



Agenda

Meeting of the President and Board of Trustees as the Committee of the Whole

**Village of Indian Head Park
201 Acacia Drive
Indian Head Park, IL 60525**

**Notice and Agenda
Committee of the Whole Meeting
7 p.m. September 7, 2023**

Public Comments may be submitted until 4:30 p.m. the day of the meeting via admin@indianheadpark-il.gov

- I. Call to Order & Roll Call
- II. Pledge of Allegiance
- III. Village President's Message
- IV. Discussion of Short Term Plan and Priorities
- V. Discussion of FY24 Budget
- VI. Public Comments
- VII. Adjournment

Short-Term Plan & Priorities Discussion



September 7 , 2023

Understanding the Village of Indian Head Park Municipal Organization

Orientate & Understand

- Met with key stakeholders: Board members, staff, and others to understand current village priorities, services, processes, and resources (finances, technology and personnel).
- Reviewed official documents: Village contracts, ordinances, budgets, and other key documents.
- Attended Village Board and committee meetings and community events to understand ongoing projects and become more familiar with Indian Head Park priorities, goals and community aspirations now and in the future.

Review & Assess

- Met with department leaders to understand their roles, challenges, and goals.
- Reviewed organizational structure: Evaluate staffing, roles and responsibilities in each department.
- Recognized key strengths and areas needing improvement within the team.
- Identified opportunities to shift responsibilities to increase efficiency and effectiveness.

Short-Term Planning, Strategy & Tactics

- Prioritize projects and determine which initiatives need immediate attention and allocate resources accordingly.
- Set achievable objectives for the rest of 2023.
- Align goals with a shared vision and tactical planning to achieve desired results.

Initial Observations: Strengths

- **Experienced, committed and very responsive staff**
- **Knowledgeable Board with diverse backgrounds**
- **Engaged and informed community stakeholders**

Take away: We have a solid foundation to start with.

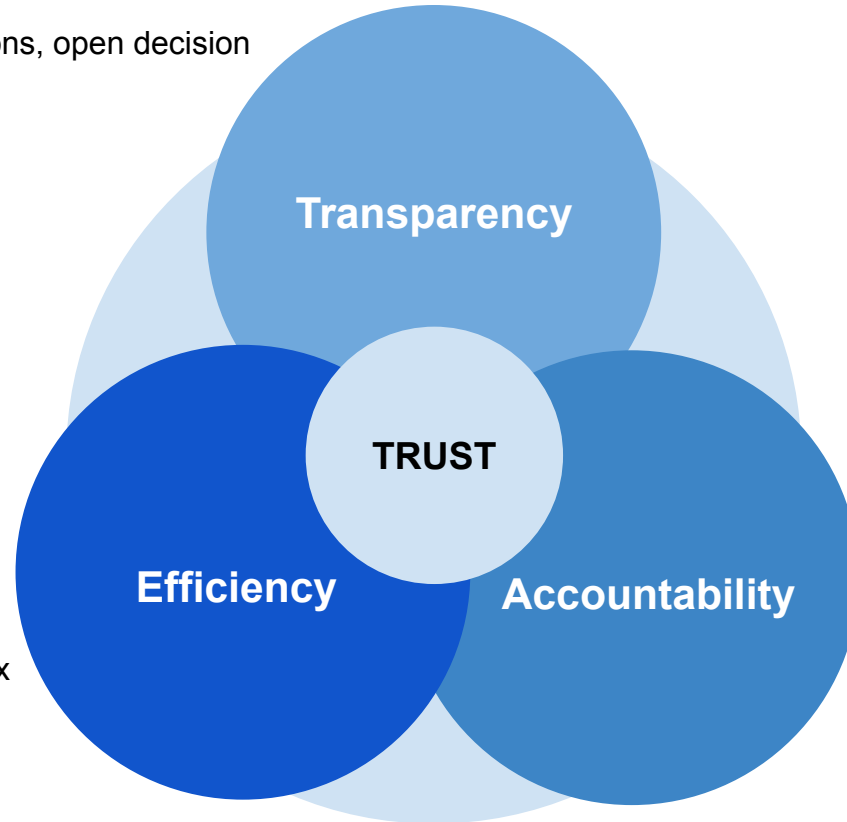
Initial Observations: Opportunities

- **Staff**
 - Fill key leadership positions
 - Provide clear direction to to focus activities and resources in an effective and efficient manner
 - Increase employee satisfaction
 - Collaborate with a variety of partners (peers, community members, contractors, etc.)
 - Adopt new technologies and innovative approaches
- **Board**
 - Develop a clear vision and strategic goals
 - Review projects and initiatives for alignment and prioritization
 - Implement performance management system
 - Short-Term Planning: Focus on major immediate needs and tactics for 2023
 - Long-Term Planning: Initiate discussions about the Village's future development, growth, and sustainability
- **Community Stakeholders**
 - Engage residents and business in identifying needs and approaches to addressing those needs
 - Actively disseminate information and provide consistent messaging to stakeholders

Take away: Focusing on these opportunities will have a positive impact on internal and external stakeholder trust in the Village.

Vision: IHP is a trusted provider of municipal services

Transparency - Communications, open decision making, information sharing



Accountability - Structure, leadership, budget development, performance management

Efficiency - Best practices, non-tax revenue, collaboration, technology

Strategy and Planning Requires Board and Community Dialogue

- Prioritize projects: Determine which initiatives need immediate attention and allocate resources accordingly with Board approval.
- Communicate observations and recommendations: Share my feedback and ideas with the Village Board and community so that we can align and then make it happen through tactical planning.
 - Alignment of Board, Leadership and Village Goals: Short-Term Planning
 - Identify short-term goals for the rest of 2023
 - Discuss urgent items that need immediate attention.
 - Discuss resources, budget and timelines for these items.
 - Set achievable objectives for the next few months.
- Provide updates at monthly Board meetings.
- Review and update goals at Committee of the Whole in December.

IHP Master Priorities /Action items by Department - 9/7/2023				
Priority Stage		Administration	Planning & Zoning	Finance
Critical (Remainder of 23')		Assess needs for Administration staffing	Outsourcing Building Permits	Budget Review
		Staffing Plan (OT, Outsourcing)	Building Code Updates	Finance Director Replacement/Finance Outsourcing
		Communications Plan	Business Attraction/Redevelopment Plans	Create Finance Policies (Fund Balance, Investment, Capital Purchasing, etc.)
Ongoing/Waiting for next action		Disaster Recovery Funding	Engaging Existing Businesses	Monitoring Cash Flow

Short-Term Urgent Action Item Detail - 2023

Administration	Planning/Zoning	Finance	Police	Public Works- Water/Sewer
Discern the replacement of the Open FTE in Admin	Outsource Building Permit Process	Budget Review/Update	Hire & Onboard Police Chief	Hire & Onboard P/W Director
Staffing Plan (Decrease OT, Outsourcing options)	Review Consultant Options for Zoning Code Review	Finance Director Replacement/Evaluate Finance Outsourcing	Police Staffing Plan	Engineering RFQ
Communications Plan	Business Attraction/Redevelopment Plans	Develop and adopt financial policies	Prosecution & Adjudication Review	Pump House and Road Program '23 Project Management

Next Steps

- Review important short-term goals and discuss resources and tactics for completion of these items in 2023 with the Board and community
- Discuss long-term goals and creation of our vision for the long-term
 - Discuss and formulate formal mission, goal and objectives for the Village
 - Create defined goals or objectives for key stakeholders aligned with department goals for the year.
 - Identify opportunities for cost savings and revenue alternatives

IHP Master Priorities /Action items by Department - 9/7/2023					
Priority Stage	Administration	Planning & Zoning	Finance	Police	Public Works
Critical (Remainder of 23')	Assess needs for Administration staffing	Outsourcing Building Permits	Budget Review	Police Chief Hire	PW Director Hire
	Staffing Plan (OT, Outsourcing)	Building Code Updates	Finance Director Replacement/Finance Outsourcing	Prosecution/Adjudication Review	Engineering Services RFP
	Communications Plan	Business Attraction/Redevelopment Plans	Create Finance Policies (Fund Balance, Investment, Capital, Purchasing, etc.)	Police Staffing Plan	Pump House
Ongoing/Waiting for next action	Disaster Recovery Funding	Engaging Existing Businesses	Monitoring Cash Flow	COPS Grant for Code Enforcement/Truck Safety Officer	Water Main Lining Projects
				LPR Cameras	Wolf Road Project Management
Necessary (First Half '24)	Health Insurance Options	PZC Training	Five Year Financial Plan	Surveillance Cameras	Sacajawea Playground Equipment
	Records Digitization/Disposal	Performance Management Metrics Development and Tracking	ERP/Budget Software	Body Worn Cameras	Village Property Maintenance Plan
	Library Options		Review bonding/emergency line of credit options	Speed limits Plainfield and Wolf Roads	Streets Superintendent Hire
	Codify Board Procedures		Capital Plan	Performance Management Metrics Development and Tracking	PW Staffing Plan
	Meetings with Federal, State, County, Regional Officials		Collections (I-Drop)		Tree Replacement Plan/Program including winter pruning of parkway and park trees
	Resident Engagement/Outreach		Review Salary Structure		Parks/Facilities Plan
	HOA Engagement/Outreach		Performance Management Metrics Development and Tracking		Evaluate Outsourcing: Landscaping, Snow Removal, Other
	Seniors Engagement/Outreach		Funding for Capital Projects (SRF, Loans, Grants, Bonds)		
	Communications Policy/Procedures		Department Heads take responsibility for budget development, maintenance and		Performance Management Metrics Development and Tracking
	IT/Cybersecurity Upgrades				
	Performance Management Metrics Development and Tracking				Landscaping/Snow Removal Contract

Desirable (Low Second half 24')	Job Descriptions Updates	TIF/BID to Finance Improvements	Electronic Payments	Evaluate Outsource of Detention Services	Stormwater Plan
	HR Portal for Employee Information, Reviews etc	70th Pl & Roofers' Rd Redevelopment	Fiscal Year Change	ILEAP Tier 1 Accreditation	Geographic Information System Project Completion and Maintenance
	Welcome packet for new residents	Triangle Redevelopment		Evaluate CSO Intern from Community College	Corner of Joliet/Wolf
	Eliminate Dog Registration - due to non compliance and non revenue source			Briar Place PD Call Activity and Frequency - Is this an issue?	Review grant opportunities for playground
					Road Signage