



2016-2019 Strategic Plan

Acknowledgements

Thanks to the following Village staff and Trustees for their leadership in the development of the Village of Campton Hills 2016-2019 Strategic plan.

Village Board

Harry Blecker - President

Laura Andersen

Sue George

Jim McKelvie

Mike Milette

Michael O'Dwyer

Mike Tyrrell

Nick Girka – Village Clerk

Village Staff

Jennifer Johnsen, Village Administrator

Dan Hoffman, Chief of Police

Chris Ranieri, Building and Zoning Officer

Anthony Isom, Management Intern

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Documentation: George Packard

- Goal 1. Develop a communication plan for engagement between Village Board, staff, committees and residents**
- Goal 2. Build trust and develop people**
- Goal 3. Develop SMART staff and committee deliverables**
- Goal 4. Establish and Promote the Campton Hills Brand**
- Goal 5. Develop a short and long term sustainable financial plan**
- Goal 6. Create and prioritize short and long term infrastructure and natural resource needs**

These six goals are able to act as priorities in efforts to address the financial condition of the Village itself, and the repeated issues, concerns, and considerations shared via Board and Staff workshop session.

Themes from the discussion on challenges the Village is facing:

- Financial stability*
- Communications*
- Processes
- Priorities
- Level of services
- Data – How we measure*
- Standard or level of services
- Time availability to follow through
- Staff as a resource (priority, staff, time, money)

The following pages provide an illustrative overview of the Village’s 2016-2019 Strategic Plan including the organization’s key priorities and subsequent goals that have been identified as having the greatest impact on Village operations in the next three years, an overview of the comprehensive process, a summary of the trends and issues affecting Village operations, a summary of all stakeholder feedback (Appendix A), and the complete 2013-2015 Strategic Plan (Appendix B).

Village of Campton Hills 2013-2015 Strategic Plan Illustration

Goal 1: Develop a communication plan for engagement between Village Board, staff, committees and residents (2016)

Coordinator: Village Administrator/Village Clerk

Resources: Time, data, legal, staff, finances



- Objective 1a:** Establish semi-annual Town Hall
- Objective 1b:** Quarterly committee updates to village board
- Objective 1c:** Write a communication plan
- Objective 1d:** Community survey and feedback on services
- Objective 1e:** Social media exploration

Goal 2: Build trust and develop people

Coordinator: Village Administrator

Resources: Human Resources consultant



- Objective 2a:** HR village manual completed and delivered to employees (within in 6 months)
- Objective 2b:** Civilian employee evaluation form
 - New Employee 90-day
 - 6-month Review
 - Annual Review
 - 360 Evaluation
- Objective 2c:** Welcome packet with mission statement for new committee members

Goal 3: Develop SMART staff and committee deliverables

Coordinator: Village President

Resources: Time, staff, committee chairs



- Objective 3a:** Develop staff and committee and volunteer structure and retention
- Objective 3b:** Establish baseline metrics by department and committee
- Objective 3c:** Define department staffing needs
- Objective 3d:** Establish measurable goals for all committees

Goal 4: Establish and promote the Campton Hills Brand

Coordinator: Trustee Laura Andersen/EDC

Resources: Community Relations Committee, EDC, Federal Postmaster, professional for marketing plan



- Objective 4a:** Research getting one zip code
- Objective 4b:** Work with the Economic Development Council
 - For a marketing plan and funding plan
 - To evaluate opportunities such as B&B's and wedding venues as a draw
 - Establish and bring retail traffic via events such as restaurant week, seasonal events, promotions, holiday lighting, historical re-enactments and explore Village of Campton Hills events.

Goal 5: Develop a short and long term sustainable financial plan
Coordinator: Trustee Mike O'Dwyer
Resources: Finance Committee, Chief of Police



- **Objective 5a:** Rolling 10-year plan delineating revenue and expenses to be used in consultation with the annual budgeting process
- **Objective 5b:** 10-year capital plan sequenced by need.
- **Objective 5c:** Cost and sustainability analysis of Police Department rolling 5 year plan

Goal 6: Create and prioritize short and long term infrastructure and natural resource needs
Coordinator: Building and Zoning Officer
Resources: Water Resources Committee, Wasco Sanitary District, Kane County, Campton Township, Trotter (consultant)



- **Objective 6:** Measurable Accomplishments
 - Research water sustainability study as it pertains to potable water
 - Create a water ordinance options based on water study
 - Complete sub-division & zoning ordinance
 - Compile existing data on drain tiles and storm drains in the village
 - Include public works committee's priorities and Highway District
 - Investigate a revenue source to accomplish storm water infrastructure planning and maintenance
 - Explore possible storm water district for funding.