

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
JANUARY 6, 2009 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Strategic Plan Implementation	Resolution Ordinance Motion <input checked="" type="checkbox"/> 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 2008, 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 were presented and discussed during the November 25, 2008 Workshop. Projects 9-14 will be presented and discussed at the January 6, 2008 Meeting.

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 (<i>note: funding for this item was not approved in the FY09 budget; therefore the project is not actively being pursued</i>).

ATTACHMENTS

Strategic Plan Status Reports for Projects 9-14



STRATEGIC PLAN STATUS REPORT 2008-09 ACTION AGENDA

PLAN	Action Item(s)	1) Long Range Financial Plan and Policies: Review and Direction Including Alternative Revenues									
	Strategic Plan Goal Staff Project Leader	Exceptional Municipal Organization Judy Buttny, Director of Finance									
EXECUTION	Project Definition	This project will: <ul style="list-style-type: none"> Identify future financial challenges, outline strategies and offer recommendations for long-term planning and policy consideration Integrate financial impact of capital, facility planning, health insurance and fleet Strategic Plan items, along with risk mgmt program and debt obligations Identify and evaluate alternative revenue sources Review and revise financial policies to ensure alignment with Strategic Plan 									
	Key Deliverables & (Targeted Completion)	1) Revised purchasing policy and reserve/cash balance policy presented to Council (Feb 09) 2) Revised debt policy presented to Village Council (May 09) 3) Risk Management Evaluation & Recommendation Report completed (Aug 09) 4) Revised Long Range Financial Plan document presented to Council (Aug 09)									
STATUS	Progress										
	Upcoming Work										
STATUS	Percent Complete	20%									
	Status Indicator	GREEN									
	Status Explanation (for Yellow/Red)										
		<u>STATUS INDICATOR KEY</u> 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									

