

**Village of Maple Park
Project Centered Assignments
As of 06-24-09**

Personnel & Communications			
Armstrong Borg Fahnestock Moisa			
R a n k	Critical Issues - Projects	Due	Accountable
1	Chief of Police	Sep-09	Armstrong
2	Employee Meeting - All Departments	Jul-09	Armstrong
3	Attorney (Call for Professional Services)	Aug-09	Armstrong
4	Codification	Jan-10	Borg
5	Engineering Agreement (Including LGS)	Jul-09	Moisa
6	Employee Job Descriptions (all employees)	Jan-10	Armstrong
7	Annual Salary Review Process (all employees)	Jan-10	Armstrong
8	Policy & Procedure Manuals (all departments) - Snow Plowing HH	Dec-10	Armstrong
9	Communication System	Jul-09	Borg
10	Formal Employee Complaint/Compliment Form	Jul-09	Moisa
11	Website – Effective Communication of Pet Tags & Vehicle Stickers	Aug-09	Fahnestock
12	Newsletter – Distribution Date	Aug-09	Fahnestock