

Administrator 2025 Objectives

Village Board Meeting
August 4, 2025

Financial Transparency

Increase financial transparency and resident access to Village budget and financial information.

Satisfactory: Complete the 2024 Audit and ACFR by June 30th, produce a 2025 Recommended Budget document by September 30th, and hold three budget meetings in September and October.

Exceeds Expectations: Complete the 2024 Audit and ACFR by June 30th, produce a 2025 Recommended Budget document by September 30th, hold three budget meetings in September and October, and present a report on the Village's Financial Condition to the Village Board by October 31st.

Outstanding: Complete the 2024 Audit and ACFR by June 30th, produce a 2025 Recommended Budget document by September 30th, present a report on the Village's Financial Condition to the Village Board by October 31st, hold three budget meetings in September and October, and complete a Popular Annual Financial Report (PAFR) December 31st.

Internal Process Improvement

Continue efforts to improve documentation of Village processes by updating the Employee Handbook.

Satisfactory: Present a comprehensive update to the Employee Handbook to GGF by December 31st .

Exceeds Expectations: Present a comprehensive update to the Employee Handbook by December 31st, document 2 new policies or procedures, and train staff on the new policies.

Outstanding: Present a comprehensive update to the Employee Handbook by December 31st, document 4 new policies or procedures, and train staff on the new policies.

Public Safety Facility

Provide the Village Board with the information and analysis they need to give approval to proceed with final design of a public facility or facilities.

Satisfactory: Obtain Village Board approval to proceed with final design of a public safety facility or facilities by December 31st.

Exceeds Expectations: Obtain Village Board approval to proceed with final design of a public safety facility or facilities by the date of the adoption of the 2025 Budget.

Outstanding: Obtain Village Board approval to proceed with final design of a public safety facility or facilities by September 30th.

Village Center Redevelopment

Efficiently implement the Village Board's direction for the development of the Village Center.

Satisfactory: Complete the acquisition of three properties in the Pilgrim/Mequon Intersection area and complete two special meetings providing additional information as requested by the Board and Plan Commission by July 31st.

Exceeds Expectations: Complete the acquisition of three properties in the Pilgrim/Mequon Intersection area and complete two special meetings providing additional information as requested by the Board and Plan Commission by July 31st, and complete rezoning and sale of properties as needed by December 31st.

Outstanding: Complete the acquisition of three properties in the Pilgrim/Mequon Intersection area and complete two special meetings providing additional information as requested by the Board and Plan Commission by July 31st, complete rezoning, sale of properties, and issue a developer RFP as needed by December 31st