procurement</i>							
12.1	Meet with Government partners to establish desirable software components				<input checked="" type="checkbox"/>	<input type="checkbox"/>		Research is being done on different softwares available and municipalities are being contacted to find out their experience with their current software
12.2	Draft RFP for joint procurement					<input type="checkbox"/>		
12.3	Evaluate responses					<input type="checkbox"/>		
12.4	Prepare recommendation on how to proceed						<input type="checkbox"/>	
12.5	Budget for FY2018 Implementation						<input type="checkbox"/>	
13	Website Redesign	Garard	January	June				
	<i>Cleanup, redesign and brand the City website to make it more efficient</i>							
13.1	Construct new sitemap				<input checked="" type="checkbox"/>			The new sitemap has been constructed and will make navigation easier for all users. Pages have been moved into categories instead of the traditional departmental structure of pages.
13.2	Oversee website redesign				<input checked="" type="checkbox"/>			
13.3	Train Staff					<input type="checkbox"/>		
13.4	Release website					<input type="checkbox"/>		
13.5	Promote new website					<input type="checkbox"/>		

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14	Festival of Fine Crafts & Port Clinton Art Festival	Hersch	January	September				
	<i>Event administration and modifications to site plans</i>							
14.1	Schedule merchant meeting to discuss improvements and how to best work together				<input type="checkbox"/>	<input type="checkbox"/>		On March 22, staff requested Amdur to complete submit the Special Event Application for the Port Clinton Art Festival. Special Event Application for the Festival of Fine Arts submitted April 5, 2017. Application will be reviewed and if any changes are requested or recommended, feedback will be sought from businesses.
14.2	Schedule staff meeting to review layout				<input type="checkbox"/>	<input type="checkbox"/>		Waiting for Amdur to submit the application.
14.3	Present proposed layouts to COTW for approval				<input type="checkbox"/>	<input type="checkbox"/>		Waiting for Amdur to submit the application.
14.4	Update and manage the PCAF / Taste timeline and send event task lists to staff, as appropriate				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.5	Work with Amdur Productions to manage and promote events					<input type="checkbox"/>		
14.6	Post event review					<input type="checkbox"/>		
15	Business Summit	Hersch/Rosen	January	November				
	<i>Organize a business summit to facilitate communication with business community</i>							
15.1	Schedule program planning meeting; assignments				<input checked="" type="checkbox"/>			On February 2, staff spoke with Ken Keller and obtained cost for Daryl Harris to conduct a customer service work shop and reserved his services. BEDC is meeting April 25 to discuss and finalize the speaker selection.
15.2	Engage speaker, videographer, photographer, trio				<input checked="" type="checkbox"/>	<input type="checkbox"/>		
15.3	Sponsorship package & solicitation					<input type="checkbox"/>		
15.4	Save the date, invitations, website update & reminders				<input type="checkbox"/>	<input type="checkbox"/>		
15.5	Schedule on-site meeting: layout & food					<input type="checkbox"/>		
15.6	Signage: general event, tables, sponsors					<input type="checkbox"/>		
15.7	Hold Event						<input type="checkbox"/>	
15.8	Event review						<input type="checkbox"/>	
15.9	Upload video & photos, event summary & send thank you with link to video and photos						<input type="checkbox"/>	
15	SSA Management	Hersch	January	December				
	<i>SSA 17 & SSA 18 Administration of Communications, Marketing & Events</i>							
15.1	Schedule planning meeting with SSA merchants				<input checked="" type="checkbox"/>			SSA 17 contractor Ripple Public Relations has met with businesses to discuss upcoming events and promotion. February 13, met with SSA 17 regarding 2017 plan and budget. At the request of the BBAD President SSA 18 meetings are on hold until further notice. Met with Ripple and Bensidoun January, February and March to discuss plans and coordination with Bensidoun on Food Truck Market.
15.2	Schedule planning meeting with SSA property owners				<input checked="" type="checkbox"/>			
15.3	Schedule planning meeting with SSA 17 contractor				<input checked="" type="checkbox"/>			
15.4	Event Oversight					<input type="checkbox"/>	<input type="checkbox"/>	
15.5	Year-end report						<input type="checkbox"/>	
16	Coordinate Annual Licensing Packet for Businesses	Hersch/Knaus	July	September				
	<i>Coordinate and streamline business licensing and registration to reduce mailings to businesses, mailing costs and staff time</i>							
16.1	Meet to discuss division of responsibilities & which licenses and info will be in the packet and receipting						<input type="checkbox"/>	
16.2	Revise cover letters & instructions						<input type="checkbox"/>	
16.3	Prepare packet for mailing & send						<input type="checkbox"/>	

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17 Business Attraction Packet	Hersch	January	June					
<i>Develop a Business Attraction Packet</i>								
17.1	Assemble materials				<input type="checkbox"/>			
17.2	Draft cover letters				<input type="checkbox"/>			
17.3	Identify targets				<input type="checkbox"/>			
17.4	Mass mailing				<input type="checkbox"/>			
17.5	Follow up				<input type="checkbox"/>	<input type="checkbox"/>		
18 Briergate TIF	Hersch/Fontane	January	December					
<i>Work with preferred consultant to evaluate the feasibility and possibly recommend a TIF District for the Briergate Business District</i>								
18.1	Present TIF consultant services agreement to City Council for approval			<input checked="" type="checkbox"/>				Approved January 9.
18.2	Eligibility study due to City staff for review and upon completion made available for public review			<input checked="" type="checkbox"/>	<input type="checkbox"/>			Draft eligibility report submitted by Camiros and reviewed by staff. Waiting for impact on other taxing bodies and other substantiation.
18.3	Work with consultant to develop proposed redevelopment plan recommend a TIF District for the Briergate Business District					<input type="checkbox"/>		
18.4	Schedule/conduct meetings with other taxing districts to review feasibility study, redevelopment potential, but-for test, quantitative impact, opt. for governments					<input type="checkbox"/>		
18.5	Make redevelopment plan and project available for review, mail property owners that plan now available for review					<input type="checkbox"/>		
18.6	File Plan with City Clerk 10 days prior to City Council consideration of setting the Joint Review Board meeting and Public Hearing					<input type="checkbox"/>		
18.7	Adoption of a Resolution setting Joint Review Board and Public Hearing dates for the proposed Tax Increment Financing District					<input type="checkbox"/>		
18.8	Convene a public meeting prior to City Council adoption of TIF Ordinance					<input type="checkbox"/>		
18.9	Convene formal Joint Review Board meeting					<input type="checkbox"/>		
18.91	Send certified notice of Public Hearing to all Briergate property owners within the TIF boundary					<input type="checkbox"/>		
18.92	Publish notice of hearing in newspaper					<input type="checkbox"/>		
18.93	Hold meeting with Briergate property owners prior to CC Adoption of TIF Ord					<input type="checkbox"/>		
18.94	Draft TIF documents to establish TIF						<input type="checkbox"/>	
18.95	CC adoption of TIF Ordinance						<input type="checkbox"/>	
18.96	Post TIF info on website						<input type="checkbox"/>	
18.97	Record TIF Ordinance with Recorder of Deeds Office						<input type="checkbox"/>	
19 New Special Events	Hersch	January	April					
<i>Evaluate Opportunities for New Special Events</i>								
19.1	Plan brainstorming meeting with staff			<input checked="" type="checkbox"/>				Worked with Bensidoun USA to bring a French Market to Downtown Highland Park and a Food Truck Market to the Ravinia District. Discussed events that could be funded by sponsorships or sponsored and operated by businesses that would directly benefit from an event specifically related to the their business category. Concert series sponsored by businesses in Downtown Highland Park on Wednesday or Friday nights during the summer. Also discussed partnering with organizations such as Lions Club or Rotary to sponsor concerts.
19.2	Obtain feedback from businesses and property owners			<input checked="" type="checkbox"/>	<input type="checkbox"/>			Obtained feedback from businesses and property owners on the Market and Food Truck Thursdays. Will obtain feedback as new event ideas are developed.
19.3	Draft plan and itemize costs			<input checked="" type="checkbox"/>	<input type="checkbox"/>			Developed plan and budget for Food Truck Thursdays which include site plan, permit fees, advertising and musical entertainment.

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19.4	Present recommendation to Council			<input checked="" type="checkbox"/>	<input type="checkbox"/>			Food Truck Thursdays on Dean Ave and French Market in North St Johns lot presented to the Council February 13 and approved.

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20	New Business Incentive for Website Development	Hersch	January	June				
	<i>Develop a new incentive for businesses related to web development and maintenance. Purpose is to provide businesses with resources to improve their virtual presence thereby strengthening the local economy</i>							
20.1	Research similar existing incentive programs				<input type="checkbox"/>			Project commencement moved to Q2 and Q3 as the POSO, French Market and Food Truck Thursdays took precedence over this project.
20.2	Establish eligibility criteria, incentive amount and approval process				<input type="checkbox"/>			
20.3	Create program and materials				<input type="checkbox"/>	<input type="checkbox"/>		
20.4	Promote and send to businesses				<input type="checkbox"/>	<input type="checkbox"/>		
21	Update Business Development Strategic Plan	Hersch	January	March				
	<i>Identify efforts to be made and strategies to follow to work with property owners, businesses, retailers, brokers, consultants and others for continued economic prosperity and enhanced vitality of the City of Highland Park.</i>							
21.1	Present existing plan to BEDC for feedback				<input checked="" type="checkbox"/>			January
21.2	Update plan to align with 2017 major projects and develop options for additional efforts to enhance business development				<input checked="" type="checkbox"/>			January
21.3	Review BEDC recommendations and proposed revisions with staff				<input checked="" type="checkbox"/>			February
21.4	Update plan and present draft to City Manager				<input checked="" type="checkbox"/>			February
21.5	Present to City Council at COTW				<input checked="" type="checkbox"/>	<input type="checkbox"/>		February
22	Update Senior Center Parking Opportunities	Frey	February	May				
	<i>Update regulations, restrictions, and signage at the Central Park parking lot</i>							
22.1	Review current parking regulations and restrictions and propose options for change.				<input type="checkbox"/>	<input type="checkbox"/>		Will work on in May
22.2	Review proposal with City manager for intergovernmental discussion with Park District staff				<input type="checkbox"/>	<input type="checkbox"/>		Will work on in May
22.3	Implement modifications					<input type="checkbox"/>		
22.4	Create and install updated signage					<input type="checkbox"/>		
23	Increase awareness of Senior Center	Frey	February	May				
	<i>Hold a spring membership drive, increasing awareness of the senior center offerings</i>							
23.1	Include a 4-page insert in the April issue of the Highlander					<input type="checkbox"/>		
23.2	Promote through various signage/marquis throughout town					<input type="checkbox"/>		
23.3	Create and implement promotional plan				<input type="checkbox"/>	<input type="checkbox"/>		In discussions
23.4	Create and implement incentive plan				<input type="checkbox"/>	<input type="checkbox"/>		In discussions
24	Improve Senior Center Registration	Frey	January	April				
	<i>Research, review, and recommend new registration program and member ID system</i>							
24.1	Review options through our current software vendor				<input type="checkbox"/>			Received contact information from Babrock - will follow up for details

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24.2	Request and recommendations from other senior centers and park district			<input checked="" type="checkbox"/>				Have received referrals from other Senior Centers. Currently reviewing feedback, on follow up questions.
24.3	Reach out to top vendors for benefits, pricing, and trial			<input type="checkbox"/>	<input type="checkbox"/>			
24.4	Review and recommend various options			<input type="checkbox"/>	<input type="checkbox"/>			
24.5	Procure and Implement			<input type="checkbox"/>		<input type="checkbox"/>		
25	Relocation of Senior Center (larger scope proj. listed w/ Library)	Frey	January	December				
	<i>Work towards relocations of the Senior Center, following directive of the City Manager and City Council</i>							
25.1	Conduct meetings with Senior Services Advisory Group to discuss programming and facilities needs and desires				<input checked="" type="checkbox"/>		<input type="checkbox"/>	Meeting on February 13 received positive feedback about the Community Center Plan.
25.2	Incorporate feedback from Senior Services Advisory Group into Library expansion planning process				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Continuous - Have scheduled the Mayor and City manager to present to our members in May, with time for feedback.
25.3	Determine feasibility of relocation as part of the proposed Library expansion project				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Continuous

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26 Youth Center Promotion Increase	Frey	May	September					
<i>Increase outreach and promotion to 5th graders at each of the Highland Park elementary Schools.</i>								
26.1 Promote Firehouse via press releases, Highlander, etc.				<input checked="" type="checkbox"/>	<input type="checkbox"/>			Promotion has included Highlander, City's e-news, inclusion in middle school e-mails, and messages to current parents.
26.2 Implement the 5th grade step up program					<input type="checkbox"/>			
26.3 Offer open house for 5th, 6th & 7th grade families					<input type="checkbox"/>	<input type="checkbox"/>		
27 Relocation of Youth Center (larger scope proj. listed w/ Library)	Frey	January	December					
<i>Work Towards relocation of Youth Services, following the directive of the City Manager and City Council.</i>								
27.1 Conduct meetings with Youth Services Advisory Group to discuss programming and facilities needs and desires				<input checked="" type="checkbox"/>		<input type="checkbox"/>		
27.2 Incorporate feedback from Youth Services Advisory Group into Library expansion planning process				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27.3 Determine feasibility of relocation as part of the proposed Library expansion project				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Continuous
28 Human Relations Commission	Frey	January	December					
<i>Work as HRC Staff Liaison</i>								
28.1 Martin Luther King Jr. Day of Services Event (assist chair)				<input checked="" type="checkbox"/>			<input type="checkbox"/>	
28.2 Highland Park Awards (coordinate)				<input checked="" type="checkbox"/>	<input type="checkbox"/>			
28.3 POS Grant Awards (coordinate)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28.4 Revise HRC Mission Statement (assist)				<input type="checkbox"/>	<input type="checkbox"/>			Will add this item to the next meeting agenda.
29 Develop and Administer Staff Training Plan	Taub	January	December					
<i>Provide training programs to ensure exemplary resident service including staff training on anti-harassment, discrimination, and diversity</i>								
29.1 Meet with Senior Staff to determine staff training needs				<input checked="" type="checkbox"/>				
29.2 Develop training calendar				<input checked="" type="checkbox"/>				Training calendar distributed to staff on 3/8.
29.3 Coordinate training programs throughout 2017				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30 Workforce Plan Development	Taub	January	December					
<i>Continue to roll out workforce plan initiatives including succession planning throughout the City to address anticipated transitions due to an aging work force and minimize disruption of City operations</i>								
30.1 Develop draft CMO workforce plan					<input type="checkbox"/>			HR Manager and Assistant City Manager met on 4/3 to plan next steps.
30.2 Review draft plan with Senior staff					<input type="checkbox"/>			
30.3 Finalize CMO workforce plan					<input type="checkbox"/>			
30.4 Determine next Department to go through the workforce planning process					<input type="checkbox"/>			
30.5 Meet with internal staff to determine specific needs					<input type="checkbox"/>	<input type="checkbox"/>		
30.6 Develop Department draft workforce plan development						<input type="checkbox"/>		
30.7 Review draft plan with Senior staff							<input type="checkbox"/>	
30.8 Finalize Department workforce plan							<input type="checkbox"/>	

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31 Firefighter Lieutenanat EMT II Promotional Process	Houtz	April	December					
<i>Under direction from the Board of Fire and Police Commissioners conduct a Fire Lieutenant EMT II promotional process</i>								
31.1	Receive approval from the Board of Fire and Police Commissioners to begin a promotional process			<input checked="" type="checkbox"/>				Approval received from the BFPC on 3/14.
31.2	Develop promotional process timeline				<input type="checkbox"/>			
31.3	Administer the promotional process				<input type="checkbox"/>	<input type="checkbox"/>		
31.4	Finalize Fire Lieutenant EMT II register of eligibles						<input type="checkbox"/>	List will be finalized in January 2018 as that is when the current list expires.
32 Police Officer Recruitment Process	Houtz	January	June					
<i>Under direction from the Board of Fire and Police Commissioners conduct a Police Officer recruitment process</i>								
32.1	Receive approval from the Board of Fire and Police Commissioners to begin a recruitment process				<input checked="" type="checkbox"/>			
32.2	Develop recruitment process timeline				<input checked="" type="checkbox"/>			
32.3	Administer recruitment process				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Written test, screening interviews and preliminary screenings conducted. BFPC oral interviews to be held on 4/22.
32.4	Finalize Police Officer register of eligibles					<input type="checkbox"/>		
33 Amend Firefighter/EMT II Register of Eligibles	Houtz	April	September					
<i>Under direction from the Board of Fire and Police Commissioners, process the second examinaiton band of Firefighter/EMT II candidates and update the Register of Eligibles</i>								
33.1	Receive approval from the BFPC to process the second examination band of candidates					<input type="checkbox"/>		
33.2	Develop process timeline					<input type="checkbox"/>		
33.3	Administer evaluation process					<input type="checkbox"/>	<input type="checkbox"/>	
33.4	Finalize amended Firefighter/EMT II register of eligibles						<input type="checkbox"/>	
34 Conduct Wellness Program Vendor RFP Process	Houtz/Taub	January	September					
<i>Issue a Request for Proposals for a wellness program vendor, evaluate responses, recommend a responsible provider to City Council and execute an agreement with the selected vendor</i>								
34.1	In conjunction with the Wellness Committee, draft wellness program vendor request for proposals					<input type="checkbox"/>		RFP is in the process of being drafted.
34.2	Release RFP					<input type="checkbox"/>		
34.3	Evaluate RFP responses in conjunction with Wellness Committee					<input type="checkbox"/>		
34.4	Recommend wellness program vendor						<input type="checkbox"/>	
34.5	Present agreement with selected vendor to City Council for approval and execute agreement						<input type="checkbox"/>	
35 FOIA Software for FOIA Officers	Knaus/Sabo	January	September					
<i>Work intergovernmentally to acquire FOIA Software to enter, track and create/archive all FOIA responses</i>								
35.1	Contact Government partners to review possibility of the joint purchase of software				<input checked="" type="checkbox"/>	<input type="checkbox"/>		Survey sent through MCLC to find out which municipalities would be interested in joint purchase of software; other municipalities have been contacted.

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35.2	Purchase FOIA Software, implementation and training					<input type="checkbox"/>		
35.3	Provide training to FOIA Officers						<input type="checkbox"/>	
36	Standard Operating Procedures for Recordation of Documents	Knaus	January	December				
	<i>Implement an SOP for the recordation of all documents</i>							
36.1	Management Review of SOP document				<input checked="" type="checkbox"/>			Assistant City Manager has reviewed the draft; updates are being made and then will be sent for another review.
36.2	Provide all departments SOP: Recordation of Documents					<input type="checkbox"/>		
36.3	Review SOP; make adjustments if necessary						<input type="checkbox"/>	
37	E-Signatures	Knaus/Sabo	January	June				
	<i>Procure software to allow for E-Signatures for ordinances, resolutions, agreements, etc.</i>							
37.1	Review options for E-Signature software					<input type="checkbox"/>		Project moved to Q2 and Q3 to coordinate work efforts with IT.
37.2	Implement E-Signature Software						<input type="checkbox"/>	
37.3	Provide training on E-Signature software						<input type="checkbox"/>	
38	Improve Monthly Admin Hearing Reports	Berlanga/Knaus	January	June				
	<i>Improve month to month comparative data</i>							
38.1	Review current report information					<input type="checkbox"/>		New AHS Software is being reviewed, Project moved to 2018
38.2	Implement content changes into administrative hearing software					<input type="checkbox"/>		
38.3	Test functionality and accuracy of automated reporting within administrative hearing software						<input type="checkbox"/>	
38.4	Begin disseminating revised monthly report						<input type="checkbox"/>	
39	Licensing Renewal Forms for City Clerk's Office Licenses	Knaus/Berlanga/Arman	January	December				
	<i>Create renewal form for all licenses (see BD renewal form)</i>							
39.1	Develop renewal form					<input type="checkbox"/>		Work in progress
39.2	Contact EDEN for cost estimates on renewal form applications						<input type="checkbox"/>	
39.3	Work with EDEN to build renewal forms						<input type="checkbox"/>	
39.4	Test functionality and accuracy of automated renewal forms; make adjustments						<input type="checkbox"/>	
39.5	Batch run renewals forms for 2018 licenses						<input type="checkbox"/>	
40	Records Disposal of Fire/Police Pension records	Knaus/Grasso/Breitenbach	January	June				
	<i>Assist Police and Fire Pension Commissions regarding the disposal of Fire/Police Pension Records according to the State application</i>							
40.1	Review Police and Fire Pension Commission Application for Destruction and Records Disposal Certificate					<input type="checkbox"/>		Dec 2016 - Review has taken place with Fire Rep Grasso; Review has taken place with Police Rep Brietenbach, Reached out to both staff liaisons to ask what they need assistance with.
40.2	Assist with deciphering the records that can be disposed of for both Fire and Police					<input type="checkbox"/>	<input type="checkbox"/>	
40.3	Send Records Disposal Certificate for group of documents					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	Park District Parking Tickets Heard in Admin Hearing	Knaus/Blanca/Sabo	January	December				
	<i>Adjudicate Park District citations through the Administrative Hearing System</i>							

City Manager's Office Initiatives - 2017

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
41.1	Review Staff Recommendation			<input type="checkbox"/>				2016 - Staff recommendation has been prepared, needs to be reviewed with management / Minor changes will need to be made to the staff recommendation and then it will need management review again.
41.2	Discuss and work on the transition with the Park District				<input type="checkbox"/>			
41.3	Work with Holland and Knight on Code Amendments					<input type="checkbox"/>		
41.4	City Council Approval						<input type="checkbox"/>	

City Manager's Office Initiatives - 2017

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
42 Rain Barrel Program	Garard/ Facchini	January	September					
<i>Implement Rain Barrel Program as part of the Sustainability Workplan</i>								
42.1	Create Rain Barrel Program			<input checked="" type="checkbox"/>				
42.2	Promote Rain Barrels and the Upcoming Program			<input checked="" type="checkbox"/>				A webpage was created and the program was promoted via the website, eNews, social media, flyers at the HP Recvrline Center and in the Highlander. Because the How-to Fest has moved from May to June, artisticly decorated rain barrels will be featured at the TAC Art Gala in early May to promote the program. If the City has not sold out of rain barrels, we will still consider having them
42.3	Have Rain Barrels Available at the <i>How-To Fest TAC Art Gala</i>				<input type="checkbox"/>			
42.4	Evaluate Program					<input type="checkbox"/>		
43 Sustainability Work Plan	Sabo	January	December					
<i>Create a 3-5 Year Sustainability Plan Based on the City's Current Sustainability Plan</i>								
43.1	Research Sustainability Needs and Sustainaibility Plans for Similar Communities			<input checked="" type="checkbox"/>				Staff has reorganized and sustainability will now be overseen by the Assistant City Manager, Rob Sabo.
43.2	Create 3-5 Year Sustainability Plan				<input type="checkbox"/>			
43.3	Present Plan to NRC for Review					<input type="checkbox"/>		
43.4	Prepare to Implement Plan in 2018.						<input type="checkbox"/>	
44 Reevaluate Brand	Garard/Brand Ambassadors	January	December					
<i>Reevaulate the Brand and Make Adjustments Based on Feedback</i>								
44.1	Meet with Staff, Commission Representatives, and Sister Organizations to Get Feedback				<input type="checkbox"/>			The City has started this process and has made functional changes to brand documents as needed.
44.2	Propose Changes, Updates or Additions to Current Brand Material					<input type="checkbox"/>		
44.3	Update Brand Folder and All Branded Material and Templates to Reflect Changes						<input type="checkbox"/>	
45 Request Tracker	Garard	January	June					
<i>Implement the New Request Tracker Feature on the Website</i>								
45.1	Research Most Frequent Requests and Create Categories Accordingly			<input checked="" type="checkbox"/>				The request tracker feature is not yet available to test. It should be available in early Q2.
45.2	Test the Request Tracker and Train Staff to Respond			<input type="checkbox"/>	<input type="checkbox"/>			
45.3	Launch Request Tracker				<input type="checkbox"/>			
45.4	Promote Request Tracker				<input type="checkbox"/>			
46 Update Social Media Policy	Garard	January	September					
<i>Update the City's Social Media Policy</i>								
46.1	Research Social Media Policies and Best Practices for Social Media			<input checked="" type="checkbox"/>				
46.2	Update the City's Social Media Policy				<input type="checkbox"/>			

City Manager's Office Initiatives - 2017

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
46.3 Present New Policy to Staff						<input type="checkbox"/>		
47 Public Service Announcements	Garard	January	December					
<i>Create and Release a Quarterly PSA</i>								
47.1 Create and Release PSA #1				<input type="checkbox"/>	<input type="checkbox"/>			The first quarter PSA is on Public Safety and should be available in early Q2
47.2 Create and Release PSA #2					<input type="checkbox"/>			
47.3 Create and Release PSA #3						<input type="checkbox"/>		
47.4 Create and Release PSA #4							<input type="checkbox"/>	
48 Promote Composting	Garard Sabo	January	September					
<i>Promote Lakeshore Recycling System's Commerical and Residential Composting Program</i>								
48.1 Create an Educational Composting Flyer				<input type="checkbox"/>				Staff has reorganized and sustainability will now be overseen by the Assistant City Manager, Rob Sabo. This flyer was created by Bluestem Communications in early January. Council has requested that staff take over this process.
48.2 Dissiminate the Educational Composting Flyer to Residents					<input type="checkbox"/>			
48.3 Get Feedback from Businesses about Commercial Composting					<input type="checkbox"/>			
48.4 Promote Commerical Composting Based on Feedback						<input type="checkbox"/>		
49 Crown Communities Award	Garard/ Facchini	November	December					
<i>Nominate a project that is unique, bringing short and long term value through innovative financing</i>								
49.1 Identify project							<input type="checkbox"/>	
49.2 Prepare application							<input type="checkbox"/>	
49.3 Submit application							<input type="checkbox"/>	
50 Extenet DAS Antenna Lease Agreement	Sabo	January	March					
<i>Complete negotiations of a DAS antenna lease agreement with Extenet for a DAS antenna to be located at the Water Treatment Plant</i>								
50.1 Complete negotiating the terms of the DAS antenna lease agreement				<input checked="" type="checkbox"/>				Negotiations began in FY2016 and are carrying into FY2017
50.2 Prepare final agreement and necessary approval documents				<input checked="" type="checkbox"/>				
50.3 Present final agreement and approval documents for Council consideration				<input checked="" type="checkbox"/>				
50.4 Provide approved antenna lease agreement to Finance to begin invoicing for rent payments due to the City				<input checked="" type="checkbox"/>				
51 Large Entertainment Venue Liquor License Review	Sabo	April	August					
<i>Evaluate comparable municipal liquor licenses for large entertainment venues such as stadiums and amphitheaters</i>								
51.1 Conduct analysis on comparable community liquor license information					<input type="checkbox"/>			
51.2 Prepare report regarding findings and recommendation and present to City Manager					<input type="checkbox"/>			
51.3 If staff recommendation is to modify the City's Liquor Code, prepare Council items and approvals						<input type="checkbox"/>		

City Manager's Office Initiatives - 2017

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
52 Environmental Day Special Event	Sabo/Garard/ Facchini	January	December					
<i>Plan and design an environmental day special event for Highland Park to be held in FY2018</i>								
52.1	Evaluate Environmental Day events held by other communities and determine feasibility/desire for Highland Park			<input checked="" type="checkbox"/>				The City has researched what other communities are doing and sustainability events in Highland Park that already exist that the City could collaborate on.
52.2	Determine possible partnerships and community involvement			<input checked="" type="checkbox"/>				
52.3	Determine a location and budget for a possible event				<input type="checkbox"/>			
52.4	Prepare an event summary along with promotional materials to begin marketing in FY2018						<input type="checkbox"/>	
53 City Code Review and Update	Sabo/Knaus	January	December					
<i>Review and update entire City Code based on current City practices</i>								
53.1	Establish process by which the Code will be reviewed and necessary updates will be denoted			<input type="checkbox"/>	<input type="checkbox"/>			Project process and objectives to be developed in early Q2.
53.2	Commence review process and prepare a list of recommended amendments to the Code			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
53.3	Review list with appropriate staff and Corporation Counsel				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53.4	Prepare Council RFCA and ordinance(s) as necessary to complete Code amendments						<input type="checkbox"/>	
54 Disposition of Assets with Highland Park Theater	Sabo/Knaus	January	June					
<i>Sell or dispose of inventoried assets at the Highland Park Theater</i>								
54.1	Prepare an inventory list of all assets at the Highland Park Theater			<input checked="" type="checkbox"/>				2016 - drafted inventory list based on visit to Theater. 2017 - finalization of inventory list completed
54.2	Engage an auctioneer or contractor to assist with the disposition of specialized items such as technical movie equipment			<input type="checkbox"/>				
54.3	Conduct an auction or sale of inventory				<input type="checkbox"/>			
54.4	Dispose of any items not sold				<input type="checkbox"/>			
55 No Outstanding Debt Requirement for Licensing	Sabo	March	June					
<i>Code amendment which would require any license applicant to pay any outstanding debts to the City prior to License issuance</i>								
55.1	Draft ordinance based on comparable municipal codes			<input type="checkbox"/>	<input type="checkbox"/>			Project to be completed in Q2.
55.2	Propose ordinance for Council consideration				<input type="checkbox"/>			
56 The Art Center Highland Park Lease/MOU Restructure	Sabo/Kanapareddy	January	June					
<i>Work with The Art Center to restructure their lease/MOU agreements to a normalized rent and agreement structure</i>								
56.1	Draft proposed lease/MOU document based on discussions between the City and TAC			<input type="checkbox"/>	<input type="checkbox"/>			Negotiation of lease terms ongoing between the City and TAC into Q2.
56.2	Staff and TAC representatives negotiate terms of the lease/MOU			<input type="checkbox"/>	<input type="checkbox"/>			Negotiations ongoing between the City and TAC into Q2.
56.3	Present revised TAC lease/MOU for Council consideration				<input type="checkbox"/>			
57 Assess City Memberships as part of budget prep	Sabo/Garard	May	September					
57.1	Evaluate costs vs. benefits of membership				<input type="checkbox"/>			
57.2	Present report of findings to City Manager					<input type="checkbox"/>		

City Manager's Office Initiatives - 2017

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
58 Ravinia Agreement	Neukirch/Sabo	January	December					
<i>Preparations and review of the Ravinia Agreement</i>								
58.1	Evaluate existing conditions and agreement			<input type="checkbox"/>	<input type="checkbox"/>			Existing conditions analysis continues into Q2.
58.2	Prepare a list of suggested modifications				<input type="checkbox"/>			
58.3	Meeting with Ravinia to begin discussing future agreement terms				<input type="checkbox"/>	<input type="checkbox"/>		
58.4	Compile information from Ravinia and City to begin drafting future agreement						<input type="checkbox"/>	
59 Bike Share Program	Garard Sabo/ Facchini	January	December					
<i>Evaluate the feasibility of a bike share program within Highland Park</i>								
59.1	Evaluate bike share program options			<input checked="" type="checkbox"/>	<input type="checkbox"/>			Staff has reorganized and sustainability will now be overseen by the Assistant City Manager, Rob Sabo.
59.2	Determine feasibility of a bike share program for Highland Park				<input type="checkbox"/>			
59.3	Procure bike sharing services for Highland Park						<input type="checkbox"/>	
59.4	Begin implementation of bike share program						<input type="checkbox"/>	
60 Landlords Turning on Heat for Tenants	Garard	April	July					
<i>Evaluate a possible code amendment pertaining to the date by which landlords must turn on heat for tenants</i>								
60.1	Evaluate comparable municipal codes pertaining to the date by which landlords must turn on heat for tenants				<input type="checkbox"/>			
60.2	Prepare report regarding findings and recommendation and present to City Manager				<input type="checkbox"/>			
61 Water Testing Program for Public Fountains and Water Sources	Neukirch/Kanapareddy	May	November					
<i>Coordinate with the City's government partners and establish a water testing program for public drinking fountains and sinks used for potable water (year 2)</i>								
61.1	Meet with government partners and discuss program - sample collection, testing, reporting				<input type="checkbox"/>			
61.2	Post results on communication outlets for public information				<input type="checkbox"/>			
61.3	Review program for 2018						<input type="checkbox"/>	
62 Lake County Leadership Alliance	Neukirch	February	June					
<i>Coordinate Alliance with Mayor Rotering to bring together LC leaders to discuss a regional matter of importance</i>								
62.1	Coordinate w/ Mayor; establish the speaker and forum							
62.2	Plan logistics and carry-out							

Community Development Major Projects - 2017

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
1	Review of Major Development Proposals	Planning Div. Staff	Jan	Dec					
	<i>Current Planning Projects - Review, Analyze and Advise Commissions and City Council on Development Applications</i>								
1.01	HP Theater Redevelopment PUD				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Completed an amendment to the P&S & Met with Canal Team regarding site plan layout and initial designs
1.02	Old Deerfield Rd - Simply Self Storage PUD				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Completed PDC public hearing process and recommendation to City Council, however, applicant is seeking additional relief in Q2
1.03	1702 First Street PUD				<input type="checkbox"/>	<input type="checkbox"/>			In public hearing phase of consideration.
1.04	Lake Cook Rd Minor PUD Amendment				<input checked="" type="checkbox"/>				Completed.
1.05	Porsche Minor PUD Amendment				<input checked="" type="checkbox"/>				Completed.
1.06	Laurel Court II PUD Amendment				<input checked="" type="checkbox"/>				Approved at 03.21.17 PDC and scheduled for CC agenda on 04.02.17
1.07	AT&T Small Cell SUP					<input type="checkbox"/>			In public hearing phase of consideration.
1.08	Ravinia Festival PUD Amendment					<input type="checkbox"/>	<input type="checkbox"/>		
1.09	District-112 Edgewood Middle School Improvements				<input type="checkbox"/>	<input type="checkbox"/>			Public meeting in March continued to PDC's April 5th meeting
1.10	Park District - Sunset Valley Maintenance Operations Facility PUD				<input type="checkbox"/>	<input type="checkbox"/>			Public hearing at PDC - final public hearing & recommendation scheduled for PDC's April 19th meeting
1.11	1645 McGovern PUD					<input type="checkbox"/>			
1.12	Renaissance Place PUD Amendment					<input type="checkbox"/>			
1.13	Birchwood Country Club SUP Amendment					<input type="checkbox"/>			
1.14	2107 St. Johns PUD Amendment				<input type="checkbox"/>	<input type="checkbox"/>			In public hearing phase of consideration.
1.15	Warren Barr SUP Amendment					<input type="checkbox"/>			
2	Board and Commission Training	H&K and Staff Liaisons	Jan	Dec					
	<i>Roberts Rules, Making Sound Decision, OMA etc.</i>								
2.1	Plan & Design Commission Training				<input checked="" type="checkbox"/>				Completed on March 1, 2017
2.2	Historic Preservation Commission					<input type="checkbox"/>			Scheduled for June 5th, 2017
2.3	Housing Commission Training						<input type="checkbox"/>		Scheduled for September 13, 2017.
2.4	Zoning Board of Appeals							<input type="checkbox"/>	To be scheduled in November or December. Staff working with members to schedule.

Community Development Major Projects - 2017

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
3	Development Code Review & Improvement		Jan	Dec					<i>Special Legislative Initiatives to Address Specific Topics - (Contingent on Current Planning Workload Above)</i>
3.1	Lighting Code Amendments	Cross							
	<i>Dark Skies Code Amendments & Guidance Documents</i>								
3.11	<i>Revised recommendation to City Council for Consideration at COTW</i>					<input type="checkbox"/>			
3.12	<i>Develop Bird Friendly Guide for Customers</i>				<input type="checkbox"/>				Deferred - Pending update of City's Sustainability Plan by CMO
3.2	Reassess POSO Overlay District	Later							
	<i>Consider POSO Boundaries and Clarify & Align Code w/ Policy Practice</i>								
3.21	<i>Develop Alternatives for Changes to POSO District Boundaries and Regulations</i>				<input type="checkbox"/>				Presented recommendations and supporting research data to staff working group. Updated survey information March 27. April 6 and 12 POA meetings scheduled through CMO.
3.22	<i>Conduct Interviews with POA and other Stakeholders</i>					<input type="checkbox"/>			
3.22	<i>Present Proposed Changes to COTW</i>					<input type="checkbox"/>	<input type="checkbox"/>		
3.23	<i>Zoning Amendment Hearing Process</i>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Involuntary Landmark Amendment Alternatives	Cross							
3.31	<i>Research and Development of Proposed Amendment</i>					<input type="checkbox"/>			New Legislative item added to work program in Q1.
3.32	<i>Present Proposed Changes to COTW</i>					<input type="checkbox"/>			
3.33	<i>Formal Consideration of Proposed Changes as Directed by City Council</i>					<input type="checkbox"/>			
3.4	Improve Sign Regulations	Cross							
	<i>Review Sign Regulations & Improve Clarity & Address Small Business Needs</i>								
3.41	<i>Finalize List of Code Sections for Potential Modification</i>				<input type="checkbox"/>				List of code sections identified. Content-related items identified. Functional types analysis completed.
3.42	<i>Develop Draft Code Revisions & Circulate</i>				<input type="checkbox"/>	<input type="checkbox"/>			Initial draft approaches developed in preliminary form. Language of amendments partially completed
3.43	<i>Present Draft Code Revisions</i>					<input type="checkbox"/>	<input type="checkbox"/>		
3.44	<i>Public Hearing Process for Zoning Ordinance Amendments</i>						<input type="checkbox"/>	<input type="checkbox"/>	
3.45	<i>City Council Consideration</i>						<input type="checkbox"/>	<input type="checkbox"/>	
3.5	Short-Term Rentals Amendment	Cross							
	<i>Assess the Need for and Develop Regulation Related to Home Rentals (i.e. Airbnb)</i>								
3.51	<i>Finalize best practice research and identifying policy framework</i>					<input type="checkbox"/>			
3.52	<i>Develop Recommendation for COTW</i>					<input type="checkbox"/>	<input type="checkbox"/>		
3.53	<i>Finalize Draft Policy with Council</i>						<input type="checkbox"/>		
3.54	<i>Adoption & Distribution to Public - Begin Enforcement</i>						<input type="checkbox"/>	<input type="checkbox"/>	
3.6	Assess Vacant Home Strategy	Later / Accardo / Matheisen							
	<i>Review and Evaluate City's Approach to Addressing Vacant Residential Property Maintenance</i>								
3.61	<i>Develop Residential Planning Response Plan</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Discussed ability to produce relevant housing data via GIS Consortium with personnel; reviewed best practice criteria on a response plan framework from IHDA materials
3.62	<i>Present Approach to COTW</i>						<input type="checkbox"/>		
3.63	<i>Adoption & Initial Implementation</i>						<input type="checkbox"/>	<input type="checkbox"/>	
3.7	Update Subdivision Code	Cross							

Community Development Major Projects - 2017

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
<i>Improve Subdivision Code Clarity and Align Code w/ Policy Practice</i>									
3.71	Assess Issues & Opportunities with Existing Subdivision Code					<input type="checkbox"/>			
3.72	Draft & Circulate Proposed Code Revisions					<input type="checkbox"/>	<input type="checkbox"/>		
3.73	Present Draft Code Revisions						<input type="checkbox"/>	<input type="checkbox"/>	
3.74	City Council Consideration							<input type="checkbox"/>	
4	Master Plan Update / Recodification	Cross / Awsumb	Jan	Dec					
<i>Incorporate all Legislative Amendments & Improve the Accessibility of the City's Master Plan Documents</i>									
4.1	Identify all Land Use Related Legislative Actions Since Last Master Planning Process				<input checked="" type="checkbox"/>				Completed.
4.2	Develop RFP for Consulting Services to Incorporate and Reformat the City's Master Plan Documents into a Unified User Friendly Document				<input checked="" type="checkbox"/>				Completed. Draft under review.
4.3	Draft Revised Master Plan Document					<input type="checkbox"/>	<input type="checkbox"/>		
4.4	Final Master Plan Document to City Council for Adoption						<input type="checkbox"/>	<input type="checkbox"/>	
5	Comprehensive Building Code Amendment	Accardo / Mishima / Fontane	Jan	Jun					
<i>Finalize & Adopt ICC 2012 Code Amendments & Local Amendments</i>									
5.1	Final Internal Review of Proposed Amendment Package				<input type="checkbox"/>				New Building Division Manager familiarizing himself with the City's Code. Final draft anticipated in Q2; will align with establishing public outreach efforts. Council process to commence in Q3.
5.2	Conduct Focus Group Meetings with Key Stakeholders (Development Community)					<input type="checkbox"/>			
5.3	Develop Revised Recommendations						<input type="checkbox"/>		
5.4	Present to Recommendations to City Council for Consideration & Adoption						<input type="checkbox"/>	<input type="checkbox"/>	
6	Comprehensive Fee Schedule Amendment	Accardo / Fontane / Olson	Jan	Jun					
<i>Address Potential Updates to Fee Schedule Based on Customer Feedback and Best Practices</i>									
6.1	Assess Existing Fee Schedule - Identify Need for Fee Changes				<input type="checkbox"/>				New Building Division Manager familiarizing himself with the City's current fee structure.
6.2	Develop Simplified Alternative Fee Schedule Frameworks					<input type="checkbox"/>			Initial brainstorming and discussion/review of comparable community best practices has occurred. Final research and proposed amendments will be developed in Q2.
6.3	Develop Fee Schedule Recommendation					<input type="checkbox"/>			
6.4	Present Comprehensive Fee Schedule Reform to City Council as Part of FY-18 Budget Process					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Capital Improvement Implementation - Route 41 Wayfinding Signage	Cross	Jan	Dec					
<i>Identify Opportunities, Design and Install Wayfinding Signs Where Feasible Along Route 41 to Aid Economic Development</i>									
7.1	IDOT meeting regarding on concept				<input type="checkbox"/>				Approach identified, concept developed and meeting with IDOT scheduled.
7.2	Develop Cost Est. vs. Public Benefit Resources					<input type="checkbox"/>			
7.3	Procure Sign Designer & Fabrication vendor					<input type="checkbox"/>	<input type="checkbox"/>		
7.4	Obtain IDOT Approval, Fabrication & Installation					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Capital Improvement Planning - Downtown Streetscape, Gateway, Wayfinding & Arcade	Cross / Fontane	Jan	Jun					
<i>Develop 5-Year Streetscape Investment Strategy Based on Concept Plan Developed in 2016</i>									
8.1	Assess Concept Plan & Present Alternative Improvement Packages				<input type="checkbox"/>				Completed kiosks concept design.
8.2	Prioritize improvements for Draft 5-Year CIP w/ Key Stakeholders					<input type="checkbox"/>	<input type="checkbox"/>		
8.3	Develop 5-Year Central District Capital Investment Plan w/ Public Works (consider sustainability fund as a source for lighting)					<input type="checkbox"/>	<input type="checkbox"/>		
8.4	City Council Consideration as part of FY18 Budget Process						<input type="checkbox"/>	<input type="checkbox"/>	

Community Development Major Projects - 2017

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
9 Capital Improvement - Ravinia - Roger Williams Streetscape - Concluding Phase 1		Awsumb / Later	Jan	Jun					
<i>Complete Design & Installation of Electric Phase I</i>									
9.1	Obtain cost and schedule of alternatives for electric service from ComEd				<input type="checkbox"/>				Initial cost research was completed. However, due to potential for full lighting infrastructure in 2018, these electrical options are being held until lighting assessment is complete.
9.2	Electric Installation					<input type="checkbox"/>	<input type="checkbox"/>		
10 Capital Improvement Planning - TIF Infrastructure Improvement - Ravinia Business District		Awsumb / Later	Jan	Dec					
<i>Capital Improvement Plans for the Ravinia District</i>									
10.1	Stakeholder Meetings to Assess Capital Improvement Plan				<input type="checkbox"/>				Draft document has been finalized and internally reviewed. Ready for public stakeholder feedback.
10.2	Develop Draft Action Plan Based on Stakeholder (RBDA) Input & Budgetary Constraints				<input type="checkbox"/>	<input type="checkbox"/>			
10.3	Recommend Action Plan to City Council						<input type="checkbox"/>	<input type="checkbox"/>	
11 Capital Improvement Implementation - Ravinia - Roger Williams Streetscape 60% Construction Design Docs		Later / Awsumb	Jan	Dec					
<i>Develop Streetscape Design Documents (60% Construction Design Doc) for Ravinia District</i>									
11.1	RBDA and City Council for Review and Approval of Draft RFP				<input type="checkbox"/>	<input type="checkbox"/>			Initial draft is prepared. Ready to present to RBDA / stakeholder groups and City Council in early Q2.
11.2	Procure Professional Services via RFP					<input type="checkbox"/>			Anticipate RFQ/RFP process, evaluation, and selection within Q2.
11.3	Develop Streetscape Design Docs (60%)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.4	Present to City Manager & City Council as Appropriate							<input type="checkbox"/>	
12 Capital Improvement Planning - Briergate District TIF Development		Later							
<i>Assist & Advise CMO & Consultant w/Planning Aspects of this Project</i>									
12.1	Advise CMO on TIF Strategy for Briergate District				<input type="checkbox"/>	<input type="checkbox"/>			Advised on TIF district boundaries, collected building code, EAV, building age, etc. data for consultant. Reviewed formal draft of TIF Eligibility Report and provided feedback to CMO and consultant
12.2	Review, Comment & Advise Regarding TIF Study					<input type="checkbox"/>	<input type="checkbox"/>		
13 Capital Improvement Implementation - Library Expansion		Fontane / Later							
<i>Advise & Assist CMO w/ Design Considerations & Development Review Process</i>									
13.1	Coordinate & Advise CMO Regarding Preliminary Site Design, RFP, Demo of Existing Homes				<input checked="" type="checkbox"/>				Researched historic aspects of two homes and considering alternatives for disposition of homes including potential market selling the building for move to another site.
13.2	Contribute & Advise to Design Development				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Participated with CMO and Library in review of proposals and selection of design team.
13.3	Advise CMO Regarding Land Use Considerations							<input type="checkbox"/>	
14 Capital Improvement / Plan Implementation - Bike Walk 2030 Plan		Later	Jan	Dec					
<i>Implementation Activities Related to Bike-Walk 2030 Plan</i>									
14.1	Coordinate with Public Works on Capital Improvement Planning				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed. Will address in FY18 budget preparations as needed.
14.2	Coordinate with CMO and PW on Bike-Walk Related Activities & Events				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Development staff has attended meetings and coordinated on Resident Fair and Bike Fair.

Community Development Major Projects - 2017

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
15 Affordable Housing Program - Financing, Property Taxes, Capital Improvements		Later	Jan	Sept					
<i>Implement Commission Budget Objectives Regarding Refinancing, Property Taxes and Capital Improvements</i>									
15.1	Evaluate Refinancing Options Affordable Housing Developments				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sunset Woods has option to extend mortgage. First Bank of Highland Park is holder and is preparing paperwork (staff discussed with bank loan officer and we expect same terms and rate).
15.2	Evaluate Property Tax Status Alternatives for Affordable Housing				<input type="checkbox"/>	<input type="checkbox"/>			H&K is working on applications and will attend the April 5 HC meeting to present their findings and answer Commission questions.
15.3	Peers Window & Partial HVAC Replacement Project								
15.31	<i>Finalize Documents & Release Bid</i>				<input type="checkbox"/>	<input type="checkbox"/>			A bid process was let, received, and finalized in Q1. Unfortunately no bids were received. The architect has worked with contractor feedback to modify scope of work; HC was briefed. An amended bid package will be released in Q2.
15.32	<i>Present Bids to Housing Commission & Council - Select Contractor/Approval</i>				<input type="checkbox"/>	<input type="checkbox"/>			Same as above.
15.33	<i>Project Implementation</i>						<input type="checkbox"/>	<input type="checkbox"/>	
16 Affordable Housing Program - Sale of Ravinia Housing Association Parking Lot		Later / Fontane	Jan	Dec					
<i>Related to the 515 Roger Williams Development Approval</i>									
16.1	Appraisal of Property (by Klairmont Investments)				<input type="checkbox"/>	<input type="checkbox"/>			Klairmont Investments hired an appraiser and began the review. City staff responded to a number of questions regarding the property and its value. HC waiting for final appraisal from Klarimont.
16.2	P&S Negotiations RHA					<input type="checkbox"/>	<input type="checkbox"/>		
16.3	Review & Approval by Mortgage Holders					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.4	Housing Commission Approval						<input type="checkbox"/>	<input type="checkbox"/>	
16.5	Presentation to City Council for Consideration & Approval						<input type="checkbox"/>	<input type="checkbox"/>	
17 Affordable Housing Program - Review of Inclusionary Zoning Regulations		Later / Fontane	Jan	Dec					
<i>Present Task Force Recommendations & Facilitate Commission and City Council Review</i>									
17.1	Housing Commission Review & Recommendation					<input type="checkbox"/>			
17.2	Plan & Design Commission Review & Recommendation					<input type="checkbox"/>			
17.3	Recommendation to COTW					<input type="checkbox"/>			
17.4	Develop Code Amendments as Directed					<input type="checkbox"/>	<input type="checkbox"/>		
17.5	Public Hearing Process for Zoning Ordinance Amendments					<input type="checkbox"/>	<input type="checkbox"/>		
18 Process Improvement - Front-Line Customer Services		Awsumb / Butler	Jan	Dec					
<i>Improve Front-Line Customer Service Operations</i>									
18.1	Assess Process Documentation for all Standard Front Line Customer Service Functions				<input type="checkbox"/>	<input type="checkbox"/>			Commenced preliminary existing conditions assessment of front counter unit operations. Initiated Phase 1 internal improvements to be made during "slow season" of Q1. Approach for improvement implementation once vacant Clerk position filled, anticipated in early Q2.
18.2	Identify & Implement Customer Service Improvements				<input type="checkbox"/>	<input type="checkbox"/>			Multi-phase approach to customer service training, level of service standards, and feedback survey devices developed.
18.3	Identify & Implement Operational Efficiency & Performance Improvements				<input type="checkbox"/>	<input type="checkbox"/>			Same as above.
18.4	Update Existing Process Documentation for all Standard Operations					<input type="checkbox"/>	<input type="checkbox"/>		Unit has performed an existing conditions analysis and inventory of all existing documentation and training materials on core unit operations. Identified what line functions need additional materials.
18.5	Cross Train Staff in Key Functional Areas				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross-training occurred on entering submissions, occupancy, FOIA, counter operations, GD refunds, and administering the contractor licensing program. A dynamic staff model plan was developed in March. Additional cross-training and line function assignments will be executed in Q2, after Clerk position is filled.

Community Development Major Projects - 2017

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
19	Process Improvement - Plan Review Services	Accardo / Fontane	Jan	Dec					
	<i>Improve plan review service operations</i>								
19.1	Assess Process & Standards for Plan Review Services				<input type="checkbox"/>	<input type="checkbox"/>			Completed and presented strategy & overarching standards
19.2	Identify & Implement Customer Service Improvements				<input type="checkbox"/>	<input type="checkbox"/>			Implementation underway
19.3	Identify & Implement Operational Efficiency & Performance Improvements				<input type="checkbox"/>	<input type="checkbox"/>			Implementation underway
19.4	Update Existing & Develop New Process Documentation for all Standard Operations					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.5	Cross Train Staff in Key Functional Areas				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On-going (drainage and grading cross-training underway)
20	Process Improvement - Accessibility of Services to Customers - Electronic Information	Awsumb / Fontane	Jan	Dec					
	<i>Improve the Availability and Content of Information Regarding Development Processes</i>								
20.1	Develop Revised Content in Coordination with Citywide Web Redesign				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Participated in team that led redevelopment of City's website. Will launch in April. Beginning in Q2, further update and improvements to content will be made. Already completed User Training.
20.2	Identify Areas for Improvement				<input type="checkbox"/>	<input type="checkbox"/>			Through redesign process, identified ways to improve ComDev's online services and internal webpages.
20.3	Update Website Content					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.4	Evaluate Opportunities to Expand E-Government Function					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Process Improvement - Accessibility of Services to Customers - Design Review	Cross / Fontane	Jan	Dec					
	<i>Chapter 176 Design Review Process, Application Requirements and Guidelines / Standards</i>								
21.1	Revising to Address Dark Skies Regulations				<input type="checkbox"/>	<input type="checkbox"/>			Pending direction regarding lighting code amendments. Will incorporate into document at that time.
21.2	Send to H&K for a Legal Review					<input type="checkbox"/>			
21.3	Make Recommendation to the City Manager					<input type="checkbox"/>			
21.4	Present to Plan & Design Commission & City Council as Appropriate					<input type="checkbox"/>	<input type="checkbox"/>		
21.5	Make this document available to Development Community						<input type="checkbox"/>	<input type="checkbox"/>	
22	Process Improvement - Accessibility of Services to Customers - Building & Zoning Seminar for Dev. Community	Accardo / Mishima / Matheisen	Jan	Jun					
	<i>Present City Processes & Services to Development Community</i>								
22.1	Develop session program						<input type="checkbox"/>		Delayed due to transition of new building manager into organization
22.2	Identify attendees and invite						<input type="checkbox"/>		
22.3	Conduct workshop						<input type="checkbox"/>		
23	Process Improvement - Electronic Records & Records Retention Policy	Awsumb / Camacho	Jan	Sept					
	<i>Implement LaserFiche for Select Planning & Building Records & Assess Records Retention Policy</i>								
23.1	Develop Long-Term Records Retention Policy				<input type="checkbox"/>	<input type="checkbox"/>			Draft recommendation prepared and is being internally reviewed.
23.2	Remaining Phase I Records for Scanning for Planning Division				<input type="checkbox"/>	<input type="checkbox"/>			Delayed - IT Division selected new vendor to reduce costs.
23.3	Phase II Records for Scanning for Building Division				<input type="checkbox"/>	<input type="checkbox"/>			Delayed - IT Division selected new vendor to reduce costs.
23.4	Complete Formal Records Destruction Process as Appropriate per Policy & as Permitted by Law					<input type="checkbox"/>	<input type="checkbox"/>		

Finance Department Major Initiatives - 2017

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
1 City Fiber Network - Shared	J.O'Connell	Apr	Sep					
<i>Coordinate review/design/proposal for 2018 construction of a fiber connection.</i>								
1.1	Refine Preliminary Design Study			✓				Consulted with CTC Technologies, the City's fiber consultant, on fiber network alternatives for the City stand alone and City/D113 combined.
1.2	Select vendor for Detail Design Study - RFP process							
1.3	Present detail design study the findings to the City Council							
1.4	RFCA to move forward on Fiber Project							
2 ECM System Implementation	B.Arman/J.Fontane/R.Kannapareddy	Jan	Dec					
<i>Implement Electronic Content Management (ECM) for Community Development Dept. (continued from '16) and Public Works</i>								
2.1	Setup and install hardware and software			✓				Setup scanners in Building and Planning divisions. Created header report for permit scan process and trained Building staff on scanning process
2.2	Train staff on how to scan and process documents							
2.3	Go Live with scanning of documents							
2.4	Coordinate meetings with department representatives							
2.5	Work with departments to identify a retention schedule for there documents							
2.6	Work with departments and vendor to scan and return							
2.7	Work with departments and vendor to layout process and create templates for scanning documents							
3 Support Department IT Initiatives	J.O'Connell/B.Arman/J.Musselman	Jan	Dec					
<i>As identified</i>								
3.1	Coordinate discussions with departments to determine specific needs			✓				Coordinated first quarter Department meetings to discuss project updates and department requirements.
3.2	Assist Departments with project requirements							
4 System Security Analysis	J. Musselman	Jan	Dec					
4.1	Analyze current environment			✓				Ran 30 day trial on a Security Threat Detection system. Long-term assessment in process. Ran baseline user security assessment. Developed an on-going assessment program and related user training program.
4.2	Evaluate options							
4.3	Present recommendations to Steering Committee							
4.4	Development implementation plan							
4.5	Implement recommendations							

Finance Department Major Initiatives - 2017

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
5	2018 Budget Process	J.Logan/P.Post	Mar	Dec				
	<i>Complete Fiscal Year 2018 Budget and present for City Council approval.</i>							
5.1	Automate as necessary to improve process efficiency			✓				Updates in process. Targeting May completion.
5.2	Develop budget timetable			✓				Complete.
5.3	Update of reserve and fund balance policies							
5.4	Present mid-year financial review at COTW							
5.5	Update IT allocation model							
5.6	Hold kick-off meeting and budget entry training for employees							
5.7	Complete personnel budget & draft compensation plan for 2017							
5.8	Coordinate departmental meetings with City Manager							
5.9	Coordinate preliminary budget workshops							
5.10	Coordinate annual insurance renewal for Liability Insurance							
5.11	Issue draft of proposed budget to City Council and Staff							
5.12	Complete budget workshops to review proposed budget							
5.13	Present property tax levy estimate and hold public hearing on proposed budget							
5.14	Present final budget for City Council approval and hold tax levy public hearing							
5.15	Present property tax levy for City Council approval							
5.16	Complete GFOA budget award process							
6	2016 Annual Audit and 2017 RFP	J.Logan/E.Robinson	Dec'16	Oct				
	<i>Coordinate annual audit of City Financials with City's external auditors</i>							
6.1	Preliminary fieldwork			✓				
6.2	Final fieldwork			✓				
6.3	Review draft report							
6.4	Present final report to City Council							
6.5	Prepare and submit CAFR to GFOA, State of IL, Lake County							
6.6	Solicit feedback from other municipalities for joint RFP opportunities							
6.7	Issue request for proposals							
6.8	Conduct interviews and select auditor							
6.9	Present final report to City Council							

Finance Department Major Initiatives - 2017

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
7 Implement City-wide Reporting Package	J.Logan./E.Robinson/B.Arman/P.Post	Jan	Dec					
<i>Implement City-wide Reporting Package</i>								
7.1	Conduct prelim interviews/software demonstrations and select vendor			✓				Review Team met with six vendors. Two meetings with municipalities scheduled for 2Q to review implementations of vendors on short-list.
7.2	Develop preliminary requirements							
7.3	Coordinate discussions with departments to identify needs							
7.4	Develop final requirements							
7.5	Issue request for proposals							
7.6	Conduct interviews/software demonstrations and select vendor							
7.7	Present vendor selection to IT Steering Committee for approval							
7.8	Order, setup and install software							
7.9	Coordinate software integration with Eden and other systems							
7.10	Coordinate user training							
8 Financial Reporting Processes and Documentation	R.Boyko/M.Hernandez	Jan	May					
<i>Upgrade & City-Brand Monthly Financial Reporting and Process; A/R Process Standardization; Develop & Implement Finance Metrics Strategy - all focused on improved effectiveness and efficiency</i>								
8.1	Determine metrics and standards for reporting			✓				Report design and template created and approved. Metrics to be finalized in Q2.
8.2	Design template for all reports			✓				
8.3	Present to management			✓				New monthly financial report presented to Ghida for approval.
8.4	Publish reports using updated template							
9 Implement Eden Fixed Asset Module	Boyko/Osborne/George/Arman	Apr	Sep					
<i>Transfer Fixed Asset Records into Enterprise Resource Planning (ERP) System Fixed Asset Module</i>								
9.1	Setup and test ERP fixed assets module							
9.2	Document process for posting fixed assets to ERP							
9.3	Import fixed asset records							
9.4	Verify beginning and ending balances							
9.5	Monitor based on documented process developed above							
10 OPEB Trust	J.Logan/E.Robinson	Apr	Oct					
<i>Review/Recommend a Qualified Trust Fund to Prefund OPEB Obligations</i>								
10.1	Research GASB requirements, GFOA best practice, actuary recommendations and other municipalities			✓				Reviewed new GASB requirements with Actuary. Determined that the trust should be established in 2018 based on reporting requirements.
10.2	Develop draft proposal for City Council review							To be completed in 2018.
10.3	Present proposal to City Council							To be completed in 2018.
10.4	Implement proposal							To be completed in 2018.

Finance Department Major Initiatives - 2017

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
11 Utility Bill Redesign and Printing RFP	S.Jackson/D.Forrest	Mar	Sep					
<i>Review Utility Bill for Upgrade Redesign and Complete a Request for Proposals for Utility Bill Printing</i>								
11.1	Prepare redesigned bill			✓				Redesigned bill. Bill to be submitted to management in Q2 for review.
11.2	Explore potential opportunities to coordinate with CMO for printing services							
11.3	Prepare recommendation and present to City Manager							
11.4	Submit to ERP vendor for approval							
11.5	Issue request for proposals							
11.6	Complete evaluation process and conduct interviews							
11.7	Prepare recommendation and present to City Council							
12 Parking Permit Mobile Payment Options	Fin. Analyst/E.Robinson/J. O'Connell	Mar	Dec					
<i>Research and implement mobile parking options for commuters</i>								
12.1	Review demos from vendors			✓				Reviewed Passport Inc. online parking permitting system with Police CSO's. Proposing larger demo to include Police deputy Chief.
12.2	Provide a recommendation to City Manager							
12.3	Present final report to City Council							
12.4	Implement system							
13 RFP for Banking Services	J.Logan/E.Robinson	May	Sep					
<i>Issue RFP and procure banking services for the City</i>								
13.1	Solicit feedback from other municipalities for joint RFP opportunities							
13.2	Issue request for proposals							
13.3	Conduct interviews and select banking institution							
13.4	Present final report to City Council							
14 Review & Implement Safety Handbook	J.Logan/E.Robinson	Jan	Jun					
<i>Review & Implement Safety Handbook</i>								
14.1	Coordinate planning meeting with Insurance Broker/Carrier(s) and City Staff			✓				Departments met with insurance broker and broker presented analysis at Q1 SRB meeting.
14.2	Complete draft plan to revise procedures with Insurance Broker/Carrier(s) Representative(s)							
14.3	Present draft safety handbook for feedback							
14.4	Present final plan to City Manager for approval							
14.5	Assess current processes/procedures based on Safety Handbook							
14.6	Develop recommendations and implementation timeline for process/procedure updates							
14.7	Present to City Manager for approval							

Finance Department Major Initiatives - 2017

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
15 Cash Flow Analysis & City Investments	J.Logan	Feb	Dec					
<i>Implement Cash Flow Forecasting, Analysis and City Investments</i>								
15.1	Research best practice and other municipalities			✓				Complete.
15.2	Analyze history, develop initial forecast and investment strategy			✓				Complete.
15.3	Issue request for quotes - Investment Instruments and Rates			✓				Complete.
15.4	Develop draft proposal for City Council Review			✓				Complete.
15.5	Implement proposal							
16 Issue RFP for Pension Investment Advisory Svcs. & RFQ for Pension Legal/Actg Svcs.	J.Logan	Jan	Dec					
<i>Implement City-wide Reporting Package</i>								
16.1	Issue request for proposals - Investment Advisory Svcs.			✓				Complete. 21 proposals received. Pension Boards' Selection Committees selected 7 vendors for 4/18 interviews
16.2	Conduct interviews and select vendor - Investment Advisory Svcs.							Scheduled for 4/18.
16.3	Coordinate vendor transition - Investment Advisory Svcs.							
16.4	Issue request for quotes -Legal Svcs.							
16.5	Conduct interviews, if needed, and select vendor - Legal Svcs.							
16.6	Coordinate vendor transition - Legal Svcs.							
16.7	Issue request for quotes -Accounting Svcs.							
16.8	Conduct interviews, if needed, and select vendor - Accounting Svcs.							
16.9	Coordinate vendor transition - Accounting Svcs.							

Public Works Initiatives - 2017

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
1 Re-Accreditation	Dan/Larry/Committee members	Jan	Dec					<input checked="" type="checkbox"/>
<i>Prepare all documents including; Community Risk Assessment, Standard of Cover, and Compliance reports for re-accreditation</i>								
1.1	Coordinate the completion of all reports for re-accreditation			<input checked="" type="checkbox"/>				All documents uploaded to SharePoint on March 1, 2017
1.2	Host site visit with accreditation team				<input type="checkbox"/>			
1.3	Finalize details of the re-accreditation process					<input type="checkbox"/>		
1.4	Meet with Center for Public Safety Excellence in NC to obtain re-accreditation status						<input type="checkbox"/>	
2 Station #32 (Ravinia Fire Station)	Dan	Jan	Dec					
<i>Solicit neighborhood input regarding the future of Station #32</i>								
2.1	Conduct neighborhood meetings to establish community input for new fire station			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Meetings currently being held 3rd Thursday of every month
2.2	Form internal committee to establish department needs			<input type="checkbox"/>				
2.3	Gather Data from internal and external stake holders and establish "next steps."						<input type="checkbox"/>	
3 Citizens Fire Academy	Lt Schrage, Pub Ed Committee	Jan	Dec					
<i>Host a Citizens Fire Academy to inform the Citizens of Highland Park about their fire department</i>								
3.1	Establish curriculum, dates, and instructors for the 2017 academy			<input checked="" type="checkbox"/>				September 7,14,21,28 October 5,12,19,26
3.2	Solicit community members using city communications mediums				<input type="checkbox"/>	<input type="checkbox"/>		
3.3	Host academy						<input type="checkbox"/>	
4 Establish new promotional list for the position of Lieutenant	Chief/ Deputy Chief/HR Representative	Jan	Dec					
<i>Current promotional list expires January 11, 2018</i>								
4.1	Work with HR to develop process				<input checked="" type="checkbox"/>	<input type="checkbox"/>		Meeting March 14th with BFPC to establish testing process
4.2	Implement testing process					<input type="checkbox"/>		
4.3	Assign Chief Points						<input type="checkbox"/>	
4.4	Establish new promotional list						<input type="checkbox"/>	

Public Works Initiatives - 2017

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES	
5	Research and purchase new patient auto load system for Ambulance 32	Deputy Chief/Lt Nardomarino	Jan	Dec					
	<i>Identify and recommend new patient load system that can be installed and tested in Ambulance 32</i>								
5.1	Research potential vendors; gather information and specifications.				<input checked="" type="checkbox"/>			First Patient Load System installed in Amb-34 on March 6, 2017. Test period has begun	
5.2	Choose preferred vendor that meets department needs				<input type="checkbox"/>				
5.3	Install patient load system in A-32					<input type="checkbox"/>			
5.4	Evaluate patient load system for future consideration in Ambulance 34 and Reserve Ambulance 33					<input type="checkbox"/>	<input type="checkbox"/>		
6	Design and purchase new ambulance for FD fleet	B/C Olson/Lt Nardomarino	Jan	Dec					
	<i>Work with lowest responsible bidder to engineer and build a new ambulance for the fire department</i>								
6.1	Develop specifications based on department needs				<input checked="" type="checkbox"/>			BC Olson currently working with Horton on Specifications	
6.2	Award contract to low responsible bidder.				<input type="checkbox"/>				
6.3	Monitor build process to insure department specifications are met				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.4	Take delivery and place ambulance in front line service						<input type="checkbox"/>		
7	Community outreach programs	Chief/ Deputy Chief/Public Ed Team	Jan	Dec					
	<i>Coordinate,organize, and host Open House/Pancake Breakfast/ and City Blood Drive Events</i>								
7.1	Organize events and determine dates to host events				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pancake Breakfast/Open House- 10/8/17; Tentative- Fire Safety Trailer October 9-13th; Spring Blood Drive May 6th
7.2	Advertise events using the City's communication mediums				<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.4	Host events				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Highwood Preplans	DC Amidei/Dept Personnel	Jan	Dec					
	<i>Complete pre-plans for Highwood commercial buildings</i>								
8.1	Using GIS, establish foot prints for Highwood multi-family and commercial buildings				<input checked="" type="checkbox"/>			Limited access until Highwood Joins GIS, which is expected May 1st	
8.2	Locate building shut-offs (utilities), fire protection systems, exits and special hazards				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8.3	Incorporate Highwood pre-plans into master pre-plan book for department use						<input type="checkbox"/>		

Police Department Initiatives - 2017

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
1 Central Dispatch Report	Chief Shafer	Jan	Dec					
<i>Provide quarterly reports on dispatch operations</i>								
1.1	Q1 Report			<input checked="" type="checkbox"/>				Glenview Public Safety Dispatch Director Brent Reynolds presented the first quarterly dispatch operations report to Council at the February 13, 2017 meeting.
1.2	Q2 Report							
1.3	Q3 Report							
1.4	Q4 Report							
2 2017 CALEA Conference	D.C. Wilinski	March						
<i>The Department will attend the 2017 CALEA conference in March to present information to the CALEA board regarding the 2016 re-accreditation on-site assessment where it is anticipated the Department will be re-accredited.</i>								
2.1	Attend CALEA conference and present information to the CALEA Board			<input checked="" type="checkbox"/>				Deputy Chief Wilinski and Mr. Hall are scheduled to attend the 2017 CALEA Conference on March 25, 2017 where they will appear before the CALEA Board to answer questions regarding the 2016 on-site assessment.
2.2	Receive CALEA re-accreditation							
3 Coordinate an emergency operation drill	Cmdr. Lowman	Jan	Dec					
<i>Coordinate a training exercise that includes governmental partners, City departments and community organizations by the end of the 3rd quarter that incorporates activating the City Emergency Operations Center.</i>								
3.1	Meet with key participants to develop the drill							
3.2	Assign personnel to participate							
3.3	Implement the drill							
3.4	Complete review of drill							
4 Community Relations	Chief Shafer	Jan	Dec					
<i>Coordinate public safety meetings with neighborhood groups and organizations upon request</i>								
4.1	Contact local organizations to offer public safety meetings							
4.2	Contact neighborhood groups to offer public safety meetings							
4.3	Conduct public safety meetings			<input checked="" type="checkbox"/>				Staff conducted presentations and participated in programs with community partners including alcohol awareness, reading programs with SD 112 and Peer Jury as Restorative Justice for SD 113 faculty and staff. During the first quarter staff were involved in 15 community relations programs.
4.4	Provide summary of public safety meetings to City Manager							
5 Firearms Training Center	Sgt. Bonaguidi	Jan	Dec					
<i>Implement new training curriculums and policies to be used at newly remodeled firearms training center</i>								
5.1	Range staff to develop new training curriculums and submit plans to staff for review			<input checked="" type="checkbox"/>				Range staff developed new training curriculums to increase officers firearms skills while moving and using patrol rifles. The training plans were approved for departmental use.
5.2	Range staff to educate Highland Park personnel and outside agencies on use of range			<input checked="" type="checkbox"/>				All Highland Park range staff and agencies that use the range were trained in the use of the upgraded facility.
5.3	Range staff to conduct classes with sworn staff and perform qualifications			<input checked="" type="checkbox"/>				Sworn staff have been scheduled to complete annual firearms qualifications by March 31, 2017.
5.4	Range staff to conduct a demonstration to City staff and elected officials on use of remodeled range							

Police Department Initiatives - 2017

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
6 Quarterly Traffic Enforcement Campaigns	Sgt. De Laurentis	Jan	Dec					
<i>Conduct Quarterly Traffic Enforcement Campaigns that promote safe driving habits.</i>								
6.1	Schedule Q1 campaign. Notify sworn staff of initiative. Provide notice in weekly report before and after event			☑				The first quarter traffic initiative for 2017 focused on traffic concerns from the public made to the Traffic Unit and took place from 17 February 2017 to 26 February 2017. Officers focused on citizen complaints throughout the City. Information about the initiative was published in the City's weekly report. 127 stops were recorded during this campaign.
6.2	Schedule Q2 campaign. Notify sworn staff of initiative. Provide notice in weekly report before and after event							
6.3	Schedule Q3 campaign. Notify sworn staff of initiative. Provide notice in weekly report before and after event							
6.4	Schedule Q4 campaign. Notify sworn staff of initiative. Provide notice in weekly report before and after event							
7 Crisis Intervention Training (CIT)	Chief Shafer	Jan	Dec					
<i>Continue to train officers in Crisis Intervention (CIT) *Dependent on State funding</i>								
7.1	Identify additional officers to train in CIT			☑				Officers have submitted requests to attend Crisis Intervention Training. Officers will be scheduled to attend the training as it becomes available.
7.2	Schedule officers to attend CIT training							
8 Field Training Unit Development	Sgt. Olson	Jan	Dec					
<i>Conduct a Specialized Position Uniform Rating System (SPURS) process to identify additional Field Training Officers (FTOs) and refresher training for existing staff</i>								
8.1	Submit SPURS testing process for Command Staff review			☑				The Field Training Unit Supervisor submitted a SPURS process for review which was approved in January 2017. A SPURS process was completed in January of 2017. Five (5) officers applied for the position of Field Training Officer (FTO). Ofc. Eldridge was selected for the position. Current FTO's that required refresher training have been scheduled to attend the next available course. Ofc. Eldridge is scheduled to attend the FTO course during the second quarter of 2017.
8.2	Conduct SPURS process and identify new FTO			☑				
8.3	Schedule refresher training as required for existing FTO staff			☑				
8.4	Schedule new officer to attend FTO course			☑				
9 Digital evidence storage management software	Cmdr. Cameron/Mike Solesky	Jun	Dec					
<i>Staff will identify, evaluate and recommend the purchase of software that will manage digital evidence</i>								
9.1	Identify several programs that manage digital evidence and evaluate for compatibility with existing software							
9.2	Staff will partner with IT to determine compatibility of systems.							
9.3	Staff will recommend a digital evidence storage management system for purchase during budget planning							
10 Red Light Camera (RLC)	Sgt. O'Neill	Jan	Jun					
<i>Implement the transition of Red Light Camera (RLC) Enforcement</i>								
10.1	Work with City Staff, IDOT and vendor to identify all aspects of transition			☑				Sgt. O'Neill worked with City Staff and IDOT to identify a new Red Light Camera (RLC) vendor. Gatso was selected as the new RLC vendor. A continuation of services with RedFlex will continue to resolve outstanding RLC violations. Gatso has submitted installation plans for their equipment to IDOT for review.
10.2	Schedule transition date			☑				
10.3	Implement new RLC program							
11 Establish a Police Officer Eligibility List		Jan	Jun					
<i>Partner with Human Resources and BFPC to conduct police officer testing to establish a new list of candidates</i>								
11.1	Meet with Human resources to identify an organization to conduct written test.			☑				Staff partnered with Human Resources and the Board of Fire and Police Commission to select a new company to provide a written test for police officer entry examinations. International Public Management Association for Human Resources (IPMA-HR) was selected. An action plan for the testing process was approved. The testing process will be completed by the end of June 2017. Two vacancies are expected to be fill from the testing process.
11.2	Develop action plan for testing			☑				

Police Department Initiatives - 2017

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
11.2	Publish application acceptance, schedule and complete all aspects of testing process			<input checked="" type="checkbox"/>				The application process was published and ended on February 13, 2017. The written test was conducted on March 4, 2017. Goals remains in progress.
11.4	Establish eligibility list for new recruits							

Police Department Initiatives - 2017

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
12 Summer Reading Program	Chief Shafer/ Deputy Chief Wilinski	Jun	Aug					
<i>Receive book reports from children that participate in the summer reading program at the Highland Park library</i>								
12.1	Contact the director of the library to determine the dates of the summer reading program							
12.2	Register as volunteers for youth book report program							
12.3	Attend scheduled book report sessions							
12.4	Provide information and photographs to communications staff of event for publication							
13 Youth Police Academy (YPA)	Cmdr. Cameron	May	Aug					
<i>Conduct a Youth Police Academy to develop relationships with community</i>								
13.1	Review 2016 YPA curriculum to identify the need for any changes							
13.2	Identify staff to participate in YPA							
13.3	Publicize the event and obtain/review applications							
13.4	Conduct YPA							
14 Citizens Police Academy (CPA)		Jun	Oct					
<i>Conduct a Citizens Police Academy (CPA) to develop relationship with community members</i>								
14.1	Review 2016 CPA curriculum to identify the need for any changes							
14.2	Identify staff to participate in CPA							
14.3	Publicize the event and obtain/review applications							
14.4	Conduct CPA							
15 Police Department Open House	Chief Shafer/Deputy Chief Wilinski	Jun	Oct					
<i>Conduct an Open House to develop relations with the public</i>								
15.1	Contact other agencies that have hosted open houses to identify successful components							
15.2	Identify all needs of conducting an open house							
15.3	Publicize the event							
15.4	Conduct an Open House							
16 NIMS certifications & Emergency Management Training	Cmdr. Lowman	Jan	Dec					
<i>Review NIMS/Emergency Management training to verify compliance and perform an audit of required NIMS certifications and other emergency management training for City staff</i>								
16.1	Establish required emergency management training for City staff				<input checked="" type="checkbox"/>			Cmdr. Lowman has met with members of Lake County Emergency Management to determine what emergency management training is required for City staff. A revised draft of the City EOP was presented to the Director of LCEM and is expected to be approved in the near future. Cmdr. Lowman has been accepted as a member of the County Incident Command Team and will be receiving advanced training in Incident Command in the 5 Management levels.
16.2	Verify that City staff has obtained required emergency management training							
16.3	Identify sources for emergency management training							
16.4	Schedule City staff for emergency management training							

Public Works Initiatives - 2017

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
1 Establish a Safety Recognition Award Program	Annette Cardiff/Ramesh Kanapareddy	Jan	Dec					
<i>Establishment of a program to recognize and reward safe employees as part of Public Works' safety improvement process.</i>								
1.1	Discussion with the Department's Safety Review Board (SRB) and provide draft program for review and feedback.			<input checked="" type="checkbox"/>				On SRB March meeting agenda.
1.2	Review draft policy with Director and Division Management.				<input type="checkbox"/>			
1.3	Finalize details of Safety Recognition Award Program.					<input type="checkbox"/>		
1.4	Distribute policy to all Public Works Staff and Implement.						<input type="checkbox"/>	
2 Pace Bus Posted Stops (Routes: 471, 472)	Annette Cardiff/Lee Overholser	Jan	Dec					
<i>Implementation of posted bus stops for Pace bus routes in Highland Park to improve safety and schedule adherence.</i>								
2.1	Coordination with Pace on finalizing bus stop locations and signage installation.				<input type="checkbox"/>			
2.2	Inform and train all Bus Operators on posted stop protocols.					<input type="checkbox"/>		
2.3	Public notification and phased implementation.						<input type="checkbox"/>	
3 Update the Senior Connector Route with Expanded and Combined Senior-Youth Service	Cardiff/Frey/Overholser	Jan	Dec					
<i>Establish new routing for Senior Connector with input from Youth-Senior Services Manager. Inform and implement.</i>								
3.1	Establish new route schedule with input from Youth-Senior Services Manager.			<input checked="" type="checkbox"/>				Complete.
3.2	Inform residents of new route and publish information with assistance from CMO and Youth-Senior Services Manager.			<input checked="" type="checkbox"/>				E-blasts, website updates, new schedules distributed and meetings held at some senior housing locations.
3.3	Hire additional Bus Operator to assist with expanded route coverage. Train all bus operators on new route.			<input checked="" type="checkbox"/>				Fully staffed and operators trained.
4 Participation in the GIS Consortium (GISC) Communication Charter	Annette Cardiff/Ramesh Kanapareddy	Jan	Dec					
<i>As part of the GIS Strategic Plan development, a need for increased and improved Communication was identified.</i>								
4.1	Attend quarterly GISC Board Meetings/Participation in Charter Workgroup including monthly conference calls.			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On-going.
4.2	Development of ideas and examples of GIS applications for community partners, general public, business communities.				<input type="checkbox"/>	<input type="checkbox"/>		
4.3	Creation of a GIS-communication resource guide.					<input type="checkbox"/>		
4.4	Publish, promote and distribute resource guide. Implementation of other identified initiatives.						<input type="checkbox"/>	
5 Implement electronic bidding process	Lisa Roberts/ Manny Gomez	Jan	May					
<i>Implement an electronic bidding process to significantly eliminate paper waste and increase staff efficiency by reducing time to make hard copies of bid documents and having electronic methods of checking bids for mathematical accuracy.</i>								
5.1	Research potential electronic bidding vendors; gather information for specifications.			<input checked="" type="checkbox"/>				Complete.
5.2	Develop RFP; review with Division Heads.							Researched options; 2 firms, one non-responsive. Staff in discussion with Quest CDN. Vendor does not require contractual obligation from City.
5.3	RFP out to bid; selection made; awarded.							N/A.
5.4	Inform vendors and implement new process.				<input type="checkbox"/>			

Public Works Initiatives - 2017

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
6	AMR Interface Software for Water Customers	Ron Bannon/Ramesh Kanapareddy	Jan	Dec				
	<i>Identify and recommend a water customer interface software to work in conjunction with our new AMR system.</i>							
6.1	Research available options, including surveying other municipalities for data on systems currently being utilized.			<input checked="" type="checkbox"/>				On-going.
6.2	Pilot Program--roll out pilot program among 10-20% of customers to gauge effectiveness and user interfaces.				<input type="checkbox"/>			
6.3	Research potential municipal partnerships.					<input type="checkbox"/>		
6.4	Prepare cost estimate and recommendation for FY2018 Budget request.					<input type="checkbox"/>	<input type="checkbox"/>	
7	City Lift Stations Improvements	Wayne Bauer/Ron Bannon	Jan	Dec				
	<i>Begin phased rehabilitation and improvements to City Lift Stations, including upgraded SCADA system.</i>							
7.1	Identify scope of work required for lift station improvements.			<input checked="" type="checkbox"/>				On-going.
7.2	Consult with Engineering Firm to design improvements and provide cost estimate.				<input type="checkbox"/>			
7.3	Prepare RFP and bid contract.					<input type="checkbox"/>		
7.4	Award contract to low responsible bidder.						<input type="checkbox"/>	
8	Green Fleet Initiatives	Tim Spencer/Ramesh Kanapareddy	Jan	Dec				
	<i>Continue to research and review alternative fuels and green technologies as part of an ongoing effort to reduce emissions.</i>							
8.1	Purchase new Connector Bus per replacement schedule, with improved passenger accessibility & energy-efficiency.			<input checked="" type="checkbox"/>				Staff researching options.
8.2	Research available options for purchase of two hybrid/electric vehicles for replacement of older, less efficient vehicles.				<input type="checkbox"/>			
8.3	Research and expand Public Services electric charging stations ports; may require electrical upgrade for the building.					<input type="checkbox"/>		
9	Sludge Dewatering Operational Improvements	Walt Willing/Don Jensen	Jan	Dec				
	<i>Continue to improve sludge handling/dewatering operation. This process was radically altered with the installation of the Membrane Filtration System. This is an on-going effort.</i>							
9.1	Develop the Sludge Cookbook on procedures for effective & safe sludge handling.			<input checked="" type="checkbox"/>				On-going.
9.2	Explore/evaluate alternative means of removal of sand.			<input checked="" type="checkbox"/>				Present focus is on roll-off boxes equipped with fabric liners and underdrains to dewater the accumulated sand. Arranging for disposal is the remaining hurdle.
9.3	Select & test best candidate technology for sand removal.				<input type="checkbox"/>	<input type="checkbox"/>		
9.4	Budget/purchase and implement selected solution(s).					<input type="checkbox"/>	<input type="checkbox"/>	
10	Water Plant Corrosion Control Treatment Options	Don Jensen/Ramesh Kanapareddy	Jan	Dec				
	<i>Conduct in-house pipe-loop studies to evaluate alternative corrosion control treatment to ensure optimal corrosion control treatment.</i>							
11.1	Research/select design for parallel pipe loop apparatus.			<input checked="" type="checkbox"/>				Completed
11.2	Design test protocol.			<input checked="" type="checkbox"/>				Completed
11.3	Obtain materials & fabricate pipe loop apparatus.			<input checked="" type="checkbox"/>				Completed - Our initial trial will employ simpler (Beake) protocol in lieu of more elaborate & expensive pipe loop apparatus.
11.4	Test & verify apparatus.			<input checked="" type="checkbox"/>	<input type="checkbox"/>			Underway
11.5	Conduct testing of alternative corrosion inhibitors/doses against present treatment.					<input type="checkbox"/>	<input type="checkbox"/>	