

## SHORT TERM GOALS AND OBJECTIVES

*Updated June 2010*

### ***Goal 11: Determine Downtown organizational structure that will provide accountability and results***

<b>Tasks</b>	<b>Responsibility &amp; Ownership</b>	<b>Performance Measure</b>	<b>Date Started</b>	<b>Completion Target</b>
Determine capabilities and roles of existing organizations serving downtown needs	Village President	Meet and discuss roles with existing organizations.	Oct. 2009	<b>completed</b>
Conduct comparative analysis of other communities with downtown organizations	Planning & Development Director	Undertake field visits to meet and discuss experiences and organizational structure within other communities.	Dec. 2009	<b>completed</b>
Communicate research results	Planning & Development Director	Compile a written report to identify research results and recommend observed best practices that would serve downtown Glen Ellyn.	Nov. 2009	<b>completed</b>
Develop recommended organizational structure	Planning & Development Director Village Manager	Develop list of duties, committees, and organizational chart.	Pending	July 2010
Create organizational structure	Village President Village Board	Appointment of a Board of Directors. Provide funding commitment and written expectations.	Pending	t/b/d

### ***Goal 12: Reach consensus on what is considered a "core service" in Glen Ellyn.***

<b>Tasks</b>	<b>Responsibility &amp; Ownership</b>	<b>Performance Measure</b>	<b>Date Started</b>	<b>Completion Target</b>
Determine all services currently provided by Village	Management Team	Formulation of a list that identifies all services provided by each department.	Dec. 2009	<b>completed</b>
Determine perceived value of each service provided	Village Board Management Team	Undertake a ranking of each service provided to differential level of importance and community need.	Feb. 2010	<b>completed</b>

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Determine priority of service provided	Village Board	Undertake an analysis of ranking to determine the differentiation of rankings.	Feb. 2010	<b>completed</b>
Communication of results	Village Manager's Office	Provide the Village Board and management team with results. Utilization of results in future funding and resource considerations.	April 2010	<b>completed</b>
Quantify value of non-core services	Village Manager's Office	Identification of costs or labor resources dedicated to provision of non-core services.	May 2010	Aug 2010

***Goal 13: Complete Emergency Operations Plan and conduct bi-annual simulation exercise.***

<b>Tasks</b>	<b>Responsibility &amp; Ownership</b>	<b>Performance Measure</b>	<b>Date Started</b>	<b>Completion Target</b>
County review and approval	Police Chief	Submit draft plan to DuPage County for Office of Emergency Management review and approval.	Dec 2009	<b>completed</b>
Adoption of plan by Village	Village Board	Village Board ordinance/resolution officially adopting the plan.	Pending	t/b/d
Conduct emergency plan training exercise	Police Chief	Conduct a multi-departmental training exercise to familiarize personnel with the emergency plan. Provide assessment for future training needs. Provide calendar of future exercises.	Pending	Late Summer 2010

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### ***Goal 14: Restore trust, ethics and credibility in Village government.***

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target
Walk the talk	All	Model behavior upon the six pillars of character read at every Village Board meeting. Conduct business putting the best interest of the Village as the first priority.	May 2010	On Going
Follow the ethics ordinance	All	Collective utilization of the ethics ordinance as a guide to decision-making and how we are perceived as public officials.	Pending	t/b/d

### ***Goal 15: Monitor spending closely this year (FY2009-10).***

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target
Identify budget problems early	Management Team	Monitor major revenue sources to determine if projections will be on target. Provide monthly analysis identifying any deviation or concern.	May 2010	<b>completed</b>
Make adjustments if necessary	Village Manager's Office	Reduction of expenses if revenue pressures continue to impact our ability to fund the approved budget.	Aug. 2010	<b>completed</b>
Monitor FY2010-11 Income Tax Revenues	Village Manager's Office	Reduction of expenses to mirror any reduction in statewide distribution of income tax.	April 2010	April 2011

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**Goal 16: Complete phase I study for Downtown Strategic Plan.**

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target
Formulate strategies to revitalize downtown Glen Ellyn	Downtown Advisory Committee	Undertake a comprehensive analysis of local conditions, market forces and community expectations. Develop an action plan incorporating research results, best practices and professional observations.	Jan. 2008	<b>completed</b>
Make specific recommendations regarding downtown	Downtown Advisory Committee	Complete a recommended plan for legislative review and approval.	Mar. 2009	<b>completed</b>
Village Board approval of plan	Village Board	Review and adoption of Downtown Strategic Plan.	Jul 2009	<b>completed</b>

**Goal 17: Focus upon funding issues involving local pension & legislative actions.**

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target
Maintain funding integrity of local pensions	Finance Director	Study pension trends and formulate options regarding IMRF funding. Study pension trends and formulate options regarding police pension funding.	Jun 2009	Oct 2010
Maintain revenue base to fully fund mandated pension requirements	Village Board	Provide actuarially required contribution to pensions in order to not defer obligations.	Aug. 2009	Dec 2010
Promote legislative awareness of pension crisis	Village President Village Board Village Manager	Provide local legislators with resolution supporting DuPage Mayors & Managers Conference Legislative Agenda. Provide opposition to bills introduced to "sweeten" pension benefits without providing contribution by employee.		On Going

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### ***Goal 18: Establish a policy for growth and redevelopment to attract developers in a strategic way***

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target
Adopt marketing plan	Village Board	Resolution approving marketing plan.	Pending	t/b/d
Adopt economic development toolkit	Village Board	Resolution approving economic development toolkit.	Pending	t/b/d

### ***Goal 19: Work to adopt special service areas for fire & EMS services.***

Tasks	Responsibility & Ownership	Performance Measure	Date Started	Completion Target
Seek County approval	Village Manager's Office	Meet with District Four County Board members to seek assistance. Work with OJP Committee and full County Board to obtain resolution authorizing creation of SSAs.	Oct. 2008	<b>completed</b>
Inform unincorporated area residents of proposal	Village Manager's Office	Produce informational materials outlining proposal for affected unincorporated areas. Conduct public information forums to answer questions and outline SSA proposals.	May 2009	<b>completed</b>
Approve SSAs	Village Board	Village Board adoption of ordinances approving SSAs.	Sep. 2009	<b>completed</b>

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**Goal 20: Study other local taxing bodies to seek opportunities for efficiencies.**

<b>Tasks</b>	<b>Responsibility &amp; Ownership</b>	<b>Performance Measure</b>	<b>Date Started</b>	<b>Completion Target</b>
Benchmark Glen Ellyn taxing bodies	Finance Commission	Complete comparative financial analysis with similar taxing bodies.	Oct. 2009	July 2010
Determine potential for partnering	Village President	Conduct meeting to identify similar purchases, commodities, services and expenses undertaken by each local agency. Identify list of potential initiatives that could be implemented via collaboration and partnership.	Jan. 2010	t/b/d
Initiate partnership arrangements	Village President Village Manager	Develop a report that identifies the agreed upon initiatives to be pursued. Identification of timing with regard to applicable agencies, bidding, RFPs, or service sharing.	Pending	t/b/d