



**MANAGER'S REPORT FOR FEBRUARY 24, 2012**  
**GENERAL INFORMATION AND RESPONSES TO MAYOR & COMMISSIONER REQUESTS**

***Places to be this Week...***

**There is no Village Council Meeting this week.**

***Future Calendar Reminders...***

**Village Council Meeting** – The regular Village Council meeting will be held **Tuesday, March 6, 2012 at 7 PM** in the Council Chambers at Village Hall.

**Coffee with the Council** – A Coffee with the Council will take place on **Saturday, April 21, 2012 at 9 AM** at Oak Trace Senior Living Community, 200 Village Drive.

**Response to Follow-Up tasks identified at February 6 Council Retreat** – The following items were discussed by Council during the retreat and are being responded to as described below.

*1. Draft a VC Travel and Training Policy for FAC consideration – it should address issues such as annual budgeting for travel/training expenses, how many VC members may attend a particular event, whether in-state or out of state travel is permitted and under what conditions.*

Village Attorney Petrarca is drafting this policy and will present it to the Finance & Administrative Committee. The draft policy should be ready for consideration by the Committee in April, 2012.

*2. Amend the 2012 Coffee with the Council calendar – it should be amended to reduce the number of CwtC's taking place at the Downtown Market. The event should be moved to places such as the YMCA, Rec Center, Library, senior residences, Good Sam, etc. Make sure that there is coffee at the events.*

Staff is making contact with other facilities to determine availability and will provide Council with an updated schedule that includes a March meeting by Friday, March 2, 2012.

*3. Create an Interactive VC Event calendar – the calendar should include all events that the VC members are invited to. It should allow VC members to add events to the calendar. It should notify VC members when an event is added. It should allow each VC member to view who is attending each event.*

The Village will be presenting an item at an upcoming March Council meeting to migrate to the use of Google Apps for e-mail and calendar programs. Google's shared calendar features will allow for this type of Council calendar to be created and maintained. This solution is expected to be in place within the next 90 days.

*4. Respond to All No-Reply VC emails – The system should be modified to create an automatic response like "thank you for your e-mail. It was received by the Village Council and the Village Manager." Staff should send an e-mail to all VC members letting them know if staff will respond further to the e-mail or not.*

Staff has begun the practice of letting Council members know if and how staff will be responding to All Council emails. There is already an auto reply being generated that thanks the resident for their email.

*5. Create options for VC Workshop meetings – the goal is to meet regularly on a more informal basis with a meeting room set up that allows for improved VC member interaction. The cost of each option should be included for VC consideration.*

Deputy Manager Baker is compiling information that will provide Council with various options for conducting more informal meeting. This information will be presented to Council by March 9, 2012.

6. *Check on the status of the Channel 6 broadcast system – is it being upgraded this year? Are funds budgeted?*  
There are funds in the budget and Communications Director Kozlowski is leading a team that will be evaluating and selecting new software systems to manage the Channel 6 broadcast system in a manner that allows the content to better integrate with other communications vehicles and enhances video production. This project is scheduled to be completed by June 2012.

7. *Improve Chamber Podium – can we get a new podium with a microphone stand that is more stable?*  
Completed.

8. *List of other VC compensation – create a list of all VC member compensation such as internet, computer, parking pass, etc. The VC will review and discuss the list at a future meeting.*  
Staff is compiling this information and it will be presented to Council by March 9, 2012.