

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
NOVEMBER 25, 2009 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Strategic Plan Implementation	Resolution Ordinance Motion ✓ Discussion Only	Michael Baker Deputy Village Manager

SYNOPSIS

Discussion is requested regarding the implementation plans for the top and high priority action agenda items identified in the 2008-2013 Strategic Plan.

STRATEGIC PLAN ALIGNMENT

The Five Year Plan and Goals for 2008-2013 includes *Exceptional Municipal Organization*. Supporting this goal is the objective *Village Organization Aligned with Vision, Mission and Core Beliefs*.

FISCAL IMPACT

N/A.

RECOMMENDATION

Information only.

BACKGROUND

In July of this year, the Village Council held its annual strategic planning session. This event allowed the Village Council to meet to discuss priorities for the Village to pursue in the coming years. From the discussion, a prioritized action agenda was developed that provides the basis for the development of the staff workplan for the coming 12-18 months. The Village Council approved the Strategic Plan on September 2, 2008. The items identified in the Action Agenda for 2008-09 include the following:

Action Agenda Items	Priority / Agenda
1. Village Facilities Plan: Design, Funding and Public Education	Top / Policy
2. Capital Projects: Long-Range Funding, Implementation Strategy and Public Information	Top / Policy
3. Update Village's Comprehensive Plan	Top / Policy
4. TCDIII Program	Top / Policy
5. "Green" Energy Policy and Plan: Research, Study and Direction	High / Policy
6. Unified Economic Development Plan and Strategy	High / Policy
7. Village Integrated Community-wide Brand and Marketing Plan	High / Policy
8. Façade Program: Policy and Development	High / Policy
9. Downtown Alley Improvement Program	High / Policy
10. Business Incentives: Tool Development	High / Policy
11. 63 rd Street Corridor Plan	High / Policy
12. Financial Plan (5-year) and Policies: Review & Direction, Including Alternative Revenues	Top / Management
13. Customer Service: Enhancement and Performance Measurement	Top / Management
14. Health Insurance: Evaluation and Policy Direction	Top / Management
15. Fleet: Evaluation and Direction	Top / Management

16.	Downtown Parking Study and Long-Term Plan	Top / Management
17.	Ogden Avenue Strategy - Implementation	Top / Management
18.	Future Fire Station Location: Study and Direction	High / Management
19.	Public Works Plan and Project: Public Notification & Information (Resident Knowledge of Project Schedule)	High / Management
20.	Building Code: Update and Revision	High / Management
21.	Gateway/Entrance Sign Program: Development	High / Management

After reviewing the above list and discussing the means by which to ensure effective implementation of these items, staff concluded the following:

- 1) Several of the action agenda items are closely related to one another and should be pursued in a coordinated manner.
- 2) A formal and concise reporting mechanism will be beneficial in tracking and communicating progress on the action items.

Based on these conclusions, staff is proposing that the 21 action agenda items be undertaken as 15 coordinated projects (listed below). Each project has been assigned a project leader, who will be assisted by interdepartmental team. In addition, a 1-2 page status report has been created to clearly define each project, identify its deliverables and describe progress and future work to be completed. These reports will be presented to the Village Council on a regular basis and posted to the Village website.

The preliminary status reports will be presented to the Village Council over the course of two Council Workshops. This will allow the Council and public to provide feedback on each project, its deliverables and 2009 workplan. Projects 1-8 will be presented and discussed at the upcoming Workshop.

Projects	
1.	a. TCDIII Program b. Update Village's Comprehensive Plan c. 63 rd Street Corridor Plan
2.	a. Unified Economic Development Plan and Strategy b. Business Incentives: Tool Development
3.	a. Façade Program: Policy and Development b. Downtown Alley Improvement Program
4.	Ogden Avenue Strategy - Implementation
5.	Building Code: Update and Revision
6.	Gateway/Entrance Sign Program: Development
7.	Downtown Parking Study and Long-Term Plan
8.	Sustainability & Best Practices: Research, Study, and Evaluation (formerly "Green" Energy Policy and Plan: Research, Study and Direction)
9.	Financial Plan (5-year) and Policies: Review & Direction, Including Alternative Revenues
10.	a. Village Facilities Plan: Design, Funding and Public Education b. Future Fire Station Location: Study and Direction
11.	a. Capital Projects: Long-Range Funding, Implementation Strategy & Public Information b. Public Works Plan and Project: Public Notification & Information
12.	Health Insurance: Evaluation and Policy Direction
13.	Fleet: Evaluation and Direction
14.	Customer Service: Enhancement and Performance Measurement
15.	Village Integrated Community-wide Brand and Marketing Plan

ATTACHMENTS

Strategic Plan Status Reports for Projects 1-8



STRATEGIC PLAN STATUS REPORT

2008-09 ACTION AGENDA

	Action Item(s)	<ol style="list-style-type: none"> 1) Comprehensive Plan: Update and TCD-3 Program 2) Downtown Master Plan Revisions 3) 63rd Corridor Plan 									
	Strategic Plan Goal	Preservation of Our Residential & Neighborhood Character									
	Staff Project Leader	Tom Dabareiner, Community Development Director Michael Baker, Deputy Village Manager									
PLAN	Project Definition	<p>This project will:</p> <ul style="list-style-type: none"> • Engage citizens in “Total Community Development 3” to identify aspects of community life that are important to Downers Grove residents and businesses • Develop a Comprehensive Plan document to guide the community’s future planning processes based on outcomes and recommendations of TCD-3 • Include revisions to the Downtown Master Plan • Include a 63rd Street Corridor Plan 									
	Key Deliverables & (Targeted Completion)	<ol style="list-style-type: none"> 1) Detailed project timeline including key dates and activities (Dec 09) 2) Events, project website with interactive online features and citizen participation opportunities publicized (Dec 09) 3) Commencement of community and stakeholder workshops (Feb 09) 4) Public meeting kickoff/Vision for Comp Plan (April 09) 5) Subarea planning (Summer-Fall 09) 6) Plan completion and adoption (Apr 09) 									
EXECUTION	Progress	<ul style="list-style-type: none"> • Numerous photos taken, demographic research initiated, project web page/survey drafted 									
	Upcoming Work										
STATUS	Percent Complete	10%									
	Status Indicator	GREEN									
	Status Explanation (for Yellow/Red)										
		STATUS INDICATOR KEY GREEN: All indications are that item will be on schedule and meet acceptable quality YELLOW: Good probability that item will be on schedule and meet acceptable quality. Some schedule, scope or resource changes may be required RED: Probability that item will not be on schedule and/or meet acceptable quality w/o changes to schedule, resources and/or scope									



STRATEGIC PLAN STATUS REPORT

2008-09 ACTION AGENDA

PLAN	<p>Action Item(s)</p> <p>Strategic Plan Goal</p> <p>Staff Project Leader</p>	<p>1) Ogden Avenue Strategy: Implementation</p> <p>Vibrant Major Commercial Corridors</p> <p>Jeff O'Brien, Senior Planner</p>																					
	<p>Project Definition</p> <p>Key Deliverables & (Targeted Completion)</p>	<p>This project will result in:</p> <ul style="list-style-type: none"> • Completion of \$1.5 million of budgeted improvements in FY09 along the Ogden Avenue corridor in accordance with the Ogden Avenue Corridor Study and Ogden Avenue Master Plan • Development of a detailed plan for future improvements along Ogden Avenue <ol style="list-style-type: none"> 1) Project prioritization and identification (Feb 09) 2) Design work for project completed (Mar 09) 3) Contract awarded for construction activity (May 09) 4) Completion of project construction (Oct 09) 																					
EXECUTION	<p>Progress</p>																						
	<p>Upcoming Work</p>																						
STATUS	<p>Percent Complete</p> <p>Status Indicator</p> <p>Status Explanation (for Yellow/Red)</p>	<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>													<p>GREEN</p>								
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STRATEGIC PLAN STATUS REPORT

2008-09 ACTION AGENDA

PLAN	Action Item(s)	1) Building Codes: Update and Revision									
	Strategic Plan Goal Staff Project Leader	Preservation of our Residential and Neighborhood Character Ann Marie Hess, Chief Building Inspector									
	Project Definition	This project will result in: <ul style="list-style-type: none"> Evaluation and adoption of the 2006 International series of codes, along with the most current State of Illinois Plumbing Code and National Electric Code. Evaluation for update or deletion of various local amendments Analysis of currently available green building standards for inclusion as building advisory guidelines 									
EXECUTION	Key Deliverables & (Targeted Completion)	1) Report of local amendment review completed (Feb 09) 2) Report recommending adoption of building codes and standards completed (Apr 09) 3) Adoption of building codes and standards completed (May 09)									
	Progress										
	Upcoming Work										
STATUS	Percent Complete										
	Status Indicator	GREEN									
	Status Explanation (for Yellow/Red)	<p style="text-align: right;"><u>STATUS INDICATOR KEY</u></p> <div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: green; margin-right: 5px;"></div> <p>GREEN: All indications are that item will be on schedule and meet acceptable quality</p> </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: yellow; margin-right: 5px;"></div> <p>YELLOW: Good probability that item will be on schedule and meet acceptable quality. Some schedule, scope or resource changes may be required</p> </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: red; margin-right: 5px;"></div> <p>RED: Probability that item will not be on schedule and/or meet acceptable quality w/o changes to schedule, resources and/or scope</p> </div> </div>									



STRATEGIC PLAN STATUS REPORT 2008-09 ACTION AGENDA

	<p>Action Item(s)</p> <p>Strategic Plan Goal</p> <p>Staff Project Leader</p>	<p>1) Sustainability & Best Practices: Research, Study, and Evaluation</p> <p>Exceptional Municipal Organization</p> <p>Megan Bourke, Management Analyst</p>																																	
PLAN	<p>Project Definition</p> <p>Key Deliverables & (Targeted Completion)</p>	<p>This project will result in the identification of municipal sustainability best practices.</p> <p>1) Sustainability Best Practices Report (August 2009) - This report will include the following information:</p> <ul style="list-style-type: none"> • Inventory of current Village practices • Identification of sustainability best practices • Recommendations for implementation of sustainability best practices • Implementation of selected sustainability measures for daily operations 																																	
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STATUS	<p>Percent Complete</p> <p>Status Indicator</p> <p>Status Explanation (for Yellow/Red)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr style="background-color: green; color: white; text-align: center;"> <td colspan="12">GREEN</td> </tr> </table> <p style="text-align: right;"><u>STATUS INDICATOR KEY</u></p> <p> GREEN: All indications are that item will be on schedule and meet acceptable quality</p> <p> YELLOW: Good probability that item will be on schedule and meet acceptable quality. Some schedule, scope or resource changes may be required</p> <p> RED: Probability that item will not be on schedule and/or meet acceptable quality w/o changes to schedule, resources and/or scope</p>																						GREEN											
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