



AGENDA ITEM #8

AGENDA ITEM EXECUTIVE SUMMARY Committee of the Whole Meeting 5/27/2014

Item Title: Village of Roselle Strategic Plan Status Report #1

Staff Contact: Jeffrey D. O'Dell, Village Administrator

RECOMMENDATION

Staff to provide the Village Board with Status Report #1 on progress implementing initiatives established for each of the four Strategic Plan Priorities.

Executive Summary:

The Village Board adopted its 2014 – 2016 Strategic Plan on February 24, 2014. The Strategic Plan includes the four strategic priorities of Fiscal Sustainability, Economic Development, Effective Governance, and Employee Development. Each strategic priority has a desired outcome, measurements for determining success, target dates for meeting the desired outcomes, and action steps or strategic initiatives to accomplish those desired outcomes.

One of the desired outcomes established for the Effective Governance Strategic Priority is to continue to build on the Village Board and staff working relationship. A measurement for determining success was to conduct Village Board and Management Team meetings once every four months to discuss progress on implementing the Strategic Plan. This Status Report #1 has been prepared to provide the Village Board with the progress staff has made implementing those strategic initiatives.

While the Strategic Plan is in its beginning stages, staff has made a good deal of progress on many of the strategic initiatives. That progress is noted on the attached Village of Roselle Strategic Plan Summary 2014 – 2016 Status Report #1. Most notably, that progress has been made on the Economic Development strategic priority as that was the direction of the Village Board when the Plan was adopted. That said, staff has begun working on some of the Fiscal Sustainability initiatives as we are hopeful progress there will assist with the 2015 proposed budget process this fall.

As noted on the attached summary, staff has not started on any of the initiatives related to Effective Governance or Employee Development. But, I have drafted a Consent Agenda Policy for Village Board review that falls in line with one of the Effective Governance strategic initiatives established to create a more effective decision making process for the Village Board. That policy is attached for your review.

The transition of two new department heads, recruitment and placement of new employees, working towards a solution to the Information Technology issue, and day to day departmental operational requirements has limited the management team's ability to fully dedicate efforts to Strategic Plan. But, this is a three year plan and I am confident staff will continue to work with the Village Board to accomplish priorities established in the 2014 – 2016 Strategic Plan.

Implications:

Is this item budgeted?

Some of Strategic Initiatives will require funding consideration not provided for in the FY 2014 Budget. For example, use of a professional services firm to assist staff with a comprehensive fee and charges study may be the most effective and efficient use of resources. Staff will discuss those funding considerations with the Village Board along with its recommendation at a future date.

Any other implications to be considered?

The Effective Governance Strategic Priority contains the following two strategic initiatives:

- (a)** Create effective Village Board decision making process for obtaining efficient use of time, and
- (b)** Develop unified vision and mission statement to serve as benchmark for Village Board decisions.

Any work on these two strategic initiatives will require a great deal of Village Board input. Does the Village Board want to establish an ad hoc committee of two trustees to begin work with staff on these two initiatives?

Attachments:

Village of Roselle Strategic Plan summary 2014 -2016 (Status Report #1)
Draft Consent Agenda Policy
Effective Governance Strategic Initiatives Action Items

Direction Requested:

- 1. The Village Board concurs with staff's progress on the Strategic Plan.**
- 2. The Village Board approves of the "Draft" Consent Agenda Policy"**
- 3. The Village Board directs staff on Effective Governance Strategic Priority**

Village of Roselle Strategic Plan Summary 2014-16 (Status Report #1 May 2014)

Strategic Priority	Key Outcome Indicator (KOI)	Measure	Target	Strategic Initiatives	Status on Progress of Implementing Initiatives
FISCAL SUSTAINABILITY FINANCE	General Fund	Revenues and expenditures in balance	Revenues support the full cost for providing services by 12/31/16	a) Stormwater utility fee study b) Comprehensive fee/charges study c) Five-year capital improvement plan d) Develop two new revenue sources e) Evaluate Home Rule status impact f) Complete operating/efficiency studies	a) On-going. PW Department Engineering staff prioritizing stormwater study areas in the Village. b) On-going. VA and AVA interviewing firms to assist with fee/charges study.
	General Fund	Revenue growth	15% of General Fund revenues come from new sources by 12/31/16		c) On-going. DPW to work with Finance Director to develop 5-Year CIP for FY 2015 Proposed Budget Review. d) Not started. e) Not started.
	Operating Costs	Organizational studies	Complete all department studies by 12/31/16		f) Not started.
ECONOMIC DEVELOPMENT GROWTH	Commercial Development	New restaurants	New restaurant opens on Village owned site – 49 E. Irving Park Road by 12/31/16	a) Business development position expansion b) Roselle/Nerge Rd. corridor TIF District feasibility study c) Lake St./Gary Ave. business district feasibility study d) Business/tenant recruitment program e) Business retention/expansion program f) Comprehensive Plan update	a) Completed. New part-time economic development coordinator to begin on June 9, 2014. b) On-going. VB approved contract with SB Friedman to complete TIF Feasibility Study.
	Commercial Vitality	Retail vacancy rate	Retail vacancies in business corridors reduced by 5% from 1/1/14-12/31/16		c) Completed. VB passed ordinance imposing business district taxes within Gary Avenue Business District.
	Commercial Growth	Land availability	North Roselle Road is repositioned for growth through special districts-incentives and annexation by 12/31/16		d) Not started. Will begin with appointment of economic development coordinator. e) Not started. Will begin with appointment of economic development coordinator.
EFFECTIVE GOVERNANCE OPERATIONS	Decision Making	Strategic plan alignment	A unified future vision adopted by Board by 12/31/14	a) Create effective Village Board decision making process for obtaining efficient use of time b) Develop unified vision and mission statement to serve as benchmark for Village Board decisions	a) On-going. VB to review draft Consent Agenda policy developed by VA and AVA.
	Village Board Meetings	Length of Board meetings	Average meeting length at 2.5 hours		b) Not started.
	Village Board-Staff Working Relationship	Frequency of leadership team meetings	Board/Management team meetings once every 4 months		
EMPLOYEE DEVELOPMENT WORKFORCE	Employee Skills and Knowledge	Training aligned with needs	% of training received by staff or # of hours and % of staff participation	a) Develop training program for all employees to increase individual and organization productivity and enrichment	a) Not started

VILLAGE OF ROSELLE

CONSENT AGENDA POLICY FOR VILLAGE BOARD MEETINGS

Section 1: Summary and Purpose:

In an effort to create an effective Village Board decision making process that obtains the most efficient use of Village Board and staff time, this Consent Agenda Policy for Village Board meetings has been established. A Consent Agenda Policy is one of several strategies implemented by the Village Board to improve its decision making process. The use of a Consent Agenda allows for a more effective meeting whereby meeting time is spent on discussing substantive issues rather than those that members of the Village Board agree should be disposed of quickly and without debate.

Section 2: Guidelines:

A Consent Agenda shall include routine, procedural, informational, self-explanatory, non-controversial, or other items that have been sufficiently vetted at previous Village Board or Committee of the Whole meetings.

The Consent Agenda shall be introduced by a "Motion to Approve the Consent Agenda" and shall be considered by the Village Board as a single item.

There shall be no debate or discussion by a member of the Village Board regarding any item on the Consent Agenda beyond asking questions for simple clarification. However, any member of the Village Board may request that a single item(s) be removed from the Consent Agenda. That request shall be made at any time prior to the taking of a vote on the motion to approve the Consent Agenda. A request to remove an item from the Consent Agenda is a motion of right not requiring a second or a vote of other members of the Village Board. Any item(s) removed from the Consent Agenda shall be placed on the regular meeting agenda where it would have been presented on its own.

An affirmative vote of the motion to approve the Consent Agenda shall be equivalent to the approval, adoption, or enactment of each motion, resolution, ordinance, or other item of business as if each had been acted on individually. If an ordinance is included on the Consent Agenda for final passage, the motion to approve the Consent Agenda shall be by a roll call vote of the members of the Board of Trustees present and voting.

Section 3: Items for Inclusion on the Consent Agenda:

1. Any item that was previously discussed and received a unanimous positive recommendation by the Committee of the Whole, except for those items listed in Section 4 below.
2. Approval of previous Village Board meeting or Committee of the Whole meeting minutes.

3. Budgeted expenditures as long as the expenditure amounts do not exceed the adopted budgeted amount.
4. Payouts as part of a previously approved contract. All final or closeout contract payments shall be accompanied by a statement of "Final Payout" on the Consent Agenda.
5. Any other routine policy or ordinance updates.

Section 4: Items not for Inclusion on the Consent Agenda:

1. Approval of Ordinances authorizing the adoption of the tax levy and imposition of any taxes.
2. Approval of Ordinances authorizing adoption of the annual budget.
3. Approval of Ordinances abating taxes.
4. Approval of Ordinances authorizing the issuance or refunding of debt service.
5. Approval of any purchase or contract that requires more than a simple majority vote of the Village Board.
6. Approval of the purchase of sale of land.
7. Approval of any unbudgeted expenditure or any other expenditure that will result in the budget exceeding what was authorized in the previously approved adopted budget (unless previously discussed and received a unanimous positive recommendation by the Committee of the Whole).
8. Any change order to a previously approved contract (unless previously discussed and received a unanimous positive recommendation by the Committee of the Whole).
9. Approval of the Accounts Payable list.
10. Emergency matters.

Strategic Priority: Effective Governance

Initiative: Create an effective Village Board decision making process that obtains the most efficient use of Village Board and staff time.

Actions	Measure of Success	Who's Responsible	Target Date
Define the roles and responsibilities of the Village Board, other Boards and Commission, and staff in the decision making process.	Roles and responsibilities are identified and reported to VA	Jason Bielawski and Department Heads	March 2014
Analyze existing processes to identify specific strategies to improve the decision making process.	List of strategies is created	Jason Bielawski and Department Heads	April 2014
Rate strategies and identify any impediments to obtaining improvements	Strategies are prioritized and impediments are identified	Jason Bielawski and Department Heads	April 2014
Present report to the Village Board on recommended process improvements	Report and recommendations are presented to Village Board at Committee of the Whole meeting	Jason Bielawski and Jeff O'Dell	May 2014
Revise improvements based on Village Board input.	Revised report and finalized recommendations adopted by the Village Board	Village Board	June 2014
Implement improvements by realigning existing processes or introducing new ones	Required changes are made	Village Board and Department Heads	June 2014
Implement process to evaluate effectiveness of improvements and recommending opportunities for continuous improvement	Status report is presented to Village Board at Committee of the Whole.	Jason Bielawski	January 2015

Strategic Priority: Effective Governance**Initiative: Develop a unified vision and mission statement to serve as a benchmark for making Village Board decisions.**

Actions	Measure of Success	Who's Responsible	Target Date
Inventory existing Village mission statements	Mission statements are identified and collected.	Jason Bielawski	January 2015
Conduct research on other community statements and obtain perspectives from Board, staff and residents.	Example mission statements are collected as is feedback from Board, staff, and the community.	Jason Bielawski	February 2015
Present report to the Village Board with findings and recommend process for developing vision and mission statement.	Report is presented to Village Board at Committee of the Whole meeting.	Jason Bielawski	March 2015
Undertake process for developing vision and mission statement.	Draft mission statement is presented to Village Board at Committee of the Whole meeting.		April 2015
Approve vision and mission statement	Village Board approves at Village Board meeting	Village Board	June 2015
Realign existing Village mission statements with approved vision and mission statement	Existing mission statements are rewritten to be aligned with approved Village statement	Department Heads	June 2015
Effectively communicate mission statement to employees and public	Employees are informed of mission statement and performance is measured against it?	Village Administrator and Department Heads	June 2015