

2018 Work Plan for Board of Health

2018 Initiatives and Ongoing Projects

CNA = Community Needs Assessment

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST
Chapter 20, Article 2 Board of Health	Chronic Disease <ul style="list-style-type: none"> Community collaboration 	<ul style="list-style-type: none"> Partner with community organizations as needed to support strategies to reduce mortality rates for diabetes, CVD, breast, cervical and colorectal cancer, and pediatric asthma hospitalizations below HP 2030 goals. Participate in Chronic Disease Workgroup as needed. 	2018	
Chapter 20, Article 2 Board of Health	Adult and Child Obesity <ul style="list-style-type: none"> Increase consumption of fruits and vegetables Exercise 	<ul style="list-style-type: none"> Partner with community organizations as needed to support strategies to reduce rates of adult and child obesity to below HP 2030 goals. Work with Farmers Market and other Village resources to develop strategies to promote increased consumption of fruits and vegetables. Partner with community organizations to support efforts to decrease sedentary lifestyles and increase physical activity. 	2018	
Chapter 20, Article 2 Board of Health	Tobacco <ul style="list-style-type: none"> Exposure to tobacco products (including second and third hand smoke) 	<ul style="list-style-type: none"> Collaborate with community organizations to increase public awareness of the impact of exposure to second and third hand smoke, Support OP Dept. of Public Health initiatives re: smoke-free multiple family housing, business tobacco education initiatives and acquisition of cessation program funding. Quarterly monitoring of ongoing progress and compliance with Tobacco 21 ordinance 	2018	

Revised 9-27-2016

Chapter 20, Article 2 Board of Health	Environmental <ul style="list-style-type: none"> Village Mosquito abatement program 	<ul style="list-style-type: none"> Host public education sessions (as needed) related to mosquito abatement. Attend Farmers Market and Day in Our Village to provide educational materials Review current materials identify /recommend additional materials. 	January -May 2018 July 2018 2018	
Chapter 20, Article 2 Board of Health	Cycling Safety	Monitor Comprehensive Cycling Safety Policy including: <ul style="list-style-type: none"> BOH to provide annual report to the Village Board. Review Police data regarding bike helmet use etc. As part of BOH review, develop/discuss the need for any follow-up educational campaign. Provide ordinance enforcement consultation as requested 	September 2018 2018	
Chapter 20, Article 2 Board of Health	Mental Health <ul style="list-style-type: none"> Mental Health Underage drinking and substance use Opioid use 	<ul style="list-style-type: none"> Support community organizations addressing under-addressed behavioral health needs, youth alcohol and substance abuse, illicit opioid abuse and needs of people with developmental disabilities. 	2018	
Chapter 20, Article 2 Board of Health	Public Health Emergency Preparedness	<ul style="list-style-type: none"> Annually review trends/programs related to Public Health Emergency Preparedness. 	March 2018	
Chapter 20, Article 2 Board of Health	Increasing awareness among Village residents of Public Health	<ul style="list-style-type: none"> Work with Public Relations to communicate national Public Health activities through Village communication methods. Purchase Board of Health table cloth/skirting for use by the Board of Health at Special Events. 	2018	\$400 for table skirt

Chapter 20, Article 2 Board of Health	Youth Drug, Alcohol and Tobacco Prevention	<ul style="list-style-type: none"> Attend community meetings as needed 	As-needed	
Chapter 20, Article 2 Board of Health	Review of Village Health Data and Statistics	<ul style="list-style-type: none"> Annually review trends in Oak Park health data (ex. Communicable Disease) 	Monthly	
Chapter 20, Article 2 Board of Health	Public Health and the Comp Plan	<ul style="list-style-type: none"> The Plan Commission will present a summary of the newly updated Comp Plan 	On-Hold	

2017 Completed Initiatives

ENABLING LANGUAGE	PROJECT	Outcomes
Chapter 20, Article 2 Board of Health	Chronic Disease <ul style="list-style-type: none"> Community collaboration 	<p>Original Goal/Outcome: Partner with outside entities (ex. West Cook YMCA) to develop and support strategies to address adult chronic diseases (ex. CHD, Cancer, Diabetes) In progress & ongoing, data from the Community Needs Assessment will be incorporated in the 2018 Work Plan to address future goals.</p>
Chapter 20, Article 2 Board of Health	Nutrition <ul style="list-style-type: none"> Childhood Obesity Adult obesity Increase consumption of fruits and vegetables Rethink your drink Exercise 	<p>Partner with outside entities attending to these areas:</p> <p>Original Goal/Outcome: Explore a Public Education Forum to be hosted in conjunction with D97, the Early Childhood Collaboration and other community partners for the purpose of promoting preschool/school nutrition Noel Chavez met with Carolyn and Penny from ECC. They are interested in the free child nutrition/obesity prevention materials available at CDC. The group hasn't had much nutrition education in the last couple of years. BOH Chair Florence Miller will be attending the September 2017 meetings of the center directors' and family day care providers' round tables to assess their interests and needs. Ongoing - Remains on 2018 work plan.</p> <p>Original Goal/Outcome: Partner with outside entities to develop /support strategies to address reducing sodium /sugar consumption Ongoing - Remains on 2018 work plan.</p> <p>Original Goal/Outcome: Work with Farmers Market and other Village resources to develop strategies to promote increased consumption of fruits and vegetables. Ongoing, remains on 2018 Work Plan</p> <p>Original Goal/Outcome: Collaborate with other communities who have successfully initiated rethink your drink campaigns to develop plan for Village. Ongoing, remains on 2018 Work Plan. Information obtained. Community organizations developing plans to address as part of healthy eating initiatives. Will be combined under obesity in 2018 work plan.</p> <p>Original Goal/Outcome: Partner with community organizations to support efforts to decrease sedentary lifestyles. BOH representation at all Community Needs Assessment meetings where strategies were developed to address lack of physical activity and sedentary lifestyle. Ongoing - Remains on 2018 work plan.</p>
Chapter 20, Article 2 Board of Health	Environmental <ul style="list-style-type: none"> Impact of spraying for mosquitos w/West Nile Virus 	<p>Original Goal/Outcome: Host a public education session (as needed) or work with Public Relations to develop a new video for the web</p> <p>Original Goal/Outcome: Attend Farmers Market and Day in Our Village to provide educational materials</p> <p>Original Goal/Outcome: Review current marketing materials or develop/print new or additional materials. No public forum requested. Materials reviewed. No new materials needed. BOH distributed educational materials at Day in Our Village and at the Oak Park Farmers Market. Feedback from Village residents re: need for material on lice, ticks and other environmental concerns shared with DOH Director. Ongoing - Remains on 2018 work plan.</p>

Revised 9-27-2016

Chapter 20, Article 2 Board of Health	Access to Dental/Health Care	Original Goal/Outcome: Access current resources. Original Goal/Outcome: Attend Day in Our Village with information 2017 Actual Outcome: No progress to date. This item will be addressed by other community organizations. Deleted from 2018 work plan.
Chapter 20, Article 2 Board of Health	Cycling Safety	Original Goal/Outcome: Monitor Comprehensive Cycling Safety Policy including: 1) BOH to provide annual report to the Village Board. Review Police data regarding bike helmet use etc. 2) As part of BOH review, develop/discuss the need for any follow-up educational campaign. 3) Explore the possibility for DIVY bike programs to provide disposable helmets. 4) Liaison with Oak Park Police Officers assigned to Junior high and high schools to develop interventions to address bike helmet issues. BOH has met with OP Community Policing to discuss possible strategies to address compliance as well as ordinance enforcement. Initial review of data lead to suggestions for additional categories to be added to data collection tool. Ongoing - Remains on 2018 work plan.
Chapter 20, Article 2 Board of Health	Mental Health <ul style="list-style-type: none"> Mental Health Violence Anti-Stigma 	Original Goal/Outcome: Partner with outside entities administering these areas: <ul style="list-style-type: none"> Review data from Oak Park Police Department as relates to issues of violence in the community Review the status of suicide prevention in the community Collaborate with community organizations addressing bullying to develop or support interventions. Project not addressed. Will be revised based on data from CNA.
Chapter 20, Article 2 Board of Health	Public Health Emergency Preparedness	Original Goal/Outcome: Annually review trends/programs related to emergency management as it relates to the Health Department. Collaborate with the Emergency Preparedness Coordinator to increase public awareness Murray Snow, the Village Emergency Preparedness Manager, updated the Board of Health (May 23 meeting) on current activities involving preparedness. Mr. Snow reported there is quarterly training for preparedness volunteers in the MRC and CERT programs. The police department is now operational in officers being trained to use Narcan in apparent overdose cases, with eight deployments since October of last year, and he noted that the Fire Department has reported 25 Narcan deployments between January and March this year. Mr. Snow presented the most recent hazard vulnerability assessment for the Village, with most of the top 10 hazards weather-related. Ongoing - Remains on 2018 work plan.
Chapter 20, Article 2 Board of Health	Renewal of IPLAN	Original Goal/Outcome: The Village is required to update the IPLAN for its certified Public Health Department by December 2016. The Board of Health is required to be part of the review and formally accept/agree with this plan prior to the Village submitting to the IL Department of Public Health. <ul style="list-style-type: none"> Various public meetings and workshops will be required which may need the BOH assistance. Review the Village's draft IPLAN document prior to submittal to the State of IL. Community Needs Assessment and IPLAN completed in Spring /Summer 2017 and submitted to Board of Health and Village Board for approval in Fall 2017. Project completed. Deleted from workplan.
Chapter 20, Article 2 Board of Health	Commission liaison	Original Goal/Outcome: BOH commissioner appointed to liaison with other Village commissions on specified projects. No requests have been made for a commission liaison. Deleted from 2018 workplan.

Chapter 20, Article 2 Board of Health	Fitzsimmons Awards for Public Health	Original Goal/Outcome: Develop criteria for use by village residents when nominating an individual or organization for this award Project completed in 2017. Deleted from workplan.
Chapter 20, Article 2 Board of Health	Increasing awareness among Village residents of Public Health	Original Goal/Outcome: Identify National and international Public Health activities. Work with Public Relations to communicate national Public Health activities through Village communication methods. In progress. See attached report. Ongoing - Remains on 2018 workplan.
Chapter 20, Article 2 Board of Health	Youth Drug, Alcohol and Tobacco Prevention	Original Goal/Outcome: Attend IMPACT meetings as needed Chair attended all meetings for Workgroup for Positive Youth Development, which is addressing underage drinking in OP and RF. Ongoing - Remains on 2018 workplan.
Chapter 20, Article 2 Board of Health	Review of Village Health Data and Statistics	Original Goal/Outcome: Annually review trends in Oak Park health data (ex. Communicable Disease) Ongoing - Remains on 2018 workplan.
Chapter 20, Article 2 Board of Health	Public Health and the Comp Plan	Original Goal/Outcome: The Plan Commission will present a summary of the newly updated Comp Plan On hold for 2 years. Will remain on workplan.

Building Codes Advisory Commission
Work Plan 2018

Meeting Date	Work Plan Item Completed
January 18, 2018	<ul style="list-style-type: none"> • Commission to re-review proposed code adoption update including Village amendments • Address other building related issues as they are presented
February 15, 2018	<ul style="list-style-type: none"> • Commission to re-review proposed code adoption update including Village amendments • Address other building related issues as they are presented
March 15, 2018	<ul style="list-style-type: none"> • Commission to re-review proposed code adoption update including Village amendments • Address other building related issues as they are presented
April 19, 2018	<ul style="list-style-type: none"> • Commission to re-review proposed code adoption update including Village amendments • Address other building related issues as they are presented
May 17, 2018	<ul style="list-style-type: none"> • Commission to re-review proposed code adoption update including Village amendments • Address other building related issues as they are presented
June 21, 2018	<ul style="list-style-type: none"> • Commission to re-review proposed code adoption update including Village amendments • Address other building related issues as they are presented • Review handrail award
July 2018	<ul style="list-style-type: none"> • No meeting
August 16, 2018	<ul style="list-style-type: none"> • Commission to re-review proposed code adoption update including Village amendments • Address other building related issues as they are presented
September 20, 2017	<ul style="list-style-type: none"> • Commission to re-review proposed code adoption update including Village amendments • Address other building related issues as they are presented
October -TBD	• Code Review Task: Present to the Village Council? Attend council meeting
November -TBD	• Code Review Task: Present to the Village Council? Attend council meeting
December -TBD	• Attend the Awards Ceremony

Building Codes Advisory Commission
Work Plan 2018

2017 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Review each new addition of the model codes and recommend local amendments	Review 2015 ICC codes and amendments-	Recommend local amendments to the Director of Development Customer Services	Target goal of review of one code book per month throughout 2018	\$250
Provide code interpretations for Development Customer Services	Serve as Board of Appeals for building code-related matters	Ensure proper interpretation and application of the building codes.	As needed throughout 2018	\$0
Review and recommend the approval or denial of the use of alternative materials or methods of construction	Serve as consultant for Development Customer Services	Review specific requests for alternative materials or methods of construction	As needed throughout 2018	\$0
Provide Code Interpretations for Development Customer Services	Serve as consultant for Development Customer Services	Review specific code provisions as requested: Specifically Self Certification program and list of required inspections	As needed throughout 2018	\$0
Review each new addition of the model codes and recommend local amendments	Review 2015 IPMC Codes for adoption by the Village	New codes adopted to keep abreast of changing construction methods, materials and technologies.	Target goal of review of one code book per month throughout 2018	
Review each new addition of the model codes and recommend local amendments	Educational sessions		As needed throughout 2018	

TOTAL BUDGET REQUEST FOR 2018: \$250.00.



Work Plan for Citizen Involvement Commission

Supporting Diversity

2018 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Volunteer Recruitment	Volunteer recruitment plan: <ul style="list-style-type: none"> Publicize the purpose and accomplishments of commissions to reach as many residents as possible. Publicize commission openings to reach as many residents as possible. Engage all sectors of the community for volunteerism. 	Increase citizen awareness of civic service. Increase representation of missing sectors of the community on commissions.	Ongoing	
Commission Support	Interview and provide recommendations for commission placements to the Mayor and Village Board. Maintain a database of commission members and terms.	Maintain vacancy rate of below 10%. Provide reports to the Village Board on commission vacancies, demographic representation, and chair expiration.	Ongoing	
Volunteer Recognition	Volunteer recognition program: <ul style="list-style-type: none"> Prepare and present certificates of appreciation to exiting volunteers. Plan & host Volunteer Appreciation Night. 	Ensure all current and outgoing volunteers are recognized and appreciated for their service to the community. Increase attendance for Volunteer Appreciation Night from 50 participants to 75 participants.	April	\$2,300

2018
Work Plan for Citizen Involvement Commission
Supporting Diversity

2017 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Volunteer Recruitment	Ongoing recruitment program, with commissioners advising local residents of open positions.	Increased citizen awareness of civic service.	Ongoing	
Commission Support	Review applications prior to monthly meetings and prepare questions for each candidate; be prepared to make informed decisions among multiple candidates for a commission.	Maintained vacancy rate of below 10%.	Monthly	
Volunteer Recognition	Promote attendance at and staff the Village Board's volunteer recognition reception annually; commissioner will attend event to register and welcome guests.	50 commissioners participated in Volunteer Appreciation Night. 4 Board members and 4 staff liaisons participated in Volunteer Appreciation Night.	May	\$2,000



Citizen Police Oversight Committee 2018 Initiatives (Draft)

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST
Complaints from citizens	Investigate complaints made by citizens of alleged police misconduct	Report findings of complaints of alleged police misconduct to CPOC and the complainant(s)	Within eight weeks of the date the complaint is filed with the Police	None
Monitor & evaluate complaints for patterns & concerns that may provide learning opportunities	<ul style="list-style-type: none"> Attend annual in-service training sessions conducted for the Police Department. Ride with Oak Park Police Department Officers. 	Obtain in-depth knowledge of legal, environmental and occupational conditions that impact interactions with citizens	As needed	None
Cultural and racial diversity issues	With approval from the Board of Trustees, or at the direction of the Board, undertake studies of issues pertaining to police-community relations, policing strategies, recruitment, training or promotions.		As needed	As approved by the
Reports to Board of Trustees	Summarize and analyze statistics re citizen complaints: alleged rule violations, ethnicity, gender of complainant and the police officer, and residence of complainant.	Reports to the Board of Committee activities during the previous six months; summary of complaints; and analysis of other information considered by the Committee.	Semi-annual	None



2018 Work Plan for Community Design Commission
Supporting Retail Strategy/Commercial District Vitality/Sustainability

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Promote ever-increasing pride of ownership and higher level maintenance of property	Cavalcade of Pride Awards	Present community property and business owners with exterior beautification award. Consolidated presentation with HPC, EEC, and DAC.	Ongoing/2 nd - 4 th quarter of each year	\$1,000
Research and recommend public improvements	Review planned development's landscape plans and ensure ongoing compliance	Each planned development presents a landscape plan which is sent for review and comment. The CDC reports back to the Plan Commission.	Ongoing/when necessary	N/A
Research and recommend public improvements	Tree Inventory	Update village tree inventory and advise Village Forester accordingly.	Ongoing	N/A
Hold public hearings as the Design Review Commission	Sign variance review and decisions	The CDC makes final recommendations on sign variances	Ongoing/when necessary	Legal Notice cost in General Fund
Promote ever-increasing pride of ownership and higher level maintenance of property	Design Advice: For private and public Landscaping & Signs	Forestry Committee to provide advice on private and public property plantings. CDC sitting as a Committee of the Whole to provide advice on sign design relative to Sign Code.	Ongoing	N/A
Researching and Recommending Revisions to Sign Ordinance	Sign Code Review	The CDC shall periodically review the sign code to determine potential modifications	Ongoing/when necessary	N/A
Research and recommend public improvements	Public Education on Tree Maintenance	Program that provides Education to the public relative to tree maintenance and health.	Ongoing/when necessary	N/A
Hold Public Meetings and make recommendations	Way Finding future phases	Sit as the Steering Committee and provide advice and recommendations, if directed.	Ongoing/when necessary	N/A
Researching and Recommending Forestry Management Plan	Forestry Management Plan Development	Periodically review the Village-wide Forestry Management Plan for guidance on tree species development, care of existing canopy, inventory process, budget, and goals with the Forestry Supervisor.	Ongoing/when necessary	N/A
Researching and Recommending Revisions to Zoning Ordinance relative to Design Standards	Design Standards - Per Article 7 of the Zoning Ordinance	In addition to given authority in the Zoning Ordinance, The CDC may periodically review the Zoning Ordinance relative to Design Standards to determine potential modifications and/or as directed.	Ongoing/when necessary	N/A

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2018 Work Plan for Community Development Citizens Advisory Committee (CDCAC)
Supporting Fiscal Responsibility, Housing, Sustainability, Intergovernmental Cooperation & Diversity

2018 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (If any)
Fiscal Responsibility Housing Sustainability Intergovernmental Cooperation Diversity	1. Identify current communication channels within the Oak Park non-profit community and participate in outreach efforts to local non-profits to notify them of CDCAC-related grant funding opportunities.	Provide for greater awareness of the Village's CDBG & ESG programs within its non-profit community to increase the potential number of applicants.	1 st Quarter 2018	-
	2. Review proposals and make funding recommendations for Program Year (PY) 2018 CDBG- & ESG-funded activities.	Review, rate and make funding recommendations on the PY 2018 CDBG & ESG proposals submitted, consistent with Con Plan & Board of Trustees' direction.	Late-1 st Quarter & Early-2 nd Quarter 2018: Seven Presentation/Funding Recommendation meetings in 2018	\$150.00
	3. Have a table at Day in Our Village, June 3, 2018. Provide information & give away promotional objects.	Oak Park residents and agencies become more aware of Grants, CDCAC work, and grant-funded agency accomplishments.	2 nd Quarter 2018	\$150.00
	4. Meet to approve minutes, review processes & receive updates. If applicable, prospective CDCAC member(s) attend(s) meeting. Discuss draft 2019 Work Plan.	CDCAC members approve minutes & get updates; prospective CDCAC member learns about processes; and 2019 Work Plan is approved.	3 rd Quarter 2018	-

2018 Work Plan for Community Development Citizens Advisory Committee (CDCAC)
Supporting Fiscal Responsibility, Housing, Sustainability, Intergovernmental Cooperation & Diversity

Instructions for completing Work Plan

This work plan format provides space to indicate any goal of the Board of Trustees that is supported by your commission:

- Diversity
- Housing
- Retail Strategy
- Commercial District Vitality
- Fiscal Responsibility
- Sustainability
- User Friendly Village Hall
- Intergovernmental Cooperation

Please follow these instructions to complete your work plan:

Column 1: Provides enabling language for your commission by topic.

Column 2: List any projects you are pursuing this year in this category.

Column 3: Indicate what outcomes your project will produce.

Column 4: Indicate the proposed time frame for this project, including one which may be multi-year.

Column 5: If required for your project, indicate your proposed budget for this project.

TOTAL 2018 BUDGET REQUEST:

Details of all the Commission Budgets are referenced in the actual budget in the section marked *Policy Development & Support*

2018 Work Plan for Community Relations Commission
Supporting Diversity Board Goal

2018 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
“to develop improved intergroup relations”	Fourth of July, Diversity Parade	In collaboration with the VOP staff, have a successful parade and promote VOP diversity and inclusion efforts.	January-July 2018	\$2,000
	Dinner and Dialogue Project	CRC to host special dinner meetings to bring community groups and involved individuals together to discuss community issues around the issues of race and multicultural diversity	Throughout the Year	\$3,500
	Collaborate with Day in Our Village Festival Committee to promote diverse participation	Increase diversity of groups participating in Day in Our Village	September, 2017 through June, 2018	
	Participate in Day in Our Village by hosting a booth	Increase public awareness about the work of the CRC and encourage participation in CRC programming such as Dinner and Dialogue	March, 2018 through June, 2018	\$1,000
	Participate in Cross-Community Outreach Initiatives to neighboring communities	Increased collaboration and social/ cultural sharing between Oak Park and neighboring communities	Ongoing	N/A
“to secure equal furnishing of services to	Promote the adoption of a Village-wide policy to govern for Racial Equity and support	Adoption of a Village policy on Racial Equity; governance and delivery of	Ongoing	

2018 Work Plan for Community Relations Commission
Supporting Diversity Board Goal

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
residents”	the implementation of same	services in a racially equitable manner		
“works to ensure good human, race and community relations and reduce tensions”	Conduct forums for public education and awareness regarding community issues related to diversity	Bring community members together to understand and discuss community issues related to diversity	Ongoing	\$500
	Conduct forums for public education and awareness regarding governmental services including the Police Department	Bring community members together to understand and discuss governmental services, including policing	Ongoing but occurring quarterly at minimum	\$500
	Partner with groups presenting community programming involving issues related to diversity and community services	Share the resources of the Village with other groups currently providing such programming (primarily via publicity); increase public awareness about the work of the CRC	Ongoing	
	Continue to research, plan activities, and make recommendations related to the promotion of diversity and inclusion in the Village	Promote diversity and inclusion in the Village	Ongoing	

2018 Work Plan for Community Relations Commission
Supporting Diversity Board Goal

2017-Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
“to develop improved intergroup relations”	Diversity Dinners	Conducted six diversity dinners bringing residents together to discuss diversity, inclusion and race relations issues.	January-November 2017	\$1,000
	Fourth of July Diversity Parade	Hosted and organized Fourth of July Diversity Parade, in coordination with the Village of Oak Park Staff	July 4, 2016	\$2,000
	Public Educational Forums	Held two Police forums for community education.	Throughout the year	n/a
	Day in Our Village of Oak Park	Increased participation at Festival by outside community groups	June 4, 2017	N/A

2018 Work Plan for Community Relations Commission

Supporting Diversity Board Goal

Instructions for completing Work Plan

This work plan format provides space to indicate any goal of the Board of Trustees that is supported by your commission:

- Diversity
- Housing
- Retail Strategy
- Commercial District Vitality
- Fiscal Responsibility
- Sustainability
- User Friendly Village Hall
- Intergovernmental Cooperation

Please follow these instructions to complete your work plan:

Column 1: Provides enabling language for your commission by topic.

Column 2: List any projects you are pursuing this year in this category.

Column 3: Indicate what outcomes your project will produce.

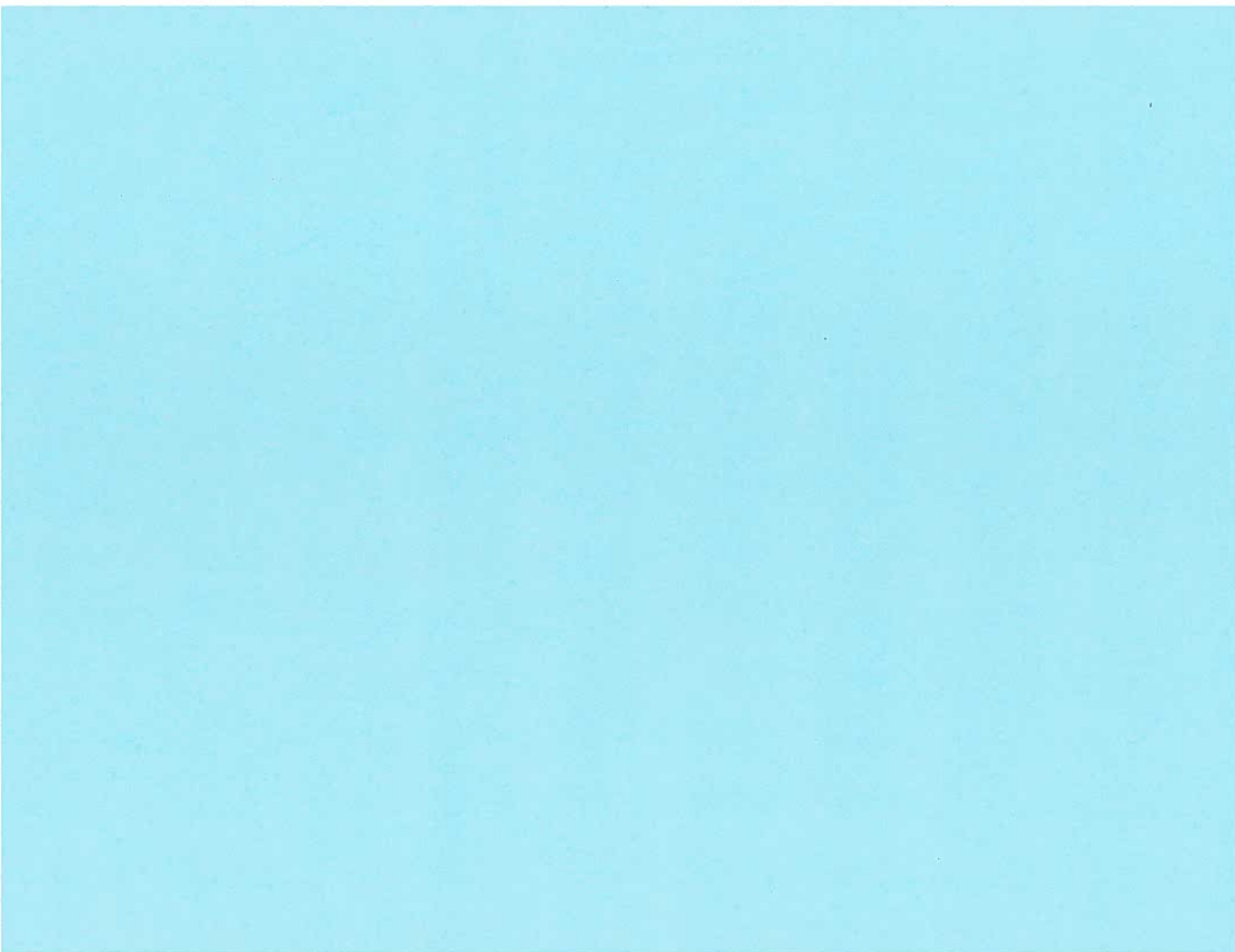
Column 4: Indicate the proposed time frame for this project, including one which may be multi-year.

Column 5: If required for your project, indicate your proposed budget for this project.

TOTAL 2018 BUDGET REQUEST:

Details of all the Commission Budgets are referenced in the actual budget in the section marked *Policy Development & Support*

2018 Work Plan for Community Relations Commission
Supporting Diversity Board Goal



2018 WORK PLAN FOR DISABILITY ACCESS COMMISSION

Trustee Liaison: Andrea Button

Staff Liaison: Steven Cutaia

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN: 20 hours in addition to monthly meetings

ENABLING LANGUAGE:

2-33-1: CREATION:

There is hereby created and established in and for the Village of Oak Park a commission to be hereafter known as the Disability Access Commission, which shall consist of the following members:

- A. Chairperson;
- B. Eight (8) members;
- C. the Chief Building Inspector/Access Advisor for the Village of Oak Park, as an ex officio member.

The members and chairperson shall be appointed by the President with the consent of the Village Board. Members shall serve without compensation and shall initially be appointed as follows: a chairperson and two (2) members for one year, three (3) members for two (2) years, and three (3) members for three (3) years. Thereafter, the chairperson and all members shall be appointed for three (3) year terms. (Ord. 1999-0-2, 2-1-99)

2-33-2: OBJECTIVES:

The purpose of the Disability Access Commission is to advise the Village in its efforts to facilitate full participation in community activities by its disabled residents, to bring disabled persons into the mainstream of Oak Park life by recognizing that disabled persons can lead proud and productive lives, to promote universal access throughout the Village, and to heighten public awareness. (Ord. 1999-0-2, 2-1-99)

2-33-3: DUTIES:

- A. Recommend to the Village Board the removal of barriers to the participation of disabled in Village programs and activities.
- B. Recommend to the Village Board the removal of physical barriers to disabled access to Village-owned property and buildings and provide advisory assistance to the Department of Code Enforcement in the removal of such barriers.
- C. Cooperate with and provide support to other Village commissions, committees, task forces, and departments in their efforts to facilitate and promote universal access.
- D. Provide advice to any entity within the Village which seeks assistance from the Commission on how to better serve the needs of the disabled beyond minimal requirements of the law.
- E. Identify appropriate respite care agencies in Oak Park and, with prior Village approval, make this information available to the public.
- F. Develop and present to the Village a plan to increase awareness in both the public and private sector, regarding the rights and abilities of disabled persons.
- G. Work with the Manager's office to establish seminars and workshops that promote public awareness of accessibility issues.
- H. Establish and carry out a program to recognize excellence in providing access to disabled persons within the Village which will make the public aware of businesses and institutions which are accessible.
- I. Create a guidebook to accessible facilities, programs and activities in Oak Park, which guidebook may be made available to the public with the approval of the Village Board.
- J. Work with Public Works Department to develop and maintain a safe route map showing the location of all accessible public paths of travel in Oak Park, which map may be made available to the public with the approval of the Village Board.
- K. Advise appropriate Village staff on accessibility requirements, as requested.
- L. Evaluate the accessibility of buildings and services within the Village and encourage appropriate Village Code Department staff to initiate staff communication with building owners and/or managers regarding the insufficiency of accessibility in their buildings.

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2018 Work Plan for Environment and Energy Commission Supporting Sustainability

2018 Initiatives and Ongoing Projects

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Promote energy conservation and environmental sustainability Promote recycling and waste reduction	Public Education	Provide educational outreach (including composting, energy efficiency and conservation, native planting and special collection events and other environmental information) to the community by participating in Day In Our Village, Farmers' Market and three other community events. Also seek opportunities to reach out to local groups and School Green Teams.	Ongoing	\$100.00 for printing and display items
Promote environmental sustainability	Public Education	Green Awards – recognizing specific efforts by individuals, businesses or community organizations that embody the advance of the Village's mission toward a sustainable and secure future.	Partner with HPC, CDC and DAC to share ceremony	\$1,000.00 for share of ceremony costs
Promote environmental sustainability	Public Education	Co-host Green Tuesday's Lecture Series at the Oak Park Public Library. During the month of April as part of Earth month Programing. Working with resident Mike Iversen to plan, promote, and run the program.	April	
Maintaining a beneficial environment as pollution-free as possible	Sustainability Pollution reduction Public Education	Work with Wild Ones and other groups to promote methods of pesticide avoidance practices and initiatives and native plant landscaping. Distribute educational materials and 800 Pesticide Free yard signs to residents and schools.	April - November	
Promote environmental sustainability	Sustainability	Review aggregation funds generated and recommend projects for local renewable energy projects.	TBD	
Promote environmental sustainability	Sustainability	Explore the potential for community solar projects including partnership with other local and regional organizations.	TBD	
Promote environmental sustainability	Sustainability Pollution reduction	Explore viability of green infrastructure / sustainability requirements for new developments in the Village	TBD	

2018 Work Plan for Environment and Energy Commission Supporting Sustainability

Promote environmental sustainability	Public Education Pollution reduction	Research noise abatement initiatives that could be potential installations along the Green Line.	TBD	
Promote environmental sustainability	Public Education Waste Reduction	Research the viability of requiring zero waste standards for festivals and other public event permits	TBD	
Promote recycling and waste reduction	Sustainability Waste Reduction	Explore the potential to develop a polystyrene #6 (Styrofoam) reduction and recycling program	TBD	

2017 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Promote energy conservation and environmental sustainability Promote recycling and waste reduction	Public Education	Provided educational (including composting, energy efficiency and conservation, water conservation, pesticide avoidance, special collection events and other environmental information) outreach to the community by participating in Day In Our Village, Farmers' Market and Earth Fest.	Throughout the year	\$100.00 for printing and display items
Promote environmental sustainability	Public Education	Green Awards – Partnered with HPC, CDC and DAC to share the 2017 Awards ceremony	Presentation Scheduled for Dec. 13	\$1,000.00 for share of ceremony costs
Maintaining a beneficial environment as pollution-free as possible	Sustainability Pollution reduction Public Education	Worked with Wild Ones and other groups to promote methods of pesticide avoidance practices and initiatives and native plant landscaping. Created an educational brochure and continued to distribute 800 Pesticide Free yard signs to residents and schools.	Ongoing	
Promote environmental sustainability	Sustainability Pollution reduction Public Education	Submitted a recommendation to the Village Board regarding solar energy aggregation fund use.	Presentation scheduled for Nov. 6	

2018 Work Plan for Environment and Energy Commission
Supporting Sustainability

Promote environmental sustainability	Sustainability Pollution reduction Public Education	Submitted recommendation the Village Board regarding a \$0.10 fee for single use bags at larger retail facilities. The recommendation was accepted and resulted in new Village Ordinance effective January 1, 2018	1 st Quarter 2017	
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2018 DRAFT Work Plan for the Farmers' Market Commission Supporting Sustainability

2018 Initiatives and Ongoing Projects

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
18-2-11 (E) Farmers' Market Ordinance	Go Green Days	Allows Village partners and not-for-profits in the green industry to exhibit	First two Saturday's of Market in May	No cost
18-2-11 (E) Farmers' Market Ordinance	Children's Activities	Engage children and parents. Education on sustainability, locally grown produce, farming, and farm-related themes.	At least once per month	Largely volunteer coordinated with nominal staff personnel costs, printing and advertisement (<i>Budgeted under Farmers' Market & Health Department budgets</i>)
18-2-11 (E) Farmers' Market Ordinance	Attendance Survey	Obtain accurate counts of market attendance for use in vendor recruitment, promotions and budget requests.	Select market days throughout the 2018 season. At least three days, preferably four.	No cost
18-2-11 (E) Farmers' Market Ordinance	Food Donations/ Food Rescue	Vendors donate left-over foods to not-for-profit organizations	Mid May – October	No cost
18-2-11 (E) Farmers' Market Ordinance	A Day in Our Village	Community outreach and raising awareness of the farmers' market	First Sunday in June, 2018	Nominal budget for giveaway items, games, prizes. Staffed by volunteers, commissioners, and market staff. Staff personnel costs (<i>Budgeted under Farmers' Market & Health Department budgets</i>)

2018 DRAFT Work Plan for the Farmers' Market Commission Supporting Sustainability

18-2-11 (E) Farmers' Market Ordinance	Increase use of social media & other communication tools	Commission will communicate upcoming special events to Village staff and encourage the Village to use all the available social media tools to advertise the Farmers' Market. Commission will ask to reprint & redistribute 2017 leaflet with information about the market	January – December 2018	Farmers' Market, Environmental Health and Communications staff time (<i>Budgeted under Village budget personnel</i>). Printing and advertisement (<i>Budgeted under Farmers' Market & Health Department budgets</i>)
18-2-8 (E) – Farmers Market Ordinance	Farm Inspections	Encourage Village Board to support farm inspections/budget for this. Farm inspections increase the authenticity of the market and will increase the likelihood of vendors selling only what they grow.	January – November 2018	Staff personnel costs, travel costs (<i>Budgeted under Farmers' Market budget</i>)
18-2-11 (E) Farmers' Market Ordinance	Corn Roast Event	Commission will sell corn at Farmers' Market, encouraging patrons to visit market and bring in revenue for the Village	August 2018	Corn Roaster Rental (<i>Budgeted under Farmers' Market budget</i>)

2018 DRAFT Work Plan for the Farmers' Market Commission Supporting Sustainability

	Compost & Recycling Education and Outreach	Commission to recruit volunteers for event days (Corn Roast, Pie Bake-Off, and Stone Soup) in order to help educate the public about composting and recycling. Propose a 2018 subcommittee to work apart from normal "Friends" volunteer sign-ups and recruitment, in order to reach out to community groups, youth organizations, etc. regarding staffing/composting help sporadically, throughout the season.	May 2018-October 2018	No cost
18-2-11 (E) Farmers' Market Ordinance	Pie-baking contest	Community outreach and promotion of market products and farmers	September 2018, during harvest season	Largely volunteer with nominal costs including ribbons and market booth prizes, printing and advertisement <i>(Budgeted under Farmers' Market & Health Department budgets)</i>
18-2-11 (E) Farmers' Market Ordinance	Customer Survey	Information gathered will improve market operations and improve market for vendors and patrons	One Saturday Mid-May – October, 2018	No cost
18-2-11 (E) Farmers' Market	Vendor Survey	Information gathered will	November 2018	Staff personnel costs

2018 DRAFT Work Plan for the Farmers' Market Commission Supporting Sustainability

Ordinance		improve market operations and improve market for vendors and patrons		<i>(Budgeted under Farmers' Market & Health Department budgets)</i>
18-2 – Farmers' Market Ordinance	Amend Farmers' Market Ordinance	Will work with Farmers' Market staff, Environmental Health Supervisor and Village Attorney to submit an amendment to the Farmers' Market Ordinance to Village Board. Amendments will improve Market operations.	2018	Staff personnel costs <i>(Budgeted under Farmers' Market, Health Department, Law Department & VMO budgets)</i>
18-2-11 (E) Farmers' Market Ordinance	Networking with other Farmers' Markets	Commission chair and members to network with other Farmers' Market organizers to learn best practices of other markets.	January – December 2018	Travel costs <i>(Budgeted under Farmers' Market budget)</i>
18-2-8(A)(1)(b) Farmers' Market Ordinance	Food Demonstrations	Invite local food operators to host a food demonstration at the Farmers' Market.	Mid-May to October	Environmental Health Staff to review necessity of temporary food permit (to review off-season), or food permits themselves if ordinance is not amended off-season.
18-2-11 (E) Farmers' Market Ordinance	Stone Soup Event	Commission will run this event that encourages patrons to visit Market	October, 2018	Environmental Health Staff to review Temporary Food Applications and provide food safety consultation <i>(Budgeted under Health Depart. Budget)</i> , Farmers' Market Staff to coordinate rental of cooktop.

2018 DRAFT Work Plan for the Farmers' Market Commission
Supporting Sustainability

	Friends Recruitment Night	Commissioners will continue to recruit Friends at an annual Friends recruitment night at the Oak Park Public Library in May. Potential volunteers will be given an info sheet and overview of the market and volunteer opportunities.	May 2018	Small amount budgeted within the Farmers' Market budget for printing and under special events for snacks/water for this event.
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2017 OUTCOMES

ENABLING LANGUAGE	PROJECT	2017 OUTCOMES
18-2-11 (E) Farmers' Market Ordinance	Go Green Days	Allowed Village partners and local businesses to exhibit green-oriented projects and products at the market.
18-2-11 (E) Farmers' Market Ordinance	Children's Activities	Collaboration with local child-oriented businesses, as well as the library. Improved community relations. Activities held on the 2 nd and 4 th markets each month engaged visitors and promoted farm-related activities.
18-2-11 (E) Farmers' Market Ordinance	Customer Attendance	Counted attendance on four separate market days. Report on 2017 attendance to be discussed November, 2017.
18-2-11 (E) Farmers' Market Ordinance	Food Donations/ Food Rescue	Vendors donated foods nearly every Saturday to the

**2018 DRAFT Work Plan for the Farmers' Market Commission
Supporting Sustainability**

		Oak Park River Forest Food Pantry.
18-2-11 (E) Farmers' Market Ordinance	Day in Our Village	Commission volunteers staffed a tent, hosted "Guess the Vegetable" game, recruited volunteers and answered market questions.
	Friends Recruitment Night	Commissioners led a well-attended Friends recruitment night at the Oak Park Public Library in May. Potential volunteers were given an info sheet and overview of the market and volunteer opportunities.
18-2-11 (E) Farmers' Market Ordinance	Increase use of social media & other communication tools	Commission worked actively to communicate events to the Village. Commission created & distributed a new 2017 leaflet with information about the market. Commission created a Snapchat for Corn Roast, as a pilot project.
18-2-11 (E) Farmers' Market Ordinance	Corn Roast Event	Commission sold more than 1100 ears of corn. Net profit was over 300.00 more than in past seasons. Corn was donated from The Farm, Nichols, Geneva Lakes, and Genesis and butter from Brunkow.
	Composting Outreach	Volunteers helped educate the public about landfill, recycling, and composting at Corn Roast. Volunteers to be on duty for Stone Soup in October.
18-2-8 (E) – Farmers Market Ordinance	Farm Inspections	At least one farm visit was completed thus far, with two more scheduled by October
18-2-11 (E) Farmers' Market Ordinance	Pie Bake-Off	The market encouraged local residents to shop at their favorite vendors and create a pie with market ingredients. 26 entries were submitted and 15 picked by lottery. The event, farmers, and OP-area residents were promoted via social media.

2018 DRAFT Work Plan for the Farmers' Market Commission Supporting Sustainability

18-2-11 (E) Farmers' Market Ordinance	Vendor Survey	Information gathered will be evaluated by market staff and commissioners to improve market operations for vendors and patrons. The vendor survey should be conducted in October and evaluated in November, 2017.
18-2-8(A)(1)(b) Farmers' Market Ordinance	Food Demonstrations	Solicited businesses to partake and garnered interest from Illinois Dieticians, Sugar Beet, and Winberie's. Two pulled over the 100.00 temporary food permit (waiver to be discussed off-season). Winberie's is scheduled to partake in two demos, in September and October.
18-2-11 (E) Farmers' Market Ordinance	Stone Soup Event	Stone Soup is scheduled for Oct. 28. Carnivore has partnered with OPFM to make soup from donated produce plus cheese and bread from market vendors.
18-2-11 (E) Farmers' Market Ordinance	Community Outreach	The market hosted several taxing bodies to do outreach at the market.
	YMCA Vegetable of the Week	The market partnered with the YMCA, which produced a fruit or vegetable of the week recipe card that could be handed out for free to patrons. As part of the relationship, the YMCA attended three markets.

Instructions for completing Work Plan

Please follow these instructions to complete your work plan:

Chart One: 2018 Initiatives & On-Going Projects

Column 1: Provide enabling language for your commission by topic. Use exact references only.

Column 2: List your 2017 Initiatives/projects you propose to the Village Board.

Column 3: Indicate what outcomes your project will produce.

Column 4: Indicate the proposed time frame for this project, including one which may be multi-year.

2018 DRAFT Work Plan for the Farmers' Market Commission Supporting Sustainability

Column 5: If required for your project, indicate your proposed budget for this project.

Chart Two: 2017 Accomplishments

Column 1: Provide enabling language for your commission by topic. Use exact references only.

Column 2: List your 2017 Accomplishments

Column 3: Indicate what outcomes you achieved

Board of Fire and Police Commissioners**2018 Initiatives**

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if
Develop outreach/diversity recruitment program	Create an initiative that will allow entry-level recruitment efforts to develop a pool of candidates more reflective of the OP community.	More diverse recruitment classes for 2018	Ongoing	Proposed cost for 2018 HR budget
Develop community outreach program	Develop a focused communication and outreach program which utilizes existing programs in schools, not for profits and community organizations; encouraging Oak Park residents to apply for the fire and police positions.	Completed and executed community outreach plan	Ongoing	None
Entry Level Recruitment process	Establish new Firefighter/paramedic eligibility list	FF/Paramedic: Expires June 2018	First Quarter 2017	None
Review of commission language	Review and formally approve all updated languages and changes	Updated F & P Commission language	First Quarter	None
Discipline	Conduct Disciplinary hearings	Hearings	As needed	None
Election	Annual Election for Chairman	Confirmation of Chairman	Fourth Quarter	None

2018 WORK PLAN FOR HISTORIC PRESERVATION COMMISSION

Trustee Liaison: Bob Tucker

Staff Liaison: Douglas Kaarre

2018 Initiatives

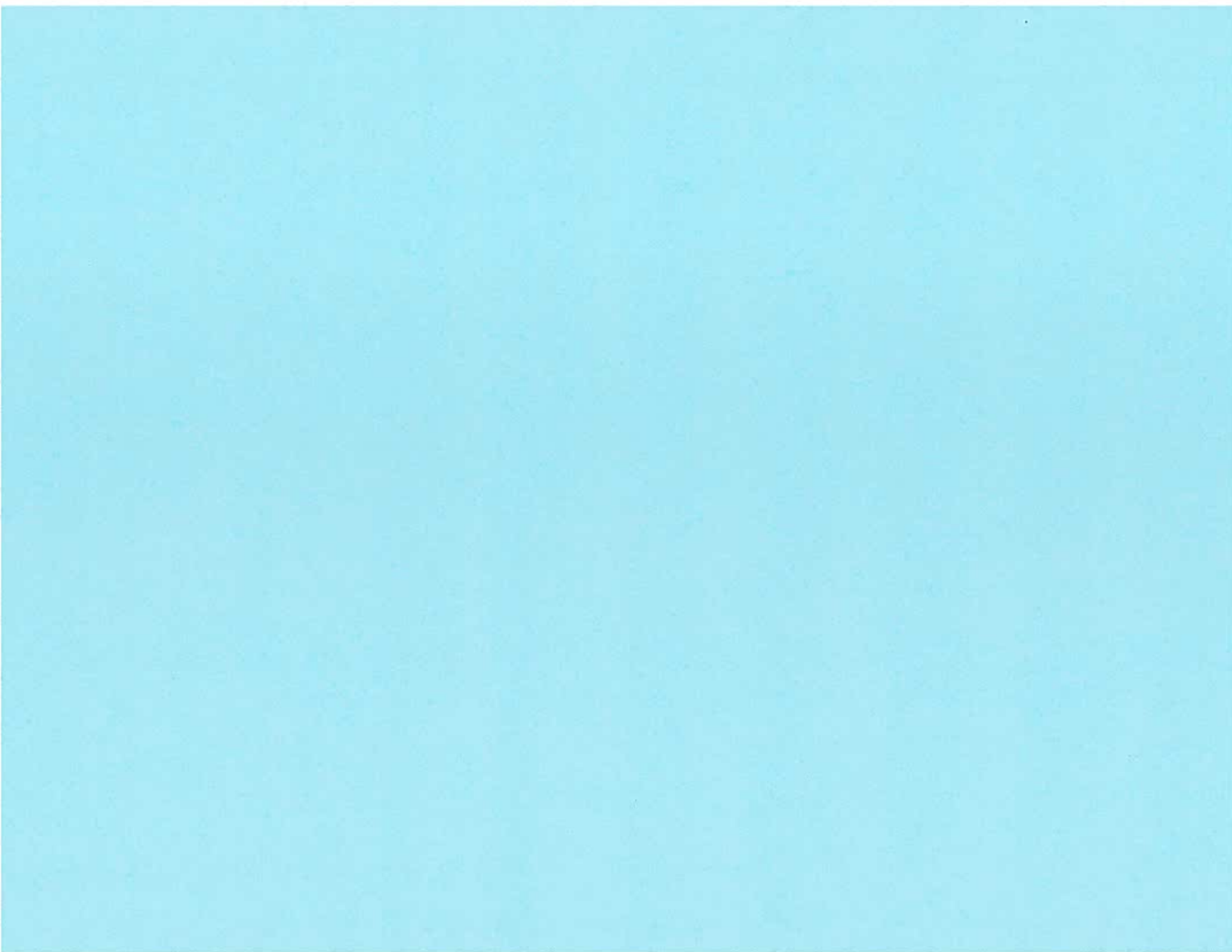
ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Public Education	HPC Newsletter	Continue to create an HPC Newsletter for educational purposes and distribute on-line, via email blasts, and by hard copy.	Ongoing	\$0
Public Education	Historic Landmarks	Designating individual properties as Historic Landmarks.	Ongoing	\$1,000 (four plaques) \$100 (research fees)
Historic Preservation Awards	Preservation Awards	Sponsor annual preservation awards and co-host the awards event with the Environment & Energy Advisory Commission and the Community Design Commission	4 th Quarter	\$1,000 (selection and event costs)
Public education	<u>Strategic HP Plan Recommendation</u> : Develop and deliver a customizable training program for Village Board members and various Village Commissions to provide information on HPC programs and services.	<ul style="list-style-type: none"> • Provide at least one customized training session and information to Village Trustees, VOP staff, and Village Commissions that have overlap with the work of the HPC, including Plan Commission, Environment & Energy, Community Design, and Zoning Board. • Increase knowledge of HPC programs and incentives that can be promoted to property owners • Increase interaction and cooperation between Village commissions and staff • Present a program to the Village Board and Commission members to reinforce prior education efforts 	Throughout 2018	\$0

2018 Work Plan for Historic Preservation Commission
Supporting Housing, Commercial District Vitality, Sustainability & User-Friendly Village Hall

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Historic Preservation Ordinance	<u>Strategic HP Plan Recommendation (and ongoing):</u> Examine the Historic Preservation Ordinance and its review processes to identify future process efficiencies.	Examine the Historic Preservation Ordinance for administrative and procedural updates, including Historic Landmark designation, Certificate of Appropriateness Reviews and Certificate of Advisory Reviews. Also update the Commission's Rules of Procedures.	1 st -2 nd Quarters	\$0
Adoption of Guidelines	<u>Strategic HP Plan Recommendation (and ongoing):</u> Review, update and re-write the Architectural Review Guidelines	Finalize the update of the existing <u>Architectural Review Guidelines</u> began by the HPC in 2009. Request final adoption from the Village Board.	1 st Quarter	\$0
Public Education	<u>Strategic HP Plan Recommendation:</u> Educate contractors, architects, property owners and the local real estate community	Provide educational outreach regarding the format and use of the newly updated Architectural Review Guidelines	Ongoing	\$0
Public Education	<u>Strategic HP Plan Recommendation:</u> Organize joint cooperation with other commissions.	Serve as liaison between two commissions to keep abreast of on-going projects and share information. <u>Environment & Energy Commission, Plan Commission, Zoning Board of Appeals, Community Design Commission</u>	Ongoing	\$0
Public Education	<u>Strategic HP Plan Recommendation:</u> Educate the local real estate community	Provide training on historic preservation to local realtors	Ongoing	\$0
Public Education	<u>Strategic HP Plan Recommendation:</u> Initiate a comprehensive ongoing education program for residential property owners	Create a new Oak Park Guide Book to replace the <u>Guide to Oak Park's Frank Lloyd Wright and Prairie School Historic District</u> , published by the Commission in 1999, which is out of print. The new guide book will cover the entire Village.	Ongoing from 2017	\$0

2018 Work Plan for Historic Preservation Commission
Supporting Housing, Commercial District Vitality, Sustainability & User-Friendly Village Hall

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Public Education	Strategic HP Plan Recommendation: Identify and initiate partnership opportunities, either short or long-term, with the local business community and institutions supporting joint economic development and historic preservation objectives.	Investigate and create a comprehensive education, marketing and outreach program, possibly with local business/economic development/history partners, which promotes the significance /importance of historic commercial buildings and their preservation and reuse. Include economic incentives and discuss the "Motor Row" themed properties along Madison Street.	Ongoing from 2017	\$1,500
Public Education	Strategic HP Plan Recommendation: Identify potential cooperative efforts between Village Historic Preservation officials and other Oak Park taxing bodies	Coordinate with a local working group of preservation professionals and the Oak Park Postmaster to support the long-term preservation of the Oak Park Post Office at 901 Lake Street and provide expertise, resources and planning for restoration, maintenance and potential future reuse scenarios.	Ongoing from 2017	\$0
Public Education	Strategic HP Plan Recommendation: Educate contractors, architects, property owners and the local real estate community	Host a one-day intensive educational session called CAMP (Commission Assistance and Mentoring Program) sponsored by the National Alliance of Preservation Commissions. Session is contingent on receiving a CLG grant (70% grant/30% local).	2 nd , 3 rd or 4 th Quarter	\$10,000 (of which \$7,000 would be reimbursed through CLG Grant). Up to \$1,000 additional funds could be reclaimed through a registration fee.
	TOTAL BUDGET REQUEST FOR 2018			\$3,500



2018 Work Plan for HOUSING PROGRAMS ADVISORY COMMITTEE
Supporting Housing, Diversity and Fiscal Responsibility

2018 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Enhance quality of residential properties Increase value of residential properties	Single-Family Property Rehab Program	Review and recommend Single Family Rehab Loan requests	Ongoing	
Enhance quality of residential properties Increase value of residential properties	Multi-Family Housing Programs	Review program guidelines and procedures, especially for alignment with the comprehensive plan, for the Small Rental program and Multi-Family Incentives program (including potential reactivation of Rental Reimbursement) Review and recommend loan, grant, and MSA requests	Winter Ongoing	
Affordable housing options Enhance quality of residential properties Increase value of residential properties	Public Education	Attend A Day In Our Village community festival. Meet with community members to discuss housing including partner agencies, realtors, financial institutions and building owners and managers.	Spring As Needed	\$200

2018 Work Plan for HOUSING PROGRAMS ADVISORY COMMITTEE

Supporting Housing, Diversity and Fiscal Responsibility

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Economic & racial diversity	Housing Data	Review census information as it relates to housing issues and diversity of population. Review Housing Programs Performance Measurements, especially for alignment with the comprehensive plan.	Winter Spring	
Economic & racial diversity Affordable housing options	Analysis of Impediments (AI) and upcoming Assessment of Fair Housing (AFH)	Work on implementation activities Report on progress of AI implementation Review AFH deliverables	Ongoing	
Economic & racial diversity	Fair Housing	Monitor implementation of Comprehensive Plan and Fair Housing Task Force recommendations through staff reports on progress made by the Fair Housing Working Group and Agency Partners	Ongoing	
Economic & racial diversity Affordable housing options	Joint Commission work	Conduct annual joint meeting with the Disability Access Commission and Community Relations Commission to review staff Fair Housing Report.	Winter	
Affordable housing options	Affordable Housing	Review Board Study Session and other Affordable Housing policy and program options.	Ongoing	

2018 Work Plan for HOUSING PROGRAMS ADVISORY COMMITTEE
Supporting Housing, Diversity and Fiscal Responsibility

2017 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Enhance quality of residential properties Increase value of residential properties	Single-Family Property Rehab Program	Reviewed and recommended three Single Family Rehab Loan requests. Reviewed one Emergency Loan	Ongoing	
Enhance quality of residential properties Increase value of residential properties	Multi-Family Housing Programs	Reviewed and recommended one Small Rental Rehab Program Loan request Reviewed the program guidelines, procedures, and material for reviewing applicants of the Multi-Family Incentives Program. Recommended Board approval for 16 grants and 18 service agreements.	Ongoing	
Affordable housing options Enhance quality of residential properties Increase value of residential properties	Public Education	Participated in the annual A Day In Our Village event on June 4, 2017 distributing literature and Water Saver Kits. Met with community members to discuss housing including partner agencies, realtors, financial institutions and building owners and managers.	Spring As Needed	\$100

2018 Work Plan for HOUSING PROGRAMS ADVISORY COMMITTEE
Supporting Housing, Diversity and Fiscal Responsibility

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Economic & racial diversity	Housing Data	Reviewed housing data and demographic profiles derived from census information as it relates to housing issues and diversity of population within the community.	Spring	
Affordable housing options Enhance quality of residential properties	Foreclosures	This project was not addressed during the year.	Spring	
Economic & racial diversity Affordable housing options	Analysis of Impediments and upcoming Analysis of Fair Housing	This project was not addressed during the year.	Ongoing	
Economic & racial diversity	Fair Housing	This project was not addressed during the year.	Ongoing	
Affordable housing options	Affordable Housing	Reviewed Board Study Session on Affordable Housing policy and program options and the Oak Park Homelessness Coalition's Plan of Action.	Winter	

Instructions for completing Work Plan

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2018 Work Plan for HOUSING PROGRAMS ADVISORY COMMITTEE

Supporting Housing, Diversity and Fiscal Responsibility

This work plan format provides space to indicate any goal of the Board of Trustees that is supported by your commission:

- Diversity
- Housing
- Retail Strategy
- Commercial District Vitality
- Fiscal Responsibility
- Sustainability
- User Friendly Village Hall
- Intergovernmental Cooperation

Please follow these instructions to complete your work plan:

Column 1: Provides enabling language for your commission by topic.

Column 2: List any projects you are pursuing this year in this category.

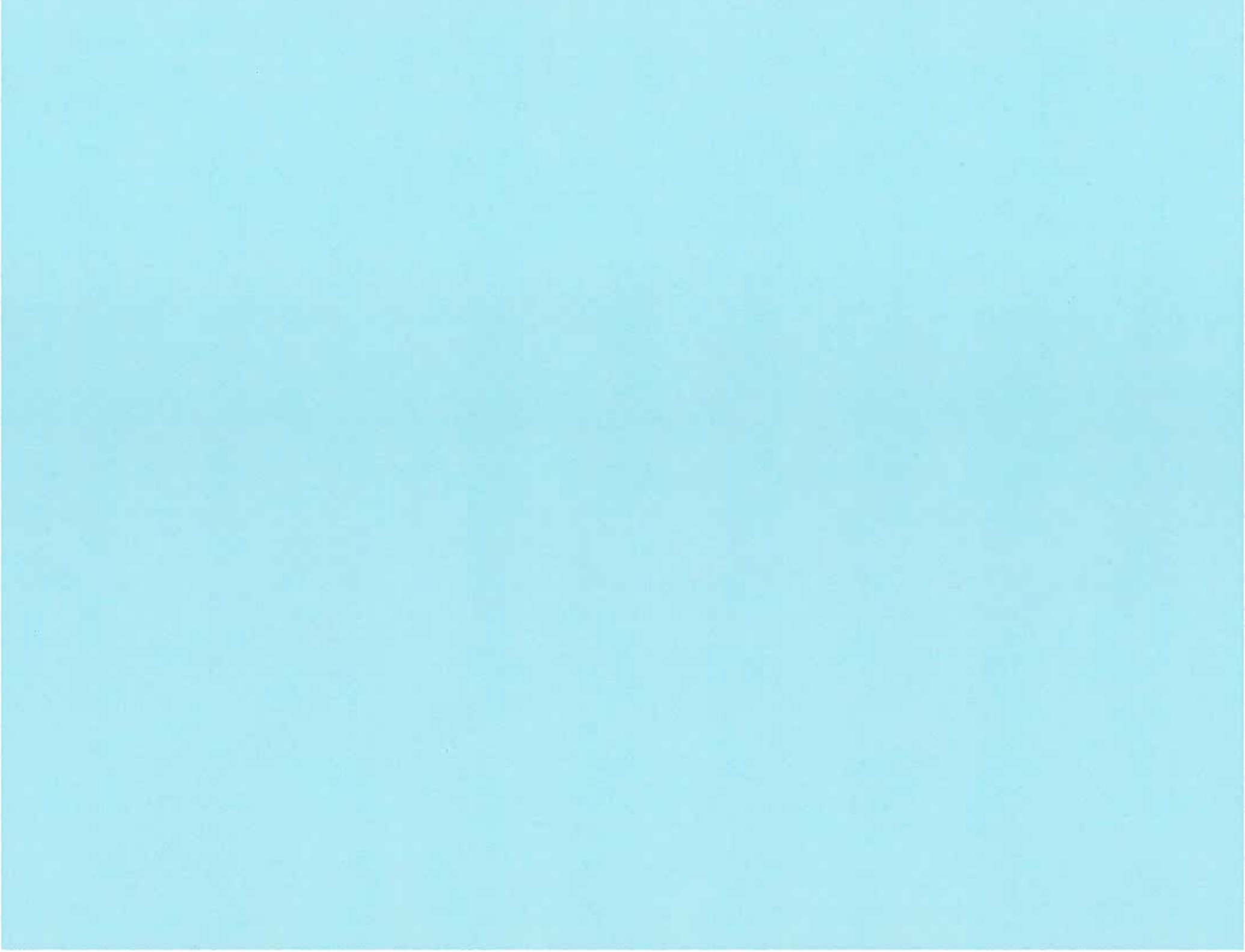
Column 3: Indicate what outcomes your project will produce.

Column 4: Indicate the proposed time frame for this project, including one which may be multi-year.

Column 5: If required for your project, indicate your proposed budget for this project.

TOTAL 2017 BUDGET REQUEST:

Details of all the Commission Budgets are referenced in the actual budget in the section marked *Policy Development & Support*



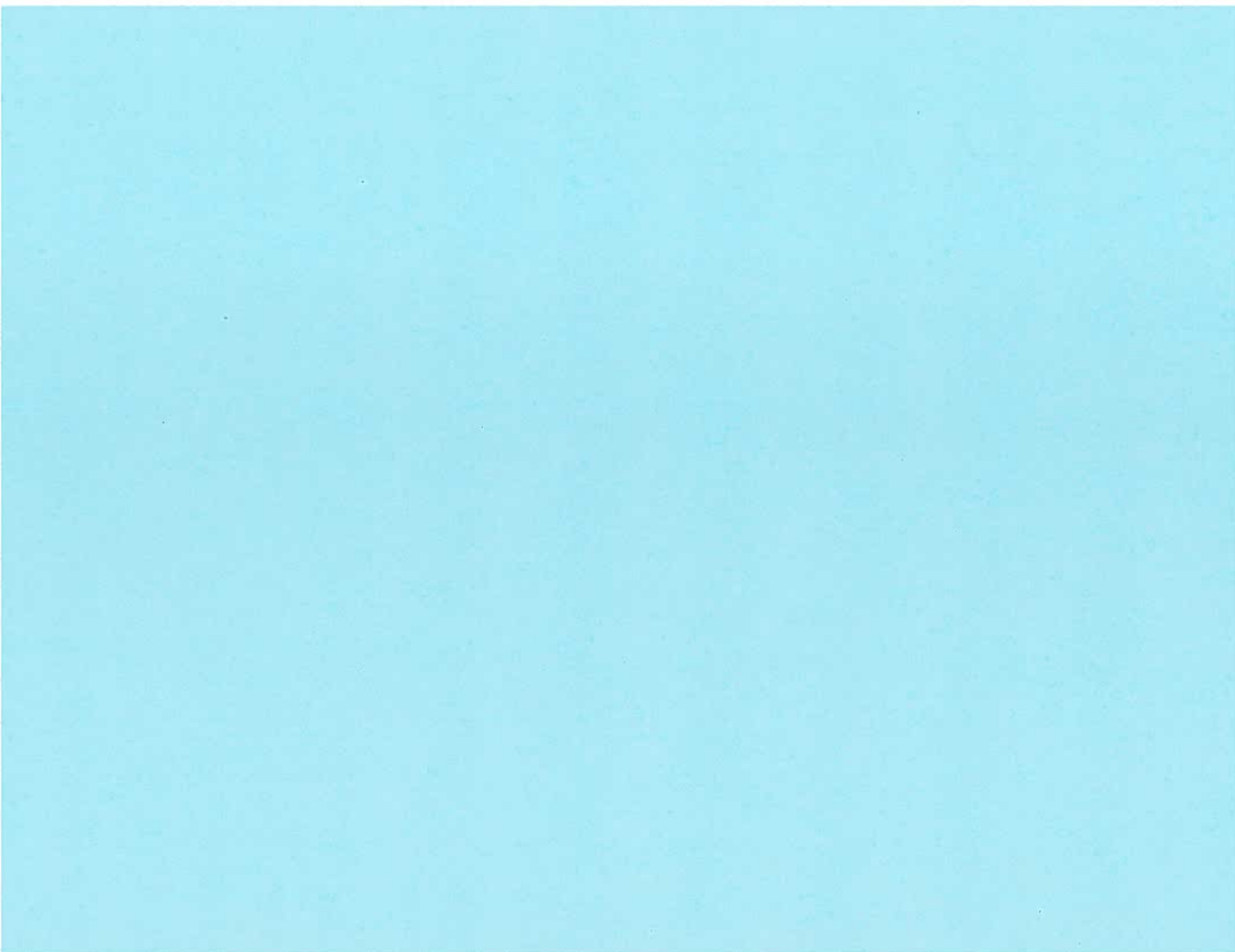
LIQUOR CONTROL REVIEW BOARD 2018 WORK PLAN

2018 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Application Review	Review of new applications and applicants for liquor licenses for all required documentation and make recommendations to Liquor Control Commissioner.	Review of new applications for compliance with all Village Code requirements and recommendations to Village Board.	Ongoing.	
Investigate Operations	Review and recommend renewal of liquor licenses for qualifying applicants to Liquor Control Commissioner.	Review of renewals for timely liquor tax remittance and compliance with Village Code.	Ongoing.	
Code Review	Based on Board direction, prepare recommendations for revisions to Alcoholic Liquor Dealers chapter of Village Code as needed.	Review Alcoholic Liquor Dealers chapter of Village Code to bring language into compliance with current practices; review any other needed changes.	Ongoing.	
Fee Review	Review liquor license fees in Village Code and those of other communities.	Make a recommendation on fees.	November 2017	
BYOB Classification	Discuss need for classification	Dependent on discussion	2018	

2017 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Application Review	Review of new applications and applicants for liquor licenses for all required documentation and make recommendations to Liquor Control Commissioner,	Recommended approval of ten (10) new liquor licenses as of August 18, 2017.	Ongoing.	
Investigate Operations	Review and recommend renewal of liquor licenses for qualifying applicants to Liquor Control Commissioner,	Recommended renewals of thirty-five (35) liquor licenses as of August 18, 2017.	Ongoing.	
Enforcement Actions	As necessary.	Five (5) enforcement actions taken and orders issued.	As needed.	
Ordinance Review	Based on Village Board direction, prepare recommendations for revisions to Alcoholic Liquor Dealers chapter of Village Code as needed.	Ordinance Amendments Completed: *New special events E-3 classification created; and *New B-5 classification created.	Additional review expected to continue in 2018.	



2018 Plan Commission Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
To cooperate with municipal or regional or other groups to further the local planning program for harmonious and integrated planning for the area	Planned Development / Zoning Review	As required the Commission will review each applicable zoning application during which they will engage other commissions for possible integration of recommendations on specific topics.	On-Going	n/a
To prepare and recommend to the BOT, from time to time, specific improvements in pursuance of the Comprehensive Plan	General Zoning Ordinance Updates	The Commission will continue to refine and review the Zoning Ordinance for relevance and improvement as necessary.	On-Going	Possible – depending on need for Public Hearings
Commission Betterment	Commissioner Training	Required Training relative to the Open Meetings Act. As well as ongoing plan commission training where available	On-Going	\$500
To prepare and recommend to the BOT, from time to time, specific improvements in pursuance of the Comprehensive Plan	Update of Business District Plans: As determined	The Commission will support the updating/revision process with the hired consultant(s) and staff.	Start 1 st Quarter 2018	Budget allotted in Administrative Budget for Planning Division
Rules of Procedure	Updated Rules of Procedure in compliance with new Zoning Ordinance if not complete in 2017	New Rules of Procedure	1 st Quarter 2018	n/a

Draft 2018 Work Plan for Transportation Commission

Approved by the Village Board of Trustees on _____

2018 Initiatives and Ongoing Projects

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Recommendations	Continue to review the following issues brought before the Commission and make recommendations to the Village Board: <ul style="list-style-type: none">• Parking• Traffic• Transportation related items referred by the Board from other Commissions• Various school traffic plans	<ul style="list-style-type: none">• Improved utilization and efficiency of on-street and off-street parking resources• Improved level of safety for pedestrians, bicyclists, and motor vehicles as they move about in the public right-of-way.• Improved level of safety for school children walking to and from school	These are recurring annual projects	from Transportation Commission fund = \$2,400/year for mailing notifications + \$1,000/year for agenda printing costs + \$6,000/year for traffic consultant studies + \$600/year for staff webinar training
Recommendations	Investigate ways to improve parking in business areas	<ul style="list-style-type: none">• Consistent parking restrictions• More useful and effective parking restrictions• Improved sharing of parking spaces in business districts by competing interests	complete by end of 4th quarter	

Draft 2018 Work Plan for Transportation Commission

Approved by the Village Board of Trustees on _____



ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (If any)
Recommendations	Work with Village Board of Trustees on comprehensive parking study (carried over from 2017 work plan)	<ul style="list-style-type: none"> • Standardize effective hours of restrictions • Eliminate conflicting parking restrictions • Improve use of shared parking resources 	complete by 3rd quarter of 2018	
Recommendations	Review 2nd season usage of Divvy Bike program (carried over from 2017 work plan)	<ul style="list-style-type: none"> • Ascertain the usage and effectiveness of the Village's Divvy Bike program • Consider if expanding the program is warranted • Expand public awareness of the benefits of bicycle usage • Enhance Public Awareness on the safety issues and benefits of bike usage 	complete by 3rd quarter of 2018	
Recommendations	Receive updates on PACE's and CTA's flag to posted stop policy in the Village and on bus stop accessibility in general (carried over from 2017 work plan)	<ul style="list-style-type: none"> • Coordinate with all public transit agencies to facilitate bus stop spacing within the Village. • Enhance bus stop accessibility for all users, by making all bus stops to fully comply with ADA standards. • Provide the minimum bus stop length, based on the respective public transit agency requirements. 	complete by 3rd quarter of 2018	
Recommendations	Review update of Village's Bicycle plan and its implementation (carried over from 2017 work plan)	<ul style="list-style-type: none"> • Make Village more bike friendly • Review plan implementation as streets get resurfaced • Review how bike plan interacts with Village's 5-year capital improvement plan program • Implement a public education campaign 	complete by 3rd quarter of 2018	

Draft 2018 Work Plan for Transportation Commission

Approved by the Village Board of Trustees on _____

Recommendations	Review Safe Walking Routes to Schools and Parks (carried over from 2017 work plan)	<ul style="list-style-type: none"> • Improve the pathway of students and other pedestrians to/from the respective school • Determine if changes to the existing plan(s) are warranted 	Complete by 4th quarter of 2018	
Recommendations	Develop Neighborhood Traffic Management Plan (NTMP)	<ul style="list-style-type: none"> • Takes approved traffic calming toolbox and incorporates it into a complete management plan • Provides an objective and consistent way to respond to and manage traffic problems 	Complete by 4th quarter of 2018	
Recommendations	Monitor results of Pilot Parking Program	<ul style="list-style-type: none"> • Review results of parking plan developed by consultant Dixon Resources Unlimited for Y2, Y3, and Y4 permit parking areas • If necessary, recommend changes to the plan based upon results 	Complete by 4th quarter of 2018	
Recommendations	Review report on the Village's traffic signal synchronization and optimization efforts	<ul style="list-style-type: none"> • Inform the Transportation Commission about the status and extent of the Village's coordinated traffic signal network 	Complete by 4th quarter of 2018	
Recommendations	Review report on status of working/nonworking detector loops and how they are maintained and monitored	<ul style="list-style-type: none"> • Inform the Transportation Commission about the status, extent and workings of the Village's vehicle detector loop system 	Complete by 4th quarter of 2018	

Draft 2018 Work Plan for Transportation Commission

Approved by the Village Board of Trustees on _____

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (If any)
Recommendations	Review report on pedestrian crosswalk push-buttons	<ul style="list-style-type: none"> • Determine operational status of the push-buttons • Investigate if some push-buttons can be removed • Review pedestrian usage of the buttons and if necessary, how to increase usage 	Complete by 4th quarter of 2018	
Recommendations	Investigate using technology to increase public participation in the Transportation Commission petition review process	<ul style="list-style-type: none"> • Increased public participation in the Transportation Commission petition review process • A more informed public regarding parking and traffic related problems and solutions. 	Complete by 4th quarter of 2018	
Recommendations				
Recommendations				
Recommendations				

Draft 2018 Work Plan for Transportation Commission

Approved by the Village Board of Trustees on _____

2017 Completed Initiatives as of August 2017

ENABLING LANGUAGE	PROJECT	OUTCOMES
Recommendations	Develop traffic calming toolbox for use in traffic calming	The Commission developed a draft traffic calming toolbox over 12 meetings (5 in 2016 and 7 in 2017). Is scheduled for review by the Village Board of Trustees at its September 5, 2017 meeting
Recommendations	Work with Village Board of Trustees on comprehensive parking study	The parking study is on-going. The Commission has reviewed portions of the study at five of its meetings.
	Petition for traffic calming device on the 1200 blocks of N East and Linden Avenues	The Commission reviewed this over several meetings and made recommendations. The recommendation will be presented to the VBOT for review at one of its September thru December 2017 meetings
	Petition to upgrade to all-way stop signs at Linden and Superior	VBOT approved a Motion at its 07/17/2017 meeting to concur with the Commission recommendation to up-grade to all-way stop signs
	Petition to upgrade to all-way stop signs at Forest and Greenfield	The Commission reviewed this and made recommendations. The recommendation will be presented to the VBOT for review at one of its September thru December 2017 meetings
	Review of Ord 17-183_G_022117 (referred by the VBOT at its 06/05/2017 meeting)	The Commission reviewed this over two meetings and made three recommendations. The recommendation will be presented to the VBOT for review at one of its September thru December 2017 meetings
	Review of parking and traffic related impacts of the Rush Oak Park Hospital Plan Development	This item was reviewed by the Commission on 07/31/2017 and its recommendations will be presented to the Plan Commission for consideration at its meeting in late August or early September

Draft 2018 Work Plan for Transportation Commission

Approved by the Village Board of Trustees on _____

	Application	

Instructions for completing Work Plan

Please follow these instructions to complete your work plan:

Chart One: 2018 Initiatives & On-Going Projects

Column 1: Provide enabling language for your commission by topic. Use exact references only.

Column 2: List your 2018 Initiatives/projects you propose to the Village Board.

Column 3: Indicate what outcomes your project will produce.

Column 4: Indicate the proposed time frame for this project, including one which may be multi-year.

Column 5: If required for your project, indicate your proposed budget for this project.

Chart Two: 2017 Accomplishments

Column 1: Provide enabling language for your commission by topic. Use exact references only.

Column 2: List your 2017 Accomplishments

Column 3: Indicate what outcomes you achieved

2018 Work Plan for Zoning Board of Appeals

STAFF LIASON: Mike Bruce

VILLAGE BOARD LIASON: Dan Moroney

2018 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
To promote the orderly development of Oak Park in accordance with the Comprehensive Plan.	Hold public hearings on special use, variance and zoning appeal applications.	Provide findings of facts and makes recommendations to the Village Board. Provide final decisions on zoning applications.	Ongoing	N/A
To hear and decide requests for variances from the strict terms of the Zoning Ordinance.	Hold public hearings on variance applications.	Provide final decision on variances.	Ongoing	N/A
To hear and report to the Village Board on such matters as may be referred to it by the Village Board.	Hold public hearings and make recommendations to the Village Board on special uses permit applications.	Provide findings of facts and make recommendations to the Village Board.	Ongoing	N/A
Research and recommend revisions to the Zoning Board of Appeal's Rules of Procedures.	Periodically review the Rules of Procedures.	Review and amend/update the Rules of Procedure from time to time.	Ongoing/when necessary	N/A
To hear and decide appeals of administrative decisions made in implementing the Zoning Ordinance.	Hold public hearings on zoning appeals and make final decisions on the same.	Provide final decision on zoning appeals for any person aggrieved by an Administrative Decision.	Ongoing	N/A
Commission Betterment	Commissioner Training	Commissioner training where available	On-going	\$300

2018 Work Plan for Zoning Board of Appeals

STAFF LIASON: Mike Bruce

VILLAGE BOARD LIASON: Dan Moroney

Instructions for completing Work Plan

This work plan format provides space to indicate any goal of the Board of Trustees that is supported by your commission:

- Diversity
- Housing
- Retail Strategy
- Commercial District Vitality
- Fiscal Responsibility
- Sustainability
- User Friendly Village Hall
- Intergovernmental Cooperation

Please follow these instructions to complete your work plan:

Column 1: Provides enabling language for your commission by topic.

Column 2: List any projects you are pursuing this year in this category.

Column 3: Indicate what outcomes your project will produce.

Column 4: Indicate the proposed time frame for this project, including one which may be multi-year.

Column 5: If required for your project, indicate your proposed budget for this project.

TOTAL 2018 BUDGET REQUEST:

Details of all the Commission Budgets are referenced in the actual budget in the section marked *Policy Development & Support*