



# Staff Report

**MEMO DATE:** July 11, 2021

**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 compiled 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.

Priorities up for discussion at this meeting: Sustainability (ranked #3); and Diversity, Equity, and Inclusion (ranked #4)

## **STAFF GOALS/OBJECTIVES AS ASSIGNED DURING 2020 PERFORMANCE REVIEWS**

### **--Staff goals/objectives that may align with “Sustainability”**

#### --PUBLIC WORKS

- Work to develop targeted hydrant flushing program & other utility-related processes
- *CTH N Bike path phase II*
  - Submit for PARC grant funding (if available)
  - Communicate with impacted residents prior to project
- Leaf collection
  - Prepare for Committee/Board consideration
    - Estimate equipment cost; upfront and ongoing maintenance
    - Plan for staff time & needs
    - Estimate additional material handling costs
    - Cost/benefit analysis of curbside vs. “do it yourself” model (environmental)

#### --PLANNING

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



--CLERK

Records purge

- Review the files that the previous Village Attorney returned
- Purge, scan and file the records for retention
- Destroy files not needed per State Statutes

Laserfiche

- Attend webinars when offered to learn more about Laserfiche and how to efficiently work in the program
- Continue to back scan documents into the database
- Work toward implementing other departments into Laserfiche database

--FINANCE

- Work with Monona Bank to analyze additional payment options for residents with utility and tax payments as well as options for the Village to make payments through other vehicles besides paper checks.

--Parks

- Westlawn 4<sup>th</sup> Addition Trail Amenities.
  - Work with MSA and Westlawn neighbors to add trail amenities.

**--Staff goals/objectives that may align with “Diversity, Equity, and inclusion”**

--PARKS

- ADA Park & Facility Improvements.
  - Continue to move towards total ADA compliance in parks.

--ADMINISTRATION

- Participate on newly created Diversity, Equity and Inclusion Committee
- Training
  - Seek topics including: economic development, HR/personnel, finance, board/council relations, housing, and diversity/equity/inclusion

Village staff is actively participating in the newly formed DEI Committee.



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

--- Sustainability (DP) **///** Make our vision / plan real with actual steps; need to accelerate our pace and make more sustainable investments 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 (e.g. Lions annual tree planting; etc.). Reduce the salt usage on winter streets leveraging best practices from our pilot to other areas in the Village (JW) **///** Implement a plan to transition Village vehicles, equipment and buildings to use more sustainable/efficient energy (hybrid/electric vehicles and installation of solar panels on MSB), incorporate additional sustainable practices in infrastructure projects and on village properties, focus on ways we can help to improve regional water quality, continue to provide resources to residents for ways that they can become more sustainable (ex. rain barrel program, rain/pollinator garden education/events, promote Focus on Energy resources, efficient water softener information, de-icing/salt practices, etc.) (HM) **///** We need to continue to focus on sustainability in our community. Look into and provide additional programs and education regarding what our residents can do to help in sustainability efforts and what the village can do to reduce our carbon footprint and be good stewards of our space. Look at including sustainability into development agreements so as to ensure new developments are also considering sustainability when they build in our Village. Look at our own village buildings to determine and implement efforts to reduce our carbon footprint to be good leaders to our community. Look at how we can help our existing businesses and households to make their properties more sustainable, whether that's programs to help them switch to energy efficient appliances or continue to provide opportunities such as reduced costs for the rain barrels or education and information regarding rain gardens or what to plant to help the bees and butterflies flourish. (MR) **///** Continue Sustainability Committee and the work and initiatives that it entails. (SV) **///** Sustainability - Recycling every week (PV)

--- Diversity, Equity, and Inclusion: Diversity/Inclusion/Equity (DP) **///** Diversity and Inclusion - look for opportunities to promote and increase our community's diversity and inclusion (JW) **///** Work with the board, committees, and other stakeholders to view policies and decisions through lens of diversity, equity and inclusion. Consider additional strategies, events, policy changes, trainings, and other recommendations from the DEI Committee to meet our vision that the Village be a safe, friendly, and attractive community for businesses, neighbors and families to live, learn, work, play and ensure that this vision is a reality for all persons regardless of their race, ethnicity, culture, religion, beliefs, background, gender or orientation now and in the future. (HM) **///** Continue DEI Ad Hoc Committee and the work initiatives that it entails. (SV)



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?

Priorities Next Up for Discussion

Fiscal responsibility and financial planning (ranked #5)

Strategic Planning (ranked #6)