Village of Campton Hills
2026 – 2027 Strategic Goals

Phase 1: Stabilization (Months 1 to 2): Immediate Risk, Structure, and Control Issues

The stabilization phase focuses on the Village's most urgent organizational, financial, and legal risks. The key goals and actions in this phase will restore basic controls, improve coordination, and establish a stable foundation for continued progress.

Key Goal	Success Measures	Strategic Priority
Create New Internal Agenda Formation Process	• New agenda process communicated that provides additional preparation time and further oversight • Agenda prepared and properly vetted by administrator at least 5 days prior	Organizational Excellence
Create and Distribute Full Staff Report	• Consistent consolidated staff-report format delivered monthly	Organizational Excellence
Create Warrant Summary with Signatures Form	• Create warrant summary with fund totals • Continued practice of signing of warrant summary	Financial Sustainability
Complete Independent Financial Audit Review	• Conduct meetings with finance division and auditing firms • General and forensic audit proposal approved and carried out	Financial Sustainability
Begin and Continue Recurring Staff Meeting	• Administrator holds monthly staff meetings • Staff leaves the meeting better informed and improves coordination	Organizational Excellence
Build a Sustainable and Accountable Finance Function	• Evaluate finance operations, sustainability, and capacity • Determine needs and model • Implement finance structure	Financial Sustainability
Establish and Follow Finance Calendar	• Build finance calendar including budget prep, monitoring, and auditing of prior year • Communicate finance calendar and ensure it is followed	Financial Sustainability
Complete Monthly Account Reconciliation	• Accounts reconciled within 30 days after month-end • No unexplained reconciliation differences	Financial Sustainability

Establish Ongoing Revenue Analysis	• Identify revenue sources, flow of funds, and possible impacts • Conservatively identify annual amounts and monthly trends	Financial Sustainability
Begin Treasurer's Bimonthly Board Meeting Report	• Define consistent reporting information • Bimonthly financial reports delivered at the second board meeting of each month	Financial Sustainability
Begin Update to Village's Financial Policies and Procedures	• Complete inventory of policies and procedures • Review each policy and procedure • Update and approve according to best practices	Financial Sustainability
Evaluate Council-Manager Form of Government Readiness	• Determine organization's readiness and willingness • If ready, identify, draft, and enact necessary policy changes	Effective Governance

Phase 2: Standardization (3 to 6 Months):

The standardization phase converts the previous corrective actions into a clear and consistent repeatable process while building advanced structure to move the organization forward. This will help to clarify responsibilities, procedures, expectations, and workflows in the organization.

Key Goal	Success Measures	Strategic Priority
Review and Update Emergency Operations Plan	• Emergency Operations Plan reviewed and generator options pursued • Roles, responsibilities, and procedures clearly defined • Updated plan communicated and tested with key personnel	Organizational Excellence
Complete Workforce Analysis	• Evaluate staffing levels, workload, and responsibilities • Organizational needs identified • Develop recommendations for staffing and structure	Organizational Excellence
Update Job Descriptions	• Every employee has a current and accurate job description • Employees acknowledge and sign updated job description	Organizational Excellence

Create and Distribute Governance and Administrative Practices Guide	• Create and rollout management best practices guide • Communication and concerns are properly resolved/improving service	Effective Governance and Organizational Excellence
Update Performance Evaluation Form	• Review and update performance evaluation form • Define employees' goals, expectations, and training	Organizational Excellence
Electronic Records Organization System	• Identify and document folder structure to improve accessibility, security, and records compliance • Begin organizing electronic files accordingly	Organizational Excellence

Phase 3: Planning (Months 6–12) Define Priorities and Build a Sustainable Path Forward

The planning phase shifts the Village from responding to immediate concerns toward making informed, long-term decisions. Financial forecasts, capital needs, and an operating assessment will be developed to guide future resource allocation and organizational decisions.

Key Goal	Success Measures	Strategic Priority
Conduct Capital Asset Inventory	• Inventory all capital assets and Infrastructure • Determine monetary value, maintenance schedules, and end of life/replacement schedules	Financial Sustainability
Produce Five-Year Financial Forecast	• Five-year forecast completed and adopted • Key revenue, expenditure, and reserve trends identified • Forecast incorporated into annual budget decisions	Financial Sustainability
Integrate Long-Term Capital Planning with the Annual Budget Process	• Five-year capital plan incorporated into annual budget • Capital projects prioritized by need, cost, and timing • Funding sources identified for planned capital investment	Organizational Excellence and Financial Sustainability
Complete Communications Inventory	• Assess Village's communication efforts • Determine areas of improvement (website, newsletter etc.) and necessary resources	Organizational Excellence and Effective Governance

Phase 4: Institutionalize (Months 9–12) Embed Performance and Continual Improvement

The institutionalize phase ensures that improvements become part of the Village's regular operations rather than temporary administrative initiatives. Performance measures, recurring reviews, formal policies, and accountability systems from these previous phases and this one will reinforce consistency, transparency, and continuous organizational improvement.

Key Goal	Success Measures	Strategic Priority
Implement Performance Evaluations	• Performance evaluations are completed on schedule • Develop staff-development and succession plans	Organizational Excellence
Adopt the Annual Budget and Capital Improvement Plan	• Prepare a balanced budget based on GFOA best practices • Adopt a balanced budget	Financial Sustainability and Effective Governance
Establish Annual Committee and Official Orientation	• Provide training in governance practices guide • Complete OMA training • Completed training and ethics policy sign off	Effective Governance

*Important Note: Depending on current affairs and external factors, the order of priorities and anticipated completion timelines may be adjusted to ensure effective operations and address emerging organizational needs. Additionally, phases are expected to run concurrently to each other.