



Staff Report

MEMO DATE:	July 31, 2020
TO:	Village Board
FROM:	Matt Giese – Village Administrator
RE:	Village Board Prioritization Process

OVERVIEW

The Board has finalized the overall list of priorities. Staff has been directed to compile any existing staff performance goals/objectives that may align with the Board's list of priorities. This process will aid the Board in understanding the work that staff is already doing, which will help Board members determine how much additional effort may be needed to satisfy specific priorities.

The next two priorities up for discussion are “Sustainability and Climate Change” (ranked #3) and “Village Library” (ranked #4)

STAFF GOALS/OBJECTIVES AS ASSIGNED DURING 2019 PERFORMANCE REVIEWS

--Staff goals/objectives that may align with “Sustainability and Climate Change”

-Automated Metering (Utilities)

- Continue to coordinate implementation of automated metering

-Develop, cost, formally propose leaf collection program (for budget talks; implementation in '21)

-Develop measurable education/information metrics for MS4 reporting (stormwater management)

- Public outreach, trainings, working groups
- Rain barrel class, rain garden class, etc

-Join WIWARN (Water/Wastewater Utilities Mutual Aid)

-As directed by the Village Board, work with the Village Administrator to engage with the City of Madison and/or the Town of Cottage Grove regarding a potential boundary agreement



-Work with Public Works, Parks and Rec, and Village Engineer on trail projects as needed, including staffing Ad-Hoc Glacial Drumlin Bike Trail Committee

-Laserfiche (electronic records system)

- Implement system
- Train with representative and train other employees
- Start to save documents to system

-Website Redesign

- Work with Civicplus to update and redesign current website
- Work with team to make changes and train on website
- Educate the public on website and uses
- Launch new website design in 2020

-Payroll

- Continue to strive for a completely paperless and automated payroll process
 - Include ability to upload payroll information into the general ledger system
 - If possible, achieve this without need for long journal entry process for each individual payroll

-Westlawn Parks Masterplan

- Work with Village Engineer and Westlawn residents to create a masterplan of all park/public spaces in Westlawn 4-6th additions

-Update Tree Inventory

- Work with consultant to update the inventory
- Work with Engineer to incorporate the inventory into GIS

--Staff goals/objectives that may align with "Village Library"

-Work with financial consultant, staff and Board to update the Financial Management Plan prior to the 2021 budget review

-Public Facilities Master Plan as budgeted in 2020

--The following is what Board members submitted for each of these priorities

---Sustainability and Climate Change: Protect natural resources by working to improve air and water quality. Implement a plan to transition Village vehicles, equipment and buildings to use more sustainable/efficient energy, protect waterways by investing in a leaf truck to help with watershed phosphorus levels, increase the tree canopy with diverse tree species, work with neighboring communities to designate valuable natural spaces for preservation and create a water management plan with a more regional focus to improve water quality, continue to provide resources to residents for ways that they become more sustainable (Focus on Energy, water softener information, de-icing/salt practices, etc). (HM) **///** Implement vision / plan to ensure the benefits we have now as Village citizens are there tomorrow and



beyond (i.e. clean air / water; similar resources; etc.) and we reduce its environmental impact now and in the coming years. Reduce our greenhouse gas emissions 50% by 2030. Install solar panels on municipal buildings where practical (e.g. municipal services building with large roof). Options for wind power and other green initiatives. Increase non-gas options for transportations (i.e. multi-use paths throughout the village and connections beyond; Village replacement of gas to electric vehicles and equipment). Increase tree planting efforts through doubling of tree budget. Continue to partner with community organizations and support their environmental efforts (i.e. Boy Scouts bee hives; Lions annual tree planting; etc.). Reduce the salt usage on winter streets leveraging best practices from other communities; action on Public Works committee already (JW) **///** Focus on energy - Continued long term planning on conservation of energy. (PV)

---Village Library: Library Committee - hear result of research and recommendation from committee; make decision (SV) **///** Community space planning for the future: Prepare financial plans and proposals so our community can consider building a library and community space. A library is a unique and valuable space in a community that brings together people of all ages to access a variety of resources and information. Libraries serve many purposes providing space for the community to gather, support education and arts, provide business resources, and serve a diverse population of any age or background. (HM) **///** Library into the Financial Management Plan. A library is so much more than books and is a resource our community is missing. It can be a space for education, resources, meeting space for work, study and friends, and an inclusive space for all. (MR) **///** Construction of a library. (JL)

Questions to ask yourself:

- Are the current staff goals/objectives adequate to meet the Board's priority for this topic?
- Is there further direction you would like staff to pursue and to potentially address in up-coming goal setting during performance reviews?
- Is there anything you feel needs to be addressed in the short term?

August 17th Board Meeting

Priorities to be discussed: Fiscal Responsibility (ranked #5); and Housing (#6)