

City Manager's Office Initiatives - 2016

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

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3 Festival of Fine Crafts & Port Clinton Art Festival <i>Event administration and modifications to site plans</i>	Hersch/Dotson	January	September					
3.1 Schedule merchant meeting to discuss improvements and how to best work together					<input checked="" type="checkbox"/>			Letter and layout map to be sent to CBD businesses and property owners for feedback. Amdur will do everything they can to address business concerns, and to accommodate business needs.
3.2 Schedule staff meeting to review layout					<input checked="" type="checkbox"/>			Amdur to submit application week of April 11
3.3 Present proposed layouts to COTW for approval					<input checked="" type="checkbox"/>			Amdur to submit application week of April 11
3.4 Update and manage the PCAF / Taste timeline and send event task lists to staff, as appropriate				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Ongoing through August
3.5 Work with Amdur Productions to manage and promote events						<input checked="" type="checkbox"/>		
3.6 Post event review						<input checked="" type="checkbox"/>		Attendees and artists prefer the new layout. Amdur to explore alternate artist parking further from the Festival footprint for 2017 to allow for more visitor/customer parking closer to the Festival footprint and businesses. Amdur to work with businesses to mitigate impact of event on their sales and store traffic Friday - Sunday during event.
4 Disposition of the Highland Park Theater Property <i>Review, analyze and summarize offers to purchase for COTW consideration</i>	Neukirch/Fontane/Hersch/Logan	January	December					
4.1 Provide updates to Council					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		As needed / Ongoing
4.2 Provide information to preferred developer during due diligence period					<input checked="" type="checkbox"/>			As needed / Ongoing
4.3 Conduct meetings to inform the public and to provide an opportunity for feedback					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Letter of Intent approved by the City Council and selected developer at the 5/23 Council Meeting.
4.4 Work with Corporation Counsel to draft an agreement with selected developer and present to Council for approval					<input checked="" type="checkbox"/>			Purchase & Sale Agreement drafted by Corp Counsel and sent to developer for review.
5 Business Summit <i>Organize a business summit to facilitate communication with business community</i>	Hersch/ Garard	April	December					
5.1 Schedule program planning meeting; assignments				<input checked="" type="checkbox"/>				
5.2 Engage speaker, videographer, photographer, trio					<input checked="" type="checkbox"/>			Working with keynote speaker to finalize presentation
5.3 Sponsorship package & solicitation					<input checked="" type="checkbox"/>			Package to be updated and distributed once keynote speaker is finalized
5.4 Update web site					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Updating website, as needed
5.5 Save the date, invitations & reminders					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
5.6 Schedule on-site meeting: layout & food						<input checked="" type="checkbox"/>		
5.7 Signage: general event, tables, sponsors							<input type="checkbox"/>	
5.8 Schedule event review							<input type="checkbox"/>	
5.9 Upload video & photos, event summary & send thank you with link to video and photos							<input type="checkbox"/>	

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6 SSA Renewals	Hersch	June	December					
<i>Renewal of CBD SSA / RBD SSA</i>								
6.1	Identify all property owners with the proposed boundaries or district; send invitation to public information meeting to discuss proposed improvements and/or services for the area.					<input checked="" type="checkbox"/>		CBD moved to Q3 due to POA and Alliance schedules/RBD moved to Q3 allow for review of impact of new event. Staff met with POA in June and another meeting scheduled on 7/13 to discuss CBD SSA. Alliance will continue without renewing SSA 16. It is anticipated that existing funds will carry the Alliance activities through June 2018.
6.2	Meet with property owners to discuss services and/or improvements to be provided; budget, term, and review process; seek support from property owners.					<input checked="" type="checkbox"/>		CBD moved to Q3 due to POA and Alliance schedules/RBD moved to Q3 allow for review of impact of new event. Staff met with POA in June and another meeting scheduled on 7/13 to discuss CBD SSA. Alliance will continue without renewing SSA 16. It is anticipated that existing funds will carry the Alliance activities through June 2018.
6.3	Identify and list PINS of all commercial properties within SSA boundaries; Obtain values from County to illustrate cost to each property owner; Send PINS to Engineering & GIS along with a request for a draft map outlining the boundaries and the parcels, as well as PINS; Request Engineering to obtain updated legal descriptions; If there are residential condominiums above the ground floor with separate PINS they should be carved out of the SSA, these must be listed as exceptions in the legal description regardless that they are within the SSA boundaries. Send legal descriptions, map, and PIN list to Lake County mapping. Verify with Lake County we've provided all true and correct documents, as required.					<input checked="" type="checkbox"/>		
6.4	Public notice; Public hearing; Objection period begins					<input checked="" type="checkbox"/>		A public hearing was held on September 12, 2016.
6.5	Objection period ends						<input type="checkbox"/>	Deadline to submit objection is Monday, November 14, 2016.
6.6	If there are insufficient objections, present adoption of ordinance and approval of budget to Council						<input type="checkbox"/>	
6.6	Record ordinance and supporting information						<input type="checkbox"/>	
7 SSA Management	Hersch	January	December					
<i>SSA 17 & SSA 18 Administration of Communications, Marketing & Events</i>								
7.1	Schedule planning meeting with SSA merchants			<input checked="" type="checkbox"/>				
7.2	Schedule planning meeting with SSA property owners			<input checked="" type="checkbox"/>				
7.3	Schedule planning meeting with SSA 17 contractor			<input checked="" type="checkbox"/>				
7.4	Event Oversight				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ongoing. Artisan Market attracted between 200 - 800 attendees each week between mid-June to mid-August. Harvest & Harmony Fest held on September 23 & 24.
7.5	Year-end report						<input type="checkbox"/>	
8 Develop Clerk's Office Strategic Plan	Knaus	April	August					
<i>Establish long term goals for the Clerk's Office</i>								
8.1	Review existing conditions.					<input checked="" type="checkbox"/>		Reviewed existing conditions and establish current strengths, weaknesses, and customer service interactions
8.2	Review desired outcomes and obtain benchmarks from comparable communities.					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Prepared list of desirable outcomes and continuing to benchmark and review desirable outcomes in Q3. Presented Clerk's Division responsibilities and major projects at the 6/27 Council mtg. Identified key goals and objectives for Strategic Plan. Identified Clerk's Office functions which can be improved through the use of technology.

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8.3	Establish strategic plan schedule.					<input checked="" type="checkbox"/>		
8.4	Create strategic plan document.							<input type="checkbox"/> Strategic Plan document to be completed in Q4.

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9 Explore Intergovernmental Admin Hearing Program	Sabo/Knaus	April	December					
<i>Reach out to municipalities to create an Administrative Hearing consortium, administered by the City of Highland Park</i>								
9.1	Review existing conditions of program and create program documentation.			<input checked="" type="checkbox"/>				Held meeting with Hearing Officers to discuss existing conditions and to review program improvements. Administrative Hearing System manual created.
9.2	Establish financial information regarding Admin Hearing Programs.				<input checked="" type="checkbox"/>			Compiled financial information regarding AHS.
9.3	Draft memo to send to surrounding municipalities regarding proposal and schedule meetings.						<input type="checkbox"/>	Memo to be sent in Q4.
9.4	Execute Intergovernmental Agreements and necessary Code amendments for Admin Hearing consortium.						<input type="checkbox"/>	
10 Audit Admin Hearing Program	Knaus	April	September					
<i>Review Admin Hearing System operations and implement improvements and procedural changes as necessary</i>								
10.1	Create Admin Hearing System procedure document to evaluate existing conditions.			<input checked="" type="checkbox"/>				Administrative Hearing process manual created and existing conditions evaluated by staff, City Administrative Hearing Prosecutor, and Hearing Officers.
10.2	Review existing conditions with impacted City Departments and employees.					<input checked="" type="checkbox"/>		Existing conditions identified. A list of proposed modifications prepared for review in Q4 in conjunction with any necessary Code amendments to be proposed.
10.3	Draft any suggested or necessary code changes to improve Admin Hearing program.						<input type="checkbox"/>	
10.4	Implement changes and update Admin Hearing System accordingly.						<input type="checkbox"/>	
11 Establish SOP for Recordation Process	Knaus	July	October					
<i>Review any SOP's for recordation at the Lake County Recorder of Deed's Office, Update/Create SOP and implement procedures</i>								
11.1	Review and evaluate existing policies, procedure and SOP.						<input type="checkbox"/>	Recordation SOP Project moved to Q4 due to staff turnover.
11.2	Obtain information from comparable communities.						<input type="checkbox"/>	
11.3	Draft SOP regarding recordation process.						<input type="checkbox"/>	
11.4	Implement procedural changes as necessary.						<input type="checkbox"/>	
12 Digitize City Clerk records required to be kept in perpetuity	Sabo/O'Connell/Arman/Knaus	January	December					
<i>66 years of City Clerk's Office files including Ordinances, Minutes, Resolutions, Agendas, etc. to be digitized in Laserfiche.</i>								
12.1	Establish naming and filing conventions for various file types within Laserfiche.			<input checked="" type="checkbox"/>				File naming conventions created within Laserfiche.
12.2	Prepare files for scanning by digitization contractor.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Records scanning into Laserfiche ongoing.
12.3	Import scanned files into Laserfiche.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scanned files from contractor imported into Laserfiche system with no issues.
12.4	Apply for destruction of paper files after digitizing (for the exception of Ordinances).				<input checked="" type="checkbox"/>		<input type="checkbox"/>	

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17 Develop Popular Annual Financial Report	Viola/Logan	January	June					
<i>Develop and complete Fiscal Year 2015 PAFR and present for City Council approval.</i>								
17.1	Learn GFOA Popular Annual Financial Report (PAFR) requirements.			<input checked="" type="checkbox"/>				
17.2	Benchmark best-in-class municipal PAFRs.			<input checked="" type="checkbox"/>				
17.3	Complete PAFR draft.							N/A - City Manager recommended the City's Annual Report should not be converted to PAFR format in order to expedite Annual Report issuance. Note that PAFR format would require CAFR completion prior to PAFR issuance, which would delay PAFR issuance to June.
17.4	Present PAFR draft to City Manager.							N/A - see 19.3.
17.5	Present PAFR draft to City Council							N/A - see 19.3.
17.6	Publish Final PAFR.							N/A - see 19.3.
17.7	Complete GFOA PAFR Award Process.							N/A - see 19.3.
18 Youth Center Transportation	Frey	February	June					
<i>Research and evaluate Youth Center transportation options for the 2016 - 2017 school year</i>								
18.1	Create a cost analysis of current transportation expenses.				<input checked="" type="checkbox"/>			
18.2	Contact District 112 personnel to inquire about the opportunity.				<input checked="" type="checkbox"/>			
18.3	Review options and compare pros and cons.				<input checked="" type="checkbox"/>			In discussions with Transit Coordinator about the possibility of the Senior Connector assisting with pick-up of Youth Center participants
18.4	Propose any changes to Assistant City Manager.						<input checked="" type="checkbox"/>	Senior Connector usage for Youth Services proposed within FY17 budget.
19 Youth Center Financial Sustainability	Frey	February	September					
<i>Create Youth Center financial sustainability plan</i>								
19.1	Create a cost analysis of current revenue and expenses.				<input checked="" type="checkbox"/>			
19.2	Survey and compare fees from other local and similar services.					<input type="checkbox"/>		
19.3	Create and fill new staff position at lower pay scale.			<input checked="" type="checkbox"/>				Youth Worker position changed to Youth Aide
19.4	Create and propose new fee structure for approval				<input checked="" type="checkbox"/>			New fee structure has been proposed and submitted for approval
19.5	Implement appropriate fee increase for the 2016 - 2017 school year.						<input checked="" type="checkbox"/>	Fee modifications implemented for the 2016 - 2017 school year as presented to the Council.

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20 Youth Center Programming	Frey	February	December					
<i>Review and evaluate Youth Center programming and facility options</i>								
20.1	Implement Parenting Classes.				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		In cooperation with Family Service, a parenting class was offered in the Spring, but cancelled due to limited numbers. Parenting workshops have been scheduled for late fall in both English and Spanish
20.2	Implement Babysitting Classes.						<input type="checkbox"/>	
20.3	Create and implement Cable Production Classes.						<input type="checkbox"/>	
20.4	Implement after school programming options.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2nd semester of the Firehouse included Art Club, Cooking Club, and Open House & Gaming Tournaments. Implemented early release mini-trips.
21 Senior Center Waiver	Frey	January	December					
<i>Create and implement a Senior Center universal waiver system</i>								
21.1	Review and coordinate each current waiver currently being used.			<input checked="" type="checkbox"/>				
21.2	Evaluate and propose all future waiver needs.			<input checked="" type="checkbox"/>				
21.3	Work with legal to create a comprehensive Senior Center waiver.			<input checked="" type="checkbox"/>				
21.4	Create and implement a record keeping and document filing system							<input type="checkbox"/> Objective moved to Q4.
21.5	Roll out and implement new waiver processing.						<input type="checkbox"/>	
22 Senior Center Transportation	Frey / Overholser	March	December					
<i>Revise and update the Senior Connector bus schedule; also review and compare services to Township transportation to avoid duplication of services</i>								
22.1	Propose new schedule to better suit the needs of the senior community.				<input checked="" type="checkbox"/>			
22.2	Work with Lee Overholser to refine schedule and determine associated costs.				<input checked="" type="checkbox"/>			Met with Transit Coordinator and Assistant to the PW Director to discuss proposed schedule as well as other opportunities.
22.3	Review and propose options to cover increased expenses based on increased hours.					<input checked="" type="checkbox"/>		Proposal submitted with FY217 budget proposal, by Public Works Transit Division
22.4	Work with Transit Coordinator on implementing new schedule.						<input type="checkbox"/>	
23 Senior Center Anniversary Open House	Frey	March	October					
<i>Coordinate and implement a 40th Anniversary Celebration and Open House</i>								
23.1	Work with staff to propose event objectives and details.					<input checked="" type="checkbox"/>		
23.2	Create and implement event and promotion timeline.					<input checked="" type="checkbox"/>	<input type="checkbox"/>	
23.3	Enlist participation of instructors and volunteers.					<input checked="" type="checkbox"/>	<input type="checkbox"/>	
23.4	Host event and create post event evaluation.					<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hosted a successful 40th Anniversary Celebration on September 8th.

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24 Senior Center Relocation	Frey	January	December					
<i>Continue work and planning towards the relocation of the Senior Center</i>								
24.1	Continue communication with CFC and City Manager regarding progress of proposed CC.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
24.2	Host Round 2 of other Senior Center facility tours for Senior Advisory group members.							
24.3	Facilitate three (3) Senior Advisory Group meetings in 2016.					<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spring meeting was postponed due to information availability. Hosted a Senior Advisory Group meeting on July 25.
24.4	Follow directives of City Council regarding progression.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
25 GIS Consortium Request Tracker	Sabo/McFarland	January	December					
<i>Explore, analyze and if desired, implement a request tracker system with the GIS Consortium.</i>								
25.1	Approve a Memorandum of Understanding with Municipal GIS Partners for consulting services.			<input checked="" type="checkbox"/>				
25.2	Meet with departments to obtain feedback.			<input checked="" type="checkbox"/>				
25.3	Make a recommendation to City Manager and Senior Staff on implementation strategy.				<input checked="" type="checkbox"/>			Standardization of service requests completed in mid-March. Met with senior staff to review software and implementation.
25.4	Approve a contract with consortium request tracker vendor.					<input checked="" type="checkbox"/>		Anticipate seeking Council approval of contract in Q3. Using service with new website vendor.
25.5	Implement request tracker including staff training, public education and promotion.						<input type="checkbox"/>	With contract approval anticipated in Q3, implementation shifted to Q3. Will implement request tracker feature included with new website vendor in Q4.
25.6	Provide quarterly updates to City Manager, Senior Staff, and Council.							Reporting anticipated to begin in FY17.
26 Sustainability Public Education Campaign	Sabo/McFarland/Viola/ Garard	January	December					
<i>Implement a public education campaign with sustainability consultant on composting, light pollution and stormwater management.</i>								
26.1	Develop strategic plan on public education campaign.			<input checked="" type="checkbox"/>				Worked with Quercus Consulting and Blue Stem Communications to develop a communications plan
26.2	Implement public education campaign.				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Continued to promote composting, recycling, volume-based refuse service. The sustainability consultant is preparing materials for the composting communication plan, which will be executed in FY 2017
26.3	Conduct follow-up survey with residents to gauge impact of public education campaign.						<input type="checkbox"/>	stormwater management still to be implemented throughout the year
27 Reconfiguration of Cable Consortium	Sabo/ Garard	January	July					
<i>Reconfigure cable consortium with Village of Winnetka, City of Lake Forest and Village of Lake Bluff.</i>								
27.1	Conduct phase one equipment upgrade with Winnetka for playback equipment							Consortium decided not to proceed with Cable Services and therefore this equipment will not be purchased
27.2	Approve Intergovernmental Agreement with each Village/City.							Consortium decided not to proceed with Cable Services and instead focus on web streaming
27.3	Conduct phase two equipment upgrade with consortium.							
27.4	Implement operational changes from IGAs.							

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28 Transition to RFID Waste Program	Garard/McFarland	January	December					
<i>Transition volume-based residential customers to Radio Frequency Identification (RFID) Program in Summer 2016.</i>								
28.1	Test RFID equipment with Lakeshore Recycling Systems on functionality and accuracy.					<input checked="" type="checkbox"/>		
28.2	Develop strategic plan to promote and educate residents on new program.				<input checked="" type="checkbox"/>			
28.3	Begin implementation of RFID Program.					<input checked="" type="checkbox"/>		Implementation began August 1
28.4	Assess the program quarterly with Lakeshore Recycling Systems.					<input checked="" type="checkbox"/>	<input type="checkbox"/>	City staff has been in contact with LRS frequently to ensure a smooth transition
29 2016 Citizen Survey	McFarland	February	December					
<i>Conduct 2016 Citizen Survey with National Research Center.</i>								
29.1	Initiate planning and timeline with National Research Center.			<input checked="" type="checkbox"/>				
29.2	Present to City Council at COTW on open policy questions.				<input checked="" type="checkbox"/>			
29.3	Finalize Citizen Survey questions and submit to National Research Center.				<input checked="" type="checkbox"/>			
29.4	Conduct 2016 Citizen Survey.				<input checked="" type="checkbox"/>			
29.5	Provide survey results and follow-up presentation to City Council at COTW.					<input checked="" type="checkbox"/>		Survey results have been provided. A follow-up presentation at COTW was not required.
30 Sustainability Work Plan	Sabo/ Garard	January	December					
<i>Continue to implement and provide updates regarding the 2016 Work Plan.</i>								
30.1	Present 2016 Work Plan to Council at COTW.			<input checked="" type="checkbox"/>				Presented on January 11, 2016
30.2	Present Consulting Agreement for Sustainability Services to Council for approval.			<input checked="" type="checkbox"/>				Contract allowed for administrative renewal for two years
30.3	Work with sustainability consultant to implement work plan initiatives, and provide updates to Council.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
31 Renew Comcast Franchise Agreement	Sabo/Garard/McFarland	June	December					
<i>Renew the Comcast franchise agreement which expires December 31, 2016.</i>								
31.1	Negotiate terms of agreement with Comcast.					<input checked="" type="checkbox"/>	<input type="checkbox"/>	We are reviewing previous agreements before negotiations begin. Negotiations began in Q3 and are anticipated to be completed in Q4.
31.2	Present franchise agreement to City Council.						<input type="checkbox"/>	
31.3	Approve franchise agreement.						<input type="checkbox"/>	

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32 Annual Report <i>Develop and Publish the 2015 Annual Report</i>	Viola	January	August					
32.1 Develop the 2015 Annual Report				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
32.2 Publish and present the 2015 Annual Report								
33 Neighborhood Meetings <i>Coordinate neighborhood meetings with gov partners to invite public feedback and provide community program and service information</i>	Neukirch	February	July					
33.1 Communicate with sister governments to plan Neighborhood Meetings				<input checked="" type="checkbox"/>				
33.2 Promote meetings: 7 pm; 4/21 (City Hall), 5/17 (Park Dist), 6/9 (SD 112)				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
33.3 Conduct post communication to public on discussion / next steps					<input checked="" type="checkbox"/>			Follow-up conducted with each resident inquiry. Notes from each meeting were shared with all government partners.
34 Neighbor to Neighbor Program <i>Implement the goals and initiatives of the 2016 Neighbor To Neighbor Work Plan.</i>	McFarland	January	December					
34.1 Review and analyze the block party application process					<input checked="" type="checkbox"/>			Recommendation made to reduce the process from 30 days to 21 days - passed by Council on 6/27/16
34.2 Participate in community-wide events such as National Night Out						<input type="checkbox"/>		
34.3 Provide quarterly update of Plan initiatives and tasks				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Successfully met with group members each quarter.
35 City Council Special Workshop <i>Coordinate with the Mayor and Council and establish a Special Workshop / Planning Session</i>	Neukirch	January	May					
35.1 Select the date and draft an agenda for the meeting. Workshop planned on 4/15				<input checked="" type="checkbox"/>				
35.2 Following the workshop conduct a post event report and work plan					<input checked="" type="checkbox"/>			
36 New Resident Fair <i>Coordinate with partners and plan New Resident Fair</i>	Neukirch/Sabo/Garard	January	October					
36.1 Select the date and have initial planning meeting. Date set for Saturday, 9/10, The Art Center				<input checked="" type="checkbox"/>				
36.2 Invite government and community partners to participate in the event. Invitation sent on March 7				<input checked="" type="checkbox"/>				
36.3 Set up City booth						<input checked="" type="checkbox"/>		
36.4 Conduct post event evaluation						<input checked="" type="checkbox"/>		Conducted post event review and invited feedback/participation from gov partners for 2017 program.
37 Highland Park Country Club Quarterly Meetings <i>Meet on a quarterly basis with Park District and Kemper staff review finances and owner/lessee issues</i>	Neukirch	January	December					
37.1 Quarterly Meetings				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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38 Park Avenue Lease	Neukirch/Kanapareddy	January	June					
<i>Complete work with Park District Task Force / Discuss lease with Park District for City owned property</i>								
38.1	Review Park District report/recommendation re: recreational activities at the Park Avenue South Beach				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Mtg regularly with PDHP and interested residents re: Park Avenue operation. Final season mtg 10/5
38.2	Discuss new lease with PDHP in light of lease expiration for the subject site				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		IGA drafted and did not advance by either party. Met in 9/2016 with Park District to discuss 2017 lease.
39 Park Avenue Capital and Operations Plan	Neukirch/Kanapareddy/Shافر	January	December					
<i>Work with the Park District and residents to reconfigure the access to Park Avenue beach outside secure perimeter of the WTP</i>								
39.1	Meet with City officials, Park District officials and staff, and interested residents to obtain feedback			<input checked="" type="checkbox"/>				
39.2	Establish capital improvement and traffic management plan			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
39.3	Communicate to the public			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Updates posted regularly to www.cityhpil.com/parkavenue
39.4	Review and assess regularly				<input checked="" type="checkbox"/>			
40 Government Partner Meetings	Neukirch	January	December					
<i>Coordinate with Mayor Rotering & plan regular government partner meetings with School Districts, Park, Library, County, Township</i>								
40.1	City to manage meeting schedule and conduct follow-up as warranted. Mtg 4/7/2016			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Next meeting scheduled on 11/9
40 Continue work for possible Community Center	Neukirch	January	December					
<i>Coordinate with potential partners on a multi-story multi-faceted facility</i>								
40.1	Coordinate regular meetings with Community Family Center to obtain info on their capital fundraising plan			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
40.2	Present to the City Council for consideration						<input type="checkbox"/>	
41 Career Exploration Program	Neukirch	January	December					
<i>Coordinate with HPHS and the Chamber on the Career Exploration Program for HS juniors and seniors</i>								
41.1	Continue to promote program			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Promotion via all communication outlets available to the City.
41.2	Match professionals and students for mentoring program			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The City conducted the principle work in coordinating with the participating businesses and overseeing all student communication; SD and Chamber promoting the program.
41.3	Conduct training program for professional (adult) participants. Training conducted on February 9th, City Hall.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Training planned in November.
41.4	Monitor and evaluate program				<input checked="" type="checkbox"/>		<input type="checkbox"/>	

City Manager's Office Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
42 MOU between the City and Library	Neukirch/Kanapareddy/Logan	January	November					
<i>Review and update the MOU between the parties as appropriate</i>								
42.1	Convene with appropriate staff to review possible changes to the MOU			<input checked="" type="checkbox"/>				
42.2	Draft updated MOU				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Agreement drafted with latest copy on 5/2; currently on hold in light of Library's interest in expansion.
42.3	Present to the City Council for consideration				<input type="checkbox"/>			Working with Mayor Rotering & Councilman Kaufman; MOU drafted and in review by the parties.
43 Workforce Plan Development	Taub	January	December					
<i>Develop a workforce plan including succession planning to address anticipated transitions due to an aging work force and minimize disruption of City operations.</i>								
43.1	Research City needs and best practices in workforce planning			<input checked="" type="checkbox"/>				
43.2	Meet with internal staff to determine specific needs				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Continuing meetings with CMO working group - three meetings held, 1-2 more needed.
43.3	Develop draft workforce plan development					<input type="checkbox"/>		
43.4	Review draft plan with Senior staff					<input type="checkbox"/>		
43.4	Finalize workforce plan						<input type="checkbox"/>	
44 Human Resources Service Survey	Houtz	March	July					
<i>Develop and administer an internal service survey to receive feedback on Human Resources services then develop an action plan to address areas where services can be enhanced.</i>								
44.1	Develop internal service survey			<input checked="" type="checkbox"/>				
44.2	Administer survey to City staff				<input checked="" type="checkbox"/>			
44.3	Compile and analyze responses					<input checked="" type="checkbox"/>		Analyzing results.
44.4	Develop action plan to address any areas where services can be enhanced					<input type="checkbox"/>		
45 Staff Training Program	Taub	January	December					
<i>Expand and enhance staff training program to enhance service to residents</i>								
45.1	Meet with Senior Staff to determine staff training needs			<input checked="" type="checkbox"/>				
45.2	Develop training calendar			<input checked="" type="checkbox"/>				
45.3	Coordinate training programs throughout 2016				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Training in process

City Manager's Office Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
46 Arbitration - Police Sergeants	Taub	January	July					
<i>Represent City in arbitration proceedings pertaining to a successor collective bargaining agreement with Teamsters, Local 700</i>								
46.1	Prepare for arbitration			<input checked="" type="checkbox"/>				
46.2	Represent City in arbitration hearing			<input checked="" type="checkbox"/>				
46.3	Receive arbitration decision			<input checked="" type="checkbox"/>				
46.4	Present agreement for Council consideration			<input checked="" type="checkbox"/>				Agreement approved by City Council on 3/21
47 Negotiate Labor Contract - Public Works	Taub	January	December					
<i>Meet with International Union of Operating Engineers (IUOE), Local 150 pertaining to collective bargaining agreement</i>								
47.1	Prepare for negotiations			<input checked="" type="checkbox"/>				
47.2	Meet with IUOE to negotiate an agreement			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
47.3	Present agreement for Council consideration					<input checked="" type="checkbox"/>		Agreement approved by City Council on 8/22
48 Firefighter/EMT II Recruitment Process	Taub/Houtz	January	July					
<i>Under direction from the Board of Fire and Police Commissioners conduct a Firefighter/EMT II recruitment process</i>								
48.1	Receive approval from the Board of Fire and Police Commissioners to begin a recruitment process			<input checked="" type="checkbox"/>				
48.2	Develop recruitment process timeline			<input checked="" type="checkbox"/>				
48.3	Administer recruitment process			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
48.4	Finalize Firefighter/EMT II register of eligibles					<input checked="" type="checkbox"/>		Final Register of Eligibles effective 8/4
49 Police Sergeant Promotional Process	Taub/Houtz	January	July					
<i>Under direction from the Board of Fire and Police Commissioners conduct a Police Sergeant promotional process</i>								
49.1	Receive approval from the Board of Fire and Police Commissioners to begin a recruitment process			<input checked="" type="checkbox"/>				
49.2	Develop recruitment process timeline			<input checked="" type="checkbox"/>				
49.3	Administer the promotional process			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
49.4	Finalize Police Sergeant register of eligibles					<input checked="" type="checkbox"/>		Final Register of Eligibles effective 7/5

City Manager's Office Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
50 Landscape / Snow Shovel Assistance	Frey	January	March					
<i>Provide landscape / snow shovel assistance to low-income seniors and disabled residents through Youth members or HP High School volunteers</i>								
50.1	Create program guidelines.			<input checked="" type="checkbox"/>				
50.2	Secure volunteers.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
50.3	Promote program.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
50.4	Implement and evaluate program on a continuous basis.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Complete for winter/spring 2016
51 Bird Friendly Regulations	E. Olson	February	July					
<i>Work with Community Development to draft possible bird friendly building regulations</i>								
51.1	Bring regulations to task force for input				<input checked="" type="checkbox"/>			
51.2	Present task force recommendations for Council consideration					<input checked="" type="checkbox"/>		Presented to Committee of the Whole on 9/26.
52 Apply for Crown Communities Award	Sabo	July	November					
<i>Nominate a project that is unique, bringing short and long term value through innovative financing</i>								
52.1	Identify project							<input type="checkbox"/> Application process not open in Q3. Project identification and application to be done in Q4.
52.2	Prepare application							<input type="checkbox"/>
52.3	Submit application							<input type="checkbox"/>
53 Prepare Hearing Officer Agreements in Admin. Adjudication	Sabo	January	April					
<i>Establish new agreements for Administrative Hearing Officers</i>								
53.1	Draft agreement language for two Administrative Hearing Officers			<input checked="" type="checkbox"/>				
53.2	Present agreements to City Council for approval				<input checked="" type="checkbox"/>			Hearing Officer agreement extensions approved at April 11, 2016 City Council meeting.
54 Improve Monthly Admin Hearing Reports	Knaus	January	March					
<i>Improve reports to include month to month comparative data</i>								
54.1	Prepare layout of report to include month to month comparative data			<input checked="" type="checkbox"/>				
54.2	Implement content and layout changes into administrative hearing software			<input checked="" type="checkbox"/>				
54.3	Test functionality and accuracy of automated reporting within administrative hearing software			<input checked="" type="checkbox"/>				
54.4	Begin disseminating revised monthly report			<input checked="" type="checkbox"/>				Created monthly report showing Admin Hearing program year over year fines and collections. Report configuration completed and new format of report currently being disseminated

City Manager's Office Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
55 National Day of Service	Frey	January	December					
<i>Continue National Day of Service on MLK Day in conjunction with Human Relations Commission</i>								
55.1	Help plan festivities on MLK Day with HRC			<input checked="" type="checkbox"/>				
55.2	Help coordinate event with HRC and multiple agencies			<input checked="" type="checkbox"/>				Successful event held on January 18, 2016
55.3	Conduct post event evaluation				<input checked="" type="checkbox"/>			
56 Character Counts and Humanitarian Awards	Frey	January	June					
<i>Work with the Character Counts and Humanitarian Steering Committee on award recipients and recognition ceremony.</i>								
56.1	Meet with committee members to plan event details and assign job responsibilities			<input checked="" type="checkbox"/>				
56.2	Promote awards nomination, process, and deadlines, and accept applications.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
56.3	Meet with committee to review nominees and choose award recipients.				<input checked="" type="checkbox"/>			
56.4	Send letter to nominators and nominees regarding selection of winners.				<input checked="" type="checkbox"/>			
56.5	Host awards ceremony.				<input checked="" type="checkbox"/>			Ceremony held on April 20, 2016
56.7	Evaluate the entire process and propose changes as needed.				<input checked="" type="checkbox"/>			Event completed for 2016
57 Lake County Leadership Alliance	Neukirch	February	June					
<i>Coordinate Alliance with Mayor Rotering to bring together LC leaders to discuss a regional matter of importance</i>								
57.1	Coordinate w/ Mayor; establish the speaker and forum, Protecting Our Communities – Fight Against Gun Violence			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Planned Alliance on 5/4: Protecting Our Communities – Fight Against Gun Violence
57.2	Plan logistics and carry-out			<input checked="" type="checkbox"/>				Planning next Leadership Alliance for 12/8, Drug Dilemma - Community Response @ HPHS

Community Development Initiatives - 2016

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	Notes
4	Ravinia - TIF Capital Improvement Planning	Eric Olson /Drew Awsumb/Manny Gomez (PW)	Jan	Dec					
	<i>Reassess Capital Improvement Plans for the Ravinia District</i>								
	4.1	Review Existing Plans for the District				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Completed. Inter-departmental meeting programmed out long-range improvements. General discussion with RBDA
	4.2	Hold Internal and External Stakeholder Meetings to Assess Capital Improvement Plan					<input type="checkbox"/>	<input type="checkbox"/>	Finalized list of TIF & CIP improvements - document being drafted
	4.3	Make Recommendation to the City Manager and City Council as Appropriate						<input type="checkbox"/>	
5	Ravinia - Roger Williams Streetscape Design Template	Eric Olson /Drew Awsumb/Manny Gomez (PW)	Jan	Dec					
	<i>Develop Streetscape Design Documents (60% Construction Design Doc) for Ravinia District</i>								
	5.0	Evaluate Project Approach & Scope					<input checked="" type="checkbox"/>		Met with RBDA and internal departments to gain consensus regarding revised scope (chg. from template to DD 60%)
	5.1	Send Scope to City Council for Review and Approval						<input type="checkbox"/>	
	5.2	Procure Professional Services						<input type="checkbox"/>	Begin creation of RFP - release in Oct., contract in Nov.
	5.3	<i>Develop Streetscape Design Docs (60%)</i>						<input type="checkbox"/>	FY-2017
	5.4	Present to City Manager and City Council as Appropriate						<input type="checkbox"/>	FY-2017
6	Downtown Streetscape, Gateway & Wayfinding Study	Andy Cross / Eric Olson	Jan	Jun					
	<i>Conceptual Design Study/Recommendations for Downtown Streetscape, Gateway, Wayfinding & Arcade</i>								
	6.1	Draft Downtown Streetscape, Gateway and Wayfinding Concept Plan			<input checked="" type="checkbox"/>				90% Concept Plan Developed - Stakeholder Group Meeting conducted
	6.2	Public Input Open House				<input checked="" type="checkbox"/>			Scheduled for April 16th
	6.3	Revised Draft Concept Plan				<input checked="" type="checkbox"/>			Complete
	6.4	Presentation to Plan & Design Commission				<input checked="" type="checkbox"/>			Complete - Presented to the PDC in June, 2016.
	6.5	Final Draft Presented to City Council for Consideration				<input checked="" type="checkbox"/>			Complete - Presented to the City Council on June 13, 2016
	6.6	<i>Final Design Concept Plan w/ Phasing Costs</i>						<input type="checkbox"/>	Under development

Community Development Initiatives - 2016

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	Notes
7	Other Development Code Review & Amendments (as workload permits)	Planning Division Staff	Jan	Dec					
	<i>Develop Recommendations for Consideration - Dependent on Workload</i>								
	7.1 Dark Skies Lighting Project	Andy			<input type="checkbox"/>	<input checked="" type="checkbox"/>			Initial hearing conducted. Staff identified key questions for research
	7.12 Dark Skies Lighting Project Findings of Fact					<input checked="" type="checkbox"/>			FOF approved by PDC in May, 2016, Presented to City Council on 7/5/16
	7.13 Presented to CTOW						<input checked="" type="checkbox"/>		Presented to COTW and incorporating direction provided by Council
	7.14 Final recommendation to City Council for Consideration							<input type="checkbox"/>	
	7.2 Airbnb - Short-Term Rentals	Andy and Lori							
	7.21 Research Policy Issue						<input type="checkbox"/>		Research on best practices underway
	7.22 Develop Recommendation for COTW							<input type="checkbox"/>	
	7.3 Vacant "Zombie" Homes	Charmain/Nick							
	7.31 Implement H&K code amendment							<input type="checkbox"/>	
	7.32 Researching Grants						<input checked="" type="checkbox"/>		Researched the Illinois Housing Development Authority (IHDA) grant related to the Abandoned Residential Property Municipality Relief Program (APP) - Staff will apply in 4th Quarter
	7.33 Research Syracuse, N.Y. and other places					<input checked="" type="checkbox"/>		<input type="checkbox"/>	Initial research completed.
	7.4 Review City's sign regulations and recommend changes to address local business needs						<input type="checkbox"/>	<input type="checkbox"/>	
	7.5 Develop proposal to rezone for the Hickory St., Laurel Ave. and McGovern St. area from RM1A district to RO per City Council Direction								
	7.6 Review Admin Variation (Var), Special Permits and Standards for Variances- Art. XII								
	7.7 Update Subdivision Code								FY-2017 Project
	7.8 Consider Establishing B3 Minimum Lot Size								
8	Building and Zoning Seminar for Contractors	John Tilton / Planning Division	Jan	Jun					
	<i>Present to builder community re: City Processes</i>								
	8.1 Develop session program						<input type="checkbox"/>	<input type="checkbox"/>	December joint meeting with Planning to prepare outline
	8.2 Identify attendees and invite						<input type="checkbox"/>		
	8.3 Conduct workshop							<input type="checkbox"/>	Tentative 2017 Q1 workshop

Community Development Initiatives - 2016

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	Notes
9	Building Code Amendment to 2012 ICC Codes	John Tilton / Aki M	Jan	Jul					
	<i>Develop and propose building code amendments</i>								
	9.1 Identify Changes to Highland Park Building Code Amendments				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Completed
	9.2 Internal Review of Proposed Changes							<input type="checkbox"/>	Final Draft sent to HK and third parties for review
	9.3 Conduct Focus Group Meetings with Key Stakeholders (Development Community)							<input type="checkbox"/>	TBD
	9.4 Develop Revised Recommendations							<input type="checkbox"/>	TBD
	9.5 Solicit Comments							<input type="checkbox"/>	TBD
	9.6 Present to Recommendations to City Council							<input type="checkbox"/>	TBD
10	Rental & Safety Regulation Program	John Tilton / Mike Gilbert/ Carol Lustig / Ruby Camacho	Jan	Dec					
	<i>Ongoing Implementation & Monitoring</i>								
	10.1 Yearly Registration Outreach Mailing				<input checked="" type="checkbox"/>				Completed (719 renewals)
	10.2 Annual Renewal Mailings				<input checked="" type="checkbox"/>				Completed Outreach Mailing, Highlander Piece etc.
	10.3 Registration Data Entry				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Complete
	10.4 Non-response follow-up					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Follow up mailings sent
	10.5 Education / Outreach Mailing Development							<input type="checkbox"/>	
	10.6 Education / Outreach Mailings Regarding Safety, Maintenance & Zoning Code						<input checked="" type="checkbox"/>	<input type="checkbox"/>	Completed Outreach Mailing
11	Bike Walk Implementation	Charmain/ Nick / Joe P., Manny Gomez (PW)	Jan	Dec					
	<i>Implementation Activities to implement Bike-Walk 2030 Plan</i>								
	11.1 Draft Family Friendly Bikeway Plan				<input checked="" type="checkbox"/>				Completed
	11.2 Bike / Walk Advisory Group								
	11.21 Identify implementation strategy					<input checked="" type="checkbox"/>			Completed Met in May to identify timeline and strategy for implementation
	11.22 Recommendations/approval						<input checked="" type="checkbox"/>		Completed - Meeting held in August.
	11.3 Transportation Committee					<input checked="" type="checkbox"/>			Completed/Approved
	11.4 Present Final Family Friendly Bikeway Plan to City Council						<input checked="" type="checkbox"/>		Present to City Council - 9.26.16 meeting
	11.5 Coordinate with PW to implement Family Friendly Bikeway Plan					<input checked="" type="checkbox"/>			Completed - Identified projects for near and long term implementation.
	11.6 Community Outreach RE Family Friendly Bikeway Plan							<input type="checkbox"/>	
	11.7 Coordinate with PW to implement 2016 and identify 2017 projects						<input checked="" type="checkbox"/>	<input type="checkbox"/>	Immediate implementation projects identified. Ongoing in tandem with 11.5.
	11.8 League of American Bicyclists Application						<input checked="" type="checkbox"/>		Completed and submitted.

Community Development Initiatives - 2016

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	Notes
12	Board and Commission Training	H&K and Staff Liaisons	Jan	Dec					
	<i>Roberts Rules, Making Sound Decision, OMA etc.</i>								
	12.1 Plan & Design Commission Training							<input type="checkbox"/>	Scheduled for Nov. 9th
	12.2 Housing Commission Training							<input type="checkbox"/>	Scheduling with H&K
13	Historic Preservation Commission Projects	Andy Cross / Nusrat Jahan	Jan	Dec					
	<i>Implement Commission Budget Objectives</i>								
	13.1 Education and Awards Programming						<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mid-Mod Architecture Program & Preservation Awards Program Underway
	13.2 Review of Historic Preservation Regulations								Deferred to 2017
14	Review of Major Development Proposals	Planning Div. Staff	Jan	Dec					
	<i>Consider development proposals brought before City</i>								
	14.1 515 Roger Williams (30 units)						<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application for PUD Substantial Amendment received. On 10.04.16 PDC agenda.
	14.2 1992 Second St. Planned Development Minor Amendment							<input type="checkbox"/>	Minor Amendment Consideration
	14.3 Buchanan Oil PD/SUP for 1333 Half Day Rd Minor Amendment				<input checked="" type="checkbox"/>				Completed
	14.4 1021 County Line Rd. Planned Development (12 SFD Units)				<input checked="" type="checkbox"/>				Completed
	14.5 McGovern House (73 Unit MFD)				<input checked="" type="checkbox"/>				Completed
	14.6 D-112 Facilities Reconfiguration Project				<input checked="" type="checkbox"/>				Completed - Meeting w/ District Staff - Referendum failed
	14.7 Ravinia DAS SUP				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Approved
	14.8 1554, 1564, and 1576 Oakwood Ave. (27 unit MFD)				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Completed - Denied
	14.9 ExteNet DAS (Update of 2006 Sprint/Nextel DAS)						<input checked="" type="checkbox"/>		September 26, 2016 - Ordinance at City Council
	14.10 1495 Old Deerfield Road - Simply Self Storage PUD						<input type="checkbox"/>	<input type="checkbox"/>	Public Hearing October 4
	14.11 Renaissance Place Minor PUD Amendment								
	14.12 AT&T Small Cell Antennas (Four Locations)							<input type="checkbox"/>	Public Hearing Scheduled

Community Development Initiatives - 2016

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	Notes
15	Other Building Division Projects	John Tilton	Jan	Dec					
	<i>Implement Budget Objectives</i>								
15.1	Secure contract services for temp admin/clerical staff to help address construction season demands				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Completed
15.2	Review Phone Systems and make adjustments as appropriate						<input type="checkbox"/>	<input type="checkbox"/>	Complete - Worked with IT to assess issues with phone system
15.3	Commercial Plan and Multi-Family Plan Review Services						<input type="checkbox"/>	<input type="checkbox"/>	Conduct RFP Process for Services
15.4	Assess Contract Services Offered by Lake County vs. Private Government Services						<input type="checkbox"/>		
16	Other Planning Division Projects	Andy Cross	Jan	Dec					
	<i>Route 41 Signage</i>								
16.1	IDOT approval on concept						<input type="checkbox"/>		Attempted to secure application materials (insufficient response from IDOT)
16.2	Develop Cost Est. / Budget Amendment						<input type="checkbox"/>		
16.3	Identify Sign Designer & Fabrication vendor						<input type="checkbox"/>	<input type="checkbox"/>	
16.4	Obtain IDOT Approval, Fabrication & Installation						<input type="checkbox"/>	<input type="checkbox"/>	
17	Housing Program Objectives	Charmain Later	Jan	Dec					
	<i>Implement Commission Budget Objectives</i>								
17.1	Evaluate Refinancing Options Affordable Housing Developments				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On 10.05.16 agenda for discussion.
17.2	Evaluate Property Tax Status Alternatives for Affordable Housing				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Assembling documents for H&K review.
17.3	Peers Window & Partial HVAC Replacement Project								
17.4	Complete Preparation of Bid Package for Project				<input type="checkbox"/>	<input checked="" type="checkbox"/>			Draft bid documents prepared
17.41	H & K review						<input checked="" type="checkbox"/>		H & K first review complete.
17.41a	City and H&K comments to architect for document revision						<input checked="" type="checkbox"/>		Revised bid documents received: in-house review currently in progress.
17.42	HC approval						<input type="checkbox"/>	<input type="checkbox"/>	
17.43	Procure Services for Implementation						<input type="checkbox"/>	<input type="checkbox"/>	
17.44	Installation						<input type="checkbox"/>		4Q & FY-2017 - as weather and material procurement permitting

Community Development Initiatives - 2016

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	Notes
18	Sale or Lease of Ravinia Housing Parking Lot	Charmain Later / Drew Awsumb	Jan	Dec					
	<i>Related to the 515 Roger Williams Development Approval</i>								
18.1	Lease between City and Ravinia Housing				<input type="checkbox"/>		<input checked="" type="checkbox"/>		Received commnets from HUD: In-house review and response in progress.
18.2	Survey of Property				<input type="checkbox"/>		<input checked="" type="checkbox"/>		PUD Site Plan amendment requested by Developoer. For PDC 10.04.16 mtg.
18.3	Appraisal of Property					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not obtained by Developer.
18.4	Sale Negotiations					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.5	Review by Mortgage Holders						<input type="checkbox"/>	<input type="checkbox"/>	
18.6	Housing Commission Approval						<input type="checkbox"/>	<input type="checkbox"/>	
18.7	Presentation to City Council for Consideration							<input type="checkbox"/>	
19	Review of Inclusionary Housing Regulations	Charmain Later	Jan	Dec					
	<i>Facilitate & Develop Task Force Recommendation</i>								
19.1	Initial Task Force Proposal				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meeting held on 9.19. continued to another meeting to discuss proposals
19.2	Housing Commission Review						<input type="checkbox"/>	<input type="checkbox"/>	
19.3	Plan & Design Review Commission						<input type="checkbox"/>	<input type="checkbox"/>	
19.4	Task Force Recommendation						<input type="checkbox"/>	<input type="checkbox"/>	
19.5	Recommendation to COTW						<input type="checkbox"/>	<input type="checkbox"/>	
19.6	Implement Recommendations as Approved (Prepare Code Amendments)							<input type="checkbox"/>	

Community Development Initiatives - 2016

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	Notes
20	Process Documentation, Improvement & Cross Training Project	Carol Lustig, Ruby Camacho, Drew Awsumb, & All Clerks	Jan	Jun					
	<i>Process Improvement</i>								
20.1	Establish Process Documentation for all Bld Functions				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Significantly Complete - Developing and Refining Process Docs
20.2	Update Existing Process Documentation for all Functions				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Significantly Complete - Developing and Refining Process Docs
20.3	Identify Customer Facing Process & Documentation Improvements				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permit Handouts and Revised Permit applications: First Draft under review with staff
20.4	Review by Management Team							<input type="checkbox"/>	
20.5	Implementation of Documentation and Process Improvements							<input type="checkbox"/>	
20.6	Cross Training in Key Functional Areas				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cross-Trained Admin staff for permit intake, fee outs. Cross-training on additional Certificates of Occupancy
21	Accessibility of Services to Customers Improvement Project	Drew Awsumb / Eric Olson / Carol Lustig							
21.1	Evaluate Web-site and Application Documentation vs. Best Practice				<input checked="" type="checkbox"/>		<input type="checkbox"/>		Researching other Cities
21.2	Develop Revised Content and Layout as Appropriate					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improvements under development (staff participating in City-wide web redesign project)
21.3	Implement Changes				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above items
22	Public Notice and Outreach Assessment Project	Joel Fontane, John Tilton, Carol Lustig, Andy Cross / Eric Olson							
22.1	Evaluate Notification / Outreach Requirements & Policies for Land Use Considerations				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Template for a new public notification drafted and in use for public hearings
22.2	Created Development Map, List of all Projects Requiring Notice and Public Access to Building Info				<input checked="" type="checkbox"/>				Complete
22.3	Make Recommendations to City Manager / City Council as appropriate						<input checked="" type="checkbox"/>		
22.4	Implement Changes						<input checked="" type="checkbox"/>	<input type="checkbox"/>	Improved Public Hearing Notification Letters are in currently use, Major Development Map is online at Planning Division Webpage
23	Records Retention Project	Drew Awsumb /John Tilton / Finance (IT)/ Joel Fontane							
23.1	Evaluate Department's Record Retention vs. Best Practices					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Completed inventory and assessment of existing records environment
23.2	Identify Records to Continue to Retain / Recommendation for Records Destruction Policy						<input checked="" type="checkbox"/>	<input type="checkbox"/>	Records for scanning have been identified. Drafting overarching policy regarding records retention for the Department
23.3	Prepare records for scanning						<input checked="" type="checkbox"/>		Planning Div. records sent to Laser Fische vendor; Building Div. begin in October - anticipated completion within FY16
23.4	Make Electronic Records							<input type="checkbox"/>	
23.5	Complete Formal Records Destruction Process as Appropriate per Policy & as Permitted by Law							<input type="checkbox"/>	Preparing for destruction after scanning, Q1 2017

Community Development Initiatives - 2016

SUBJECT MATTER		PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	Notes
24	Reorg Transition Implementation	Joel Fontane, John Hilton, Mike Gilbert, Dan Pease, Larry Amidei							
	24.1 Kick-off meetings with Staff				<input checked="" type="checkbox"/>				Complete - reorg and transition of Fire Prevention to CD
	24.2 Mgt coordination and planning meetings with Fire & Highwood				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Complete - Met internally and with Highwood Mgt team to discuss and plan transition
	24.3 Recruitment of additional Fire Inspector					<input checked="" type="checkbox"/>			Completed - joint effort of Fire and CD
	24.4 Considering Internal Candidates for Sr. Inspector / Sr. Plans Examiner / Planner II positions				<input type="checkbox"/>	<input checked="" type="checkbox"/>			Completed
	24.5 Coordination of Codes with Highwood						<input type="checkbox"/>	<input type="checkbox"/>	Code changes will be made in concert with those for Highland Park (ICC 2012 Code Adoption) - Draft Building and Fire Codes completed
	24.6 Move of Fire Prevention to Community Development					<input checked="" type="checkbox"/>			Completed - Staff office moves and reconfiguration June 15

Finance Department Major Initiatives - 2016

P1 = Priority 1
P2 = Priority 2

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
1 Cross-Training, Best Practices, Processes & Documentation (P1) <i>Create/Update process manuals and cross-train on backup duties</i>	All Finance Clerks/P.Post/R.Boyko	Jan	Dec					
1.1 Create/Update standard template for all positions				✓				Updated standard template and sent to clerks to begin documenting processes.
1.2 Create/Update procedures using template for AR, AP, Payroll, UB, Counter, Accounting, and Exec. Assistant					✓			Updating procedures for Counter, AP, Payroll, and Accounting. Procedures to be reviewed and presented to Deputy Finance Director in Q3.
1.3 Present to Deputy Finance Director					✓	✓		Clerks have completed some process documentation, which is being reviewed by the Deputy Finance Director.
1.4 Cross-train based on updated manuals								
2 ECM System Implementation (P1) <i>Implement Electronic Content Management (ECM) for Community Development Dept. and for Finance Dept. AP.</i>	B.Arman/J.Fontane/B.Berlanga	Jan	Dec					
2.1 Setup and install hardware and software for AP Clerks use				✓				Setup and installed hardware and software for AP Clerk use.
2.2 Train AP Clerks on how to scan and process documents				✓				AP Clerk trained on scanning and processing documents.
2.3 Go Live with scanning of Accounts Payable documents				✓				All 2016 AP documents have been scanned.
2.4 Coordinate meetings with Community Development Department representatives					✓			Two meeting held with CD. First meeting was held 5/26/16 to evaluate Planning scanning needs. Second meeting was 6/29/16 with Planning and TKB to discuss folder structure.
2.5 Work with CD to identify a retention schedule for there documents						✓		Met to discuss retention, with a 10-year retention for permitting documents being considered.
2.6 Work with CD and vendor to scan and return						✓		Papervision documents were converted and imported into the ECM system. Planning boxed and shipped documents out for scanning.
2.7 Work with CD and vendor to Layout process and create templates for scanning documents								
3 Support of Departments' IT Initiatives (P1) <i>Review Comm. Dev./Fire Dept. Permit Structures; Eden Fixed Asset Module Implementation</i>	J.O'Connell/B.Arman/J.Musselman	Jan	Dec					
3.1 Coordinate meetings with Departments to determine specific needs				✓				Compiled list of IT department projects - Identified in 2016 IT Project Timeline document Met with Department Leaders in Q2 to evaluate Department IT needs. Assessed needs and updated the 2017-2021 IT Project task list, accordingly.
3.2 Assist Department(s) with there project / needs where applicable					✓	✓		Held second round of meetings in Q3 with Department Leaders. Reviewed the 2017-2021 project list and prioritized projects over a five-year period. Created draft 2017 project list.
4 Review/Update Licensing & Fee Proration (P2) <i>Review and update City Code and Eden to address appropriateness of prorating of Clerk and Finance issued licensing fees</i>	R.Sabo/R.Boyko/B.Arman	Jul	Dec					
4.1 Benchmark similar municipality code language - Verify Fee's and City Code match					✓	✓		Liquor license fees to prorate on a monthly basis in Eden. Code language/amendment to be presented to City Council in Q3. Reviewed fees and City Code with Deputy Clerk, verified that fee setup in Eden is prorated and matches City Code language.
4.2 Present recommendation to Senior Staff and update Eden and City Code language						✓		No Changes to fees and City Code are necessary.

Finance Department Major Initiatives - 2016

P1 = Priority 1
P2 = Priority 2

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

Finance Department Major Initiatives - 2016

P1 = Priority 1
P2 = Priority 2

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
8 2017 Liability Insurance Renewal and RFP (P1)	E.Robinson	May	Nov					
<i>Coordinate annual insurance renewal for Liability Insurance.</i>								
8.1	Solicit feedback from other municipalities for insurance options.				✓			Complete. Municipalities are split between using pools and broker services.
8.2	Issue Request for Proposals.				✓			RFP issued and responses received. Interviews in Q3.
8.3	Conduct interviews and select broker					✓		Interviews complete. Finalists selected. Quotes due October 12.
8.4	Conduct asset inventory and complete renewal applications					✓		Applications submitted to finalists 9/14.
8.5	Review Market Responses from brokers and prepare proposed insurance package.							
8.6	Present proposed package to City Council for approval.							
9 2017 Budget Process (P1)	J.Logan/P.Post	Mar	Dec					
<i>Complete Fiscal Year 2017 Budget and present for City Council approval.</i>								
9.1	Automate Division Narrative Grids				✓			Complete.
9.2	Develop Budget Timetable			✓				Budget Timetable draft was developed for review with City Council at April workshop.
9.3	Present mid-year financial review at COTW.			✓				Presentation re-branded and Staff Memo drafted. Both pending final June 2016 results, for 7/25/2016 presentation to City Council.
9.4	Update IT allocation model			✓				Complete and approved by IT Steering Committee.
9.5	Hold Kick-Off Meeting and Budget entry training for employees.			✓				Meeting occurred 6/15/2016.
9.6	Complete Personnel Budget & draft compensation plan for 2016.				✓			Complete.
9.7	Coordinate Departmental Meetings with City Manager.					✓		Complete.
9.8	Coordinate preliminary budget workshops.				✓	✓		Mid-Year Financial Review 7-25-2016 COTW. Revenue estimates, fee changes, property tax levy, library levy and capital requests, pensions actuarial results, 5-Year CIP and funding 8-22-16 COTW.
9.9	Issue Draft of Proposed Budget to City Council and Staff.					✓		Complete 9-9-2016.
9.10	Complete budget workshops to review Proposed Budget.							
9.11	Present property tax levy estimate and hold public hearing on Proposed Budget.							
9.12	Present final Budget for City Council Approval.							
9.13	Present Property Tax Levy for City Council Approval.							
9.14	Complete GFOA Budget Award Process							
10 Support Labor Negotiations Processes (P1)	E.Robinson	Jan	Dec					
<i>Provide contract costs analysis throughout the year for on-going Collective Bargaining Negotiations.</i>								
10.1	Provide costs analysis per request from CMO.			✓	✓	✓		Supported labor negotiations as needed. Local 150 contract finalized in September.

Finance Department Major Initiatives - 2016

P1 = Priority 1
P2 = Priority 2

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
11 IT System Upgrades (P1)	J.Musselman/B.Arman	Jan	Dec					
<i>Semi-Annual Eden Upgrades, Server Upgrades, Jon to add/revise as required</i>								
11.1	Identify Systems which need upgrades			✓				Systems have been identified and outlined in the 2016 IT Project Timeline document
11.2	Update Steering Committee on systems being updates throughout year			✓	✓			Met with Steering Committee and discussed required systems upgrades. Time line has been of upgrades has been incorporated into the IT Project task list and reviewed at 6/21/16 steering committee meeting.
11.3	Upgrade System(s)				✓	✓		Systems are being upgraded in line with the IT project task list. PD File services were converted to virtual server; upgraded backup; firewall; enterprise storage systems and online payment servers.
12 2016 Vehicle Sticker Season (P1)	R.Boyko/N.George	Feb	Oct					
<i>Coordinate annual vehicle sticker season and all participating agencies.</i>								
12.1	Issue vehicle sticker software vendor RFP							N/A - Vehicle sticker software will be assessed as a module within a potentially new ERP.
12.2	Review proposals to determine if new vendor will be selected							N/A - Vehicle sticker software will be assessed as a module within a potentially new ERP.
12.3	Implement new software (if applicable)							N/A - Vehicle sticker software will be assessed as a module within a potentially new ERP.
12.4	Initiate Payment website, approve final proofs for mailing.					✓		Completed August 2016.
12.5	Issue Highlander article and web blasts notifying residents of renewal.				✓			Highlander article ready to be issued on June 24 for the July issue.
12.6	Process records through lockbox, over the counter and mail.					✓		Completed September 2016.
13 Investigate Dog License Renewal with Email (P2)	C.Osborne/B.Arman	Feb	Jul					
<i>Assess whether dog license renewal can be sent via email</i>								
13.1	Research and test system capability of emailing renewals							Email addresses have been updated based on 2015 applications. Dog license renewal forms are currently being updated.
13.2	Develop and document process steps			✓	✓			Babrok consulted with Eden to certify application for TOP's compatibility and to incorporate Finance-required changes.
13.3	Enter email addresses for current dog owners							
13.4	Update dog application and renewal form to include option to receive via email					✓		Finance in process of developing application mock-up in order for Eden to quote development. Project will be postponed to 2017 so email address can be captured for this process
13.5	Include notice in Highlander and paper renewals							Postponed to 2017.
14 Utility Bill Redesign and Printing RFP (P1)	S.Jackson	Jul	Dec					
<i>Review Utility Bill for Upgrade Redesign and Complete a Request for Proposals for Utility Bill Printing.</i>								
14.1	Complete Draft Proposal & solicit other municipalities for participation.					✓		Sample bill prints were created and are being reviewed by management. Draft proposal to be completed in the 4th quarter.
14.2	Issue Request for Proposals.							
14.3	Complete Evaluation process and conduct interviews.							

Finance Department Major Initiatives - 2016

P1 = Priority 1
P2 = Priority 2

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
14.4	Prepare recommendation and present to City Council.							

Finance Department Major Initiatives - 2016

P1 = Priority 1
P2 = Priority 2

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
15 Implement Eden Fixed Asset Module (P1) <i>Transfer fixed asset records into Eden Fixed Asset module</i>	Boyko/Osborne/George/Arman	Apr	Sep					
15.1 Setup and test Eden Fixed Assets module					✓	✓		Fixed asset import template setup. Importing of assets through FY2015 will be tested end of Q2. Data layout was tested, setup and verified. Testing of imports on small data group is in process.
15.2 Document process for posting fixed assets to Eden								
15.3 Import fixed asset records								
15.4 Verify beginning and ending balances								
15.5 Monitor based on documented process developed above								
16 Implement Tyler Cashiering at Remote Locations (P1) <i>Implement cashiering software in PD and CMO</i>	D.Forrest/B.Arman	Jan	Jun					
16.1 Meet with department leaders to document and map current process to new process				✓				Dorothy Forrest and Debbie Dayboll planned implementation and new processes. CMO review to be completed in the 2nd quarter.
16.2 Setup Tyler Cashiering for other locations				✓				PD set-up is complete. Setup in Senior Center planned for early May.
16.3 Install software on user computers					✓	✓		Tyler Cashiering user accounts created for PD. Software was installed on 6 workstations 6/15/16. User accounts setup and software installed July 2016 for Senior division.
16.4 Train users						✓		Users trained
16.5 Perform internal audits based on process documentation								
17 Assess expansion of online payment offering (P2) <i>Assess the ability for additional services to be offered for online payments</i>	N.George/C.Osborne	Jul	Dec					
17.1 Determine transactions that could be offered online						✓		Benchmarking was completed July 2016 and, comparing online payment offerings, the City
17.2 Perform analysis of current or new systems that could be used to expand offerings						✓		offers the most of any online payments for services other than Chicago.
17.3 Provide analysis to management						✓		Complete
17.4 Perform testing								N/A - No new additional online payment offerings
17.5 Document process and procedures								N/A - No new additional online payment offerings
17.6 Implement payment portal								N/A - No new additional online payment offerings
18 Fire and Police Pension Investment Policies (P1) <i>Review/Update Fire and Police Pension Investment Policies and present for Pension Board approvals.</i>	J.Logan	Jan	Apr					
18.1 Review public pension funds investment laws.				✓				Complete
18.2 Benchmark best-in-class municipal public pension investment policies.				✓				Complete
18.3 Complete revised policy draft.				✓				Complete

Finance Department Major Initiatives - 2016

P1 = Priority 1
P2 = Priority 2

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
18.4	Present revised policy draft to Pension Boards			√				Approved at January 2016 Pension Board meetings.

Finance Department Major Initiatives - 2016

P1 = Priority 1
P2 = Priority 2

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
19 Develop Popular Annual Financial Report (P2)	J.Logan/CMO Intern	Jan	Jun					
<i>Develop and complete Fiscal Year 2015 PAFR and present for City Council approval.</i>								
19.1	Learn GFOA Popular Annual Financial Report (PAFR) requirements.			√				
19.2	Benchmark best-in-class municipal PAFRs.			√				
19.3	Complete PAFR draft.							N/A - City Manager recommended the City's Annual Report should not be converted to PAFR format, in order to expedite Annual Report issuance. Note that PAFR format would require CAFR completion prior to PAFR issuance, which would delay PAFR issuance to June.
19.4	Present PAFR draft to City Manager.							N/A - see 19.3.
19.5	Present PAFR draft to City Council.							N/A - see 19.3.
19.6	Publish final PAFR.							N/A - see 19.3.
19.7	Complete GFOA PAFR Award Process							N/A - see 19.3.
20 Staff Computer Systems (P1)	B. Arman/ J. Musselman	Jan	Dec					
<i>Replace wkstns, laptops, mobile data computers, other hardware in accordance with City replacement policy & budget allocations.</i>								
20.1	Prioritize system replacement schedule.			√				Created five-year system replacement document for workstations and laptop systems. Briefed the steering committee on replacement schedule at first 2016 meeting.
20.2	Determine System requirements for user needs.			√				Requirements have been determined
20.3	Solicit quotes and Procure equipment.				√			Quotes for all system replacements have been received. Laptop and tablet systems have been received. Workstations and Toughbook's are on order.
20.4	Install system(s).				√	√		Deployment of systems has begun. Laptop have been deployed. Tablets currently in the works. FD Tablets complete and Workstations 80% deployed. Working on PD mobiles OS downgrade.
21 City Fiber Network - Shared (P1)	J.O'Connell	Jan	Dec					
<i>Coordinate review/design/proposal for 2016 construction of a fiber connection.</i>								
21.1	Select vendor for Detail Design Study - RFP process			√	√			Worked with CTC Technologies, the City's fiber project consultant, to refine fiber project pricing scenarios. Obtained example RFP's for detailed design studies. RFP process moved to 2017, consistent with the City's 5-Year CIP.
21.2	Present the findings of the detail design study to the City Council				√	√		Distributed confidential draft briefing memo to City Council on July 1, 2016. Detailed design study moved to 2017, consistent with the City's 5-Year CIP.
21.3	RFCA to move forward on Fiber Project							Moved to 2017 consistent with the City's 5-Year CIP.
21.4	Construction RFP & selection							Moved to 2018 consistent with the City's 5-Year CIP.
21.5	Obtain permits and right away							Moved to 2018 consistent with the City's 5-Year CIP.
21.6	Construction six to nine months							Moved to 2018 consistent with the City's 5-Year CIP.

Finance Department Major Initiatives - 2016

P1 = Priority 1
P2 = Priority 2

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
22 Financial Reporting Processes and Documentation (P1)	R.Boyko/M.Hernandez	Jan	Dec					
<i>Upgrade & City-Brand Monthly Financial Reporting and Process; A/R Process Standardization; Develop & Implement Finance Metrics Strategy - all focused on improved effectiveness and efficiency</i>								
22.1	Determine metrics and standards for reporting			√				Metrics have been identified. Currently, presentation formats are being reviewed.
22.2	Design template for all reports				√	√		Templates designed to incorporate City branding for Unbilled Revenue report, Performance Measures, and monthly financials. Updated financial report design also to be presented with the September reporting.
22.3	Present to management							To be presented 4th quarter
22.4	Publish reports using updated template							
23 Mobile Phone Booster System for PW Building (P1)	J.Musselman	Apr	Dec					
<i>Facilitate better cell phone communications within the Pubic Works building</i>								
23.1	Identify the location(s) of poor signal quality			√				Walk through completed 3/11/2016 with Verizon and PW to identified areas that need improved coverage
23.2	Research alternatives to solve cell quality issues				√			Met with Verizon to discuss options available to the City. In-house building booster system was determined to be the best solution
23.3	Solicit quotes for hardware solution if needed				√			Worked with Verizon's preferred vendor to develop a design and quote the project for the City.
23.4	Manage installation of system by vendor				√			Completed installation of the booster system. Finalizing contract with Verizon for the authorization to boost their signal.
24 Review & Implement Safety Handbook (P2)	J.Logan/D.Forrest	Jan	Dec					
<i>Review & Implement Safety Handbook</i>								
24.1	Coordinate planning meeting with Mesirow and City Staff.			√	√			Finance and CMO met with Mesirow to discuss expectations. Mesirow presented a work plan to the City in April.
24.2	Complete draft plan to revise procedures with Mesirow Representative.				√	√		Q2 - Mesirow trained supervisors in safety awareness. Mesirow in process of interviewing all departments and surveying employees for current state assessment. Q3 - Mesirow has completed all meetings and received all surveys. PW assessment to be completed by 9/30.
24.3	Present Draft Safety Handbook for feedback.							
24.4	Present final plan to City Manager for approval.							
25 Shared Services with Library Finance (P2)	E.Robinson/R.Boyko	Jul	Dec					
<i>Review/recommend opportunity for Shared Services with Library Finance.</i>								
25.1	Meet with City and Library staff to discuss opportunities							Contact between City and Library staff in 4th quarter regarding potential shared service opportunities
25.2	Perform cost-benefit analysis							
25.3	Present analysis to City Manager and Library Executives							
25.4	Present to City Council							
25.5	Implement processes							

Finance Department Major Initiatives - 2016

P1 = Priority 1
P2 = Priority 2

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
26 City Reserves and Fund Balance Policies (P1)	J.Logan	Apr	Nov					
<i>Develop long term plan to determine appropriate use of the City's Reserves.</i>								
26.1	Research accounting standards and best practices.				√			Complete.
26.2	Coordinate discussion at City Council Budget Strategy Workshop.				√			Complete.
26.3	Generate draft for City Council Review.				√	√		Incorporated into 2017 budget process and obtained City Council approval. HTF approval is pending department budget presentation.
26.4	Present final plan to City Council.							
27 Finance Web Page Review (P1)	P.Post	Jan	Jun					
<i>Evaluate Finance Web Page for Best Practices and Implement Any Changes Identified</i>								
27.1	Benchmark best-in-class municipal finance web pages for comparable municipalities.			√				In process of compiling list of best-in-class municipal web sites to review - particular those that use CIVICPLUS.
27.2	Assess the City's finance web page vs. best-in-class.				√			List compiled - will draft memo to FinDir with recommendations; also add approved content to finance web pages. Will research GFOA award recipients.
27.3	Present final changes to City Manager for approval.					√		Memo distributed to City Manager for approval of recommendations for Finance web pages (dist. 9/26). Approval received.
27.4	Implement finance web page changes.					√		Complete.
28 Distributed Antenna System (DAS) Project (P2)	J.O'Connell	Jan	Sep					
<i>Assist City staff to explore opportunities to increase cell phone coverage areas within the Ravinia Bus District</i>								
28.1	Meet with Police and Fire Chief's to become familiar with the Ravinia DAS project pending before PDC				√			Discussed project with Deputy Police Chief Wilinski. The building that will house the equipment to support the DAS system for Ravinia will be located in Glencoe. Construction is not expected to begin until 2017.
28.2	Provide technical assistance where needed							
29 Warrant Approval Process, Given One Council Meeting (P1)	E.Robinson	Jan	Jun					
<i>Explore process change opportunities warrant approval, when City Council chooses to occasionally to meet only once a month</i>								
28.1	Benchmark best-in-class warrant approval processes for comparable municipalities.			√				Survey sent to other municipalities and responses have been received. A matrix and recommendation will be completed and presented in Q2.
28.2	Assess the City's warrant approval processes vs. best-in-class.				√			Complete.
28.3	Present final changes to City Manager (and City Council, if required) for approval.				√			Recommendation presented to City Manager.
28.4	Implement warrant approval process changes.					√		Changes approved and implemented in August 2016.

Fire Department Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	CA	Q1	Q2	Q3	Q4	NOTES
6 Succession Planning <i>Evaluate current succession model and update accordingly</i>	Chief Pease, DC Amidei	Mar	Aug		✘				Q1-Succession for all positions constantly evolving- All positions currently filled
6.1 Meet with FD personnel (one on one) to determine individual expectations						✘			Q2- Special team member currently in school to obtain certifications
6.2 Train staff							✘		Q3-DC Amidei to produce draft of updated succession plan by end of 3rd quarter
6.3 Publish new succession plan									
7 Meeting regularly with Highwood personnel re: Fire Service IGA <i>Conduct on-going assessment and review of fire service to Highwood per Intergov Agreement</i>	Manager Neukirch/Chief Pease	Mar	December		✘				Q1-Operations meeting held with CM and Highwood to discuss transition and operations plan.
7.1 Meet regularly with Highwood City Manager						✘			Q2-IGA implemented June 14, 2016. Service levels being evaluated daily
7.2 Assess number and type of calls, including mutual aid							✘		Q3-
7.3 Provide mid-year and year end report to the City Council									
8 City of Highwood Risk Assessment for Buildings and Life Safety <i>Complete Pre-Plans and Drawings for anticipated Highwood contract</i>	DC Amidei/Command Staff	Jan	Dec		✘				Q1-Completed
8.1 Seek Highwood approval					✘				Q2-Seeking input from personnel for transition.
8.2 Involve FD Personnel						✘			Q2-Preplan Program in full operation- Time of completion estimated Sept 2017
8.3 Establish a plan with benchmarks to attain future goals							✘		
8.4 Incorporate Pre-plans into master pre-plan book for department use									
9 Establish eligibility list for new recruits <i>Establish new list to replace expired list</i>	Chief Pease	Jan	Feb		✘				Q1-Currently accepting applications
9.1 Work with HR to develop process					✘				Q2-Written test completed- 1st round Interviews of top 24 candidates completed,
9.2 Conduct Testing						✘			Q2-Second round of interviews to be completed by Board of Fire & Police Commission.
9.3 Recommend to City Manager for approval						✘			
9.4 Establish new eligibility list							✘		Q3- New eligibility list has been established
10 Evaluate Special Teams - Replace outgoing members <i>Fill vacated position</i>	Chief Pease, Deputy Chief Amidei	Jan	Feb		✘				Q1-All positions filled
10.1 Work with special team leaders to recruit individuals					✘				Q2-Position posted due to recent retirements; candidates selected
10.2 Post available positions and interview to fill positions						✘			Q2-Training for certification is underway
10.3 Train candidate						✘			
10.4 Appoint candidate							✘		Q3- Special Teams fully staffed

Fire Department Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	CA	Q1	Q2	Q3	Q4	NOTES
6 Succession Planning <i>Evaluate current succession model and update accordingly</i>	Chief Pease, DC Amidei	Mar	Aug		✘				Q1-Succession for all positions constantly evolving- All positions currently filled
6.1 Meet with FD personnel (one on one) to determine individual expectations						✘			Q2- Special team member currently in school to obtain certifications
6.2 Train staff							✘		Q3-DC Amidei to produce draft of updated succession plan by end of 3rd quarter
6.3 Publish new succession plan									
7 Meeting regularly with Highwood personnel re: Fire Service IGA <i>Conduct on-going assessment and review of fire service to Highwood per Intergov Agreement</i>	Manager Neukirch/Chief Pease	Mar	December		✘				Q1-Operations meeting held with CM and Highwood to discuss transition and operations plan.
7.1 Meet regularly with Highwood City Manager						✘			Q2-IGA implemented June 14, 2016. Service levels being evaluated daily
7.2 Assess number and type of calls, including mutual aid							✘		Q3-
7.3 Provide mid-year and year end report to the City Council									
8 City of Highwood Risk Assessment for Buildings and Life Safety <i>Complete Pre-Plans and Drawings for anticipated Highwood contract</i>	DC Amidei/Command Staff	Jan	Dec		✘				Q1-Completed
8.1 Seek Highwood approval						✘			Q2-Seeking input from personnel for transition.
8.2 Involve FD Personnel							✘		Q2-Preplan Program in full operation- Time of completion estimated Sept 2017
8.3 Establish a plan with benchmarks to attain future goals									
8.4 Incorporate Pre-plans into master pre-plan book for department use									
9 Establish eligibility list for new recruits <i>Establish new list to replace expired list</i>	Chief Pease	Jan	Feb		✘				Q1-Currently accepting applications
9.1 Work with HR to develop process						✘			Q2-Written test completed- 1st round Interviews of top 24 candidates completed,
9.2 Conduct Testing							✘		Q2-Second round of interviews to be completed by Board of Fire & Police Commission.
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10 Evaluate Special Teams - Replace outgoing members <i>Fill vacated position</i>	Chief Pease, Deputy Chief Amidei	Jan	Feb		✘				Q1-All positions filled
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10.2 Post available positions and interview to fill positions							✘		Q2-Training for certification is underway
10.3 Train candidate									
10.4 Appoint candidate							✘		Q3- Special Teams fully staffed

Police Department Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
1 PD to obtain alternative funding for Opiate Initiative <i>Train & Equip sworn personnel with Naloxone kits to reverse effects of opioid overdoses</i>	Chief Shafer	Jan	Oct					
1.1 Research new funding source for Naloxone kits				☒				Staff reviewed funding with existing Lake County source.
1.2 Identify new funding source for Naloxone kits				☒				Meetings with Lake County determined that a new funding source for Naloxone was not required. A new supply will be provided to replace kits that will expire in 2016.
1.3 Distribute new kits					☒	☒		New auto injectors were distributed to a portion of staff. Remainder of new injectors will be delivered in July. New Naloxone kits were obtained by all officers. Goal complete.
2 Focused traffic safety details <i>Traffic safety details will be conducted in school safety zones, business districts and high traffic complaint areas</i>	Cmdr. Lowman	Jan	Dec					
2.1 Maintain a list of traffic complaints				☒				A list of traffic complaints from citizens has been compiled each month and distributed to staff.
2.2 Conduct time appropriate enforcement each quarter				☒	☒			The first quarter traffic initiative focused on complaints listed in the 2015 Citizen Satisfaction Survey. This enforcement campaign was held from February 2, 2016 through February 17, 2016. The detail focused on use of Wireless and Electronic devices, Texting While Driving, Seat Belt Violations, Yielding to Pedestrians in Crosswalks and Improper Turning to Parking Spaces in the Central Business District. The second quarter traffic initiative took place from May 23, 2016 through May 31, 2016. The goal of this initiative focused on bike safety and encouraged compliance through education and enforcement.
2.2						☒		The Department collaborated with other Lake County Law Enforcement agencies in the "Drop it and Drive, Stay Alive" campaign. This initiative was aimed at reminding the public of the dangers of texting and driving. Fifty-nine (59) violations were reported during the campaign.
3 Maintain active Police Sergeants eligibility list <i>Current list will be exhausted on March 31, 2016</i>	Chief Shafer	Jan	May					
3.1 Work with HR to begin application process				☒				An action plan for the testing process was created with Human Resources staff and the Board of Fire and Police Commission. Eight (8) application were received for the position of Police Sergeant. An internal evaluation will be completed in April. The Written test will be conducted on May 10, 2016.
3.2 conduct testing					☒			The Department internal evaluation of candidates was completed on April 26, 2016. The written exam was held on May 10, 2016. Assessment Center completed on June 15, 2016. Final list to be posted on July 5, 2016
3.3 Formulate eligibility list								Goal completed.
3.4 Board of Fire & Police Commissioners approve eligibility list								
4 Implement electronic crash reporting system <i>Install system to integrate with IL Department of Transportation system</i>	D.C. Wilinski	Jan	Dec					
4.1 Install electronic crash system from Iyetech				☒				The Iyetech crash reporting software was installed in all computers. The system was tested with the State to insure all reporting requirements were met. Staff was trained in the use of the programs including supervisory review. Informational flyers for the program were created and printed for distribution to motorist. The program will be implemented in the near future. In car printers have not been obtained. Lake County is in the process of determining a vendor.
4.2 Obtain in-car printers						☒		The Lake County Chiefs Association publised an RFP for printers. RFPs have been obtained and vendors will be selected in the near future.
4.3 Train officers				☒				

Police Department Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
4.4	Implement program				☒			The electronic crash reporting was implemented and is in use. In car printers have not been obtained. Lake County is still in the process of selecting a vendor.

Police Department Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
14 Review Parking Permits	Sgt. O'Neill/Finance	Jan	Aug					
<i>Review existing Parking Permits to determine if the existing system can be simplified to better serve the public</i>								
14.1	Complete an inventory of all existing parking permits			☒	☒	☒		The Parking staff is currently completing an inventory of the existing parking permits. This goal is in progress. The Parking staff has obtained fine schedules from other agencies and are comparing them with our current structure. A review of the data has been completed and forwarded to City staff for review.
14.2	Evaluate if any permits can be combined to reduce the number of needed permits							
14.3	Review proposed changes with legal services							
14.4	Present to Council for review							
15 Share the road campaign	Sgt. O'Neill	Jan	Sept					
<i>Spring/Summer review of enforcement efforts; bicycle safety; driver and cyclist education</i>								
15.1	Identify periods for spring and summer Share the Road Campaigns including partnering with outside police agencies			☒				Staff is preparing to meet with neighboring communities to coordinate future Share the Road Campaigns.
15.2	Provide advanced notice to the public when campaigns will take place				☒			Public notice of the program was distributed.
15.3	Conduct the education/enforcement initiatives				☒			The education and enforcement program took place between May 23, 2016 and May 31, 2016.
15.4	Publicize the results of the program					☒		The results of the campaign were published in the weekly report.
16 Youth Citizens Police Academy (YCPA)	Deputy Chief Wilinski	Jan	Sept					
<i>Provide a Youth Citizens Police Academy.</i>								
16.1	Develop a curriculum for a YCPA			☒				The Juvenile Section of Investigations is reviewing the curriculum from previous YCPA to prepare a condensed course for the summer of 2016.
16.2	Identify staff members to teach curriculum for YCPA				☒			Staff has developed the curriculum and identified the instructors. Establishing the dates of the program is being finalized. The JCPA has been scheduled and 14 applications have been accepted.
16.3	Determine dates of YCPA and seek applications					☒		The CPA was scheduled in August and applications were obtained.
16.4	Conduct the YCPA					☒		The CPA was conducted in August. Eight-teen (18) cadets completed the program.

Public Works Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
1 Water Meter Replacement & Automatic Meter Reader Installation <i>Implement replacing 6,000 meters and 10,000 automatic meter reader (AMR) units</i>	Ron Bannon	Jan	Dec					
1.1 Continue to monitor progress of project				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Ongoing. Meter installations over 80% completed.
1.2 Coordinate with water billing on transfer of accounts				<input checked="" type="checkbox"/>				Ongoing with meter installation.
1.3 Completion and bimonthly billing with no estimates implemented							<input type="checkbox"/>	
2 Pace Bus Shelters & Additional Pace Fuel Efficient Vehicles <i>Discussions with Pace regarding installation of additional shelters and options for Green Fleet Vehicles.</i>	Annette Cardiff/Lee Overholser	Jan	Dec					
2.1 January meeting with HPHS regarding possible placement of bus shelter at HPHS.				<input checked="" type="checkbox"/>				HPHS ongoing review of transit options.
2.2 Review current Pace policies & initiate discussion with Pace regarding bus shelter installation & green fleet technology.				<input checked="" type="checkbox"/>				Ongoing.
2.3 Letter to Pace expressing interest in Green Fleet initiatives.				<input checked="" type="checkbox"/>				Letter sent to Dep. Exec Dir of Revenue Services Melinda Metzger expressing City's interest in Greener Fleet vehicles. Pace response indicating inclusion of request with their capital funding.
3 Private Improvements Acceptance Policy <i>Develop general policy for public acceptance of private infrastructure.</i>	Annette Cardiff/Manny Gomez	Jan	Dec					
3.1 Draft policy for internal review.				<input checked="" type="checkbox"/>				Ongoing.
3.2 Present draft policy to City Council for input and direction					<input checked="" type="checkbox"/>			Presentation to City Council on April 11.
3.3 Finalize details of the policy.					<input checked="" type="checkbox"/>			Completed.
3.4 City Council acceptance of the policy.					<input checked="" type="checkbox"/>			City Council approved policy on May 23, 2016.
4 Consider water distribution expansion to Glencoe, Highwood & Lake Forest <i>Continue dialog with decision-makers of neighboring communities for potential future water customers</i>	Don Jensen/Ramesh Kanapareddy	Jan	Dec					
4.1 Reach out to communities for updates				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Awaiting feedback from Glencoe.
4.2 Provide updates and assist with water modeling							<input type="checkbox"/>	

Public Works Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
5 New Residential Sidewalk Installation on Local Street Policy <i>Draft procedures to request new sidewalk on local residential streets</i>	Manny Gomez	Jan	Dec					
5.1 Draft policy for internal review.				<input checked="" type="checkbox"/>				Ongoing.
5.2 Present draft policy to City Council for input and direction					<input checked="" type="checkbox"/>			Presentation to COTW June 27.
5.3 Finalize details of the policy.					<input checked="" type="checkbox"/>			Completed.
5.4 City Council acceptance of the policy.						<input checked="" type="checkbox"/>		Completed. Adopted by City Council 7/25/2016.
6 Construction Truck Traffic Policy <i>Draft procedures for implementing a fee to be charged for construction related heavy traffic</i>	Manny Gomez/Ramesh Kanapareddy	Jan	Dec					
6.1 Draft policy for internal review.				<input checked="" type="checkbox"/>				Ongoing.
6.2 Present draft policy to City Council for input and direction					<input checked="" type="checkbox"/>			Presentation planned for City Council Q3 or Q4.
6.3 Finalize details of the policy.						<input checked="" type="checkbox"/>		Presentation at COTW 9/12/2016. Plan to bring forward for final approval at Nov. Council Meeting.
6.4 City Council acceptance of the policy.							<input type="checkbox"/>	
7 Implementation of Green Fleet Initiatives <i>Seek environmentally friendly alternatives for purchase and operations of City Fleet</i>	Joe ONeill/Ron Bannon	Jan	Dec					
7.1 Consideration of green alternatives for fuel or fleet replacement				<input checked="" type="checkbox"/>				Ongoing.
7.2 Planning of replacement of City vehicles with fuel efficient vehicles					<input checked="" type="checkbox"/>			Electric engineering van replacement 6/27/2016 City Council meeting.
7.3 Budgeting and Incorporation of green Fleet into 5-yr CIP					<input checked="" type="checkbox"/>			Ongoing.
7.4 Department Fleet presentation to Council						<input checked="" type="checkbox"/>		Completed. Part of 5-Year PW CIP COTW Presentation August 22.
8 APWA Re-Accreditation <i>Review and update as needed Public Works policies, procedures and practices. Successfully complete APWA site visit in May 2016.</i>	Ramesh Kanapareddy/Annette Cardiff	Jan	June					
8.1 Step 1 Division Staff review of all assigned components.				<input checked="" type="checkbox"/>				Finalizing submittals.
8.2 Step 2 Submit APWA application for Reaccreditation.					<input checked="" type="checkbox"/>			To be submitted with application fee by April 15.
8.3 Step 3 Prep for site-visit.					<input checked="" type="checkbox"/>			Ongoing. Site visit scheduled for May 12 & 13.
8.4 Step 4 Follow-up & completion as needed.					<input checked="" type="checkbox"/>			PW Reaccredited May 23, 2016

Public Works Initiatives - 2016

SUBJECT MATTER	PROJECT MANAGER	PROJ. START	END GOAL	Q1	Q2	Q3	Q4	NOTES
9 Development & Implementation of 5-yr Capital Improvement Program	Ramesh Kanapareddy	Jan	Dec					
<i>Prioritize and fund capital projects</i>								
9.1 Progress of upcoming capital projects				<input checked="" type="checkbox"/>				Update to City Council scheduled for April 25.
9.2 Planning FY 17-FY 21 capital projects					<input checked="" type="checkbox"/>			Ongoing.
9.3 Estimating and prioritizing capital projects					<input checked="" type="checkbox"/>			Completed.
9.4 Presentation to Council 5-yr CIP						<input checked="" type="checkbox"/>		Completed. 5-Year PW CIP COTW Presentation August 22.
10 Assisting Police Department with Handicap Parking Modifications in Central Business District	Ramesh Kanapareddy/Paul Shafer	April	November					
<i>Coordinate with Police on handicap parking inventory</i>								
10.1 Work with Police on the feasibility of new curb cuts for ADA compliance					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Ongoing. Discussion with Police Dept.
10.2 Cost estimate and budget public parking modifications based on feedback from Council							<input type="checkbox"/>	
11 Public Outreach and Notification of Construction Projects	Ramesh Kanapareddy/Manny Gomez	January	March					
<i>Coordinate with CMO staff to communicate public construction projects through increased use of social media and signage</i>								
11.1 Review opportunities to increase awareness of public construction projects				<input checked="" type="checkbox"/>				Currently underway with Highlander, eblast and website (GIS Construction Storymap). On-site signage to communicate project and web site for update.
11.2 Implement standard operating procedures for enhanced communication to the public				<input checked="" type="checkbox"/>				Ongoing.