



Village President and Board of Trustees

STUDY SESSION

Tuesday, January 9, 2007

7:00 pm

Room 101

Agenda

Review of Citizen Advisory Boards and Commissions 2007 Proposed Work Plans

Near the beginning of each year, the Village Board hosts an evening in which the Chairpersons or another designee of the Commission presents to the Village Board their proposed work plan for the following year. The Board will review these work plans and may propose revisions based on current policy direction. The final work plans, post any revisions directed by the Village Board, will then be forwarded to a Regular Board Meeting for final approval.

Anticipated Arrival Time for Commissioners 7:00pm for Work Plans Below

Built Environment – Operational

- A. Building Codes Advisory Commission
Chair or Commissioner Presenting: TBA
Staff Present: Steve Witt
- B. Zoning Board of Appeals
Chair or Commissioner Presenting: TBA
Staff Liaison: Steve Witt
- C. Retail Support Grant Committee
Chair or Commissioner Presenting: Phil Hausken
Staff Liaison: Loretta Daly

Built Environment – Strategic

- D. Plan Commission
Chair or Commissioner Presenting: Colette Lueck
Staff Liaison: Craig Failor
- E. Community Design Commission
Chair or Commissioner Presenting: Bob Tucker
Staff Liaison: Bob Clements

- F. Historic Preservation Commission
Chair or Commissioner Presenting: Douglas Gilbert
Staff Liaison: Doug Kaarre
- G. Transportation Commission
Chair or Commissioner Presenting: Steven Ginsberg
Staff Liaison: Mike Koperniak, Alva Johnson

Anticipated Arrival Time for Commissioners 8:00pm for Work Plans Below

Community Building and Diversity

- H. Board of Health
Chair or Commissioner Presenting: Janet Holden
Staff Liaison: Georgeen Polyak
- I. Citizen Involvement Commission
Chair or Commissioner Presenting: Stacy Sorg
Staff Liaison: Sandra Sokol
- J. Community Development Citizen Advisory Commission
Chair or Commissioner Presenting: TBA
Staff Liaison: Janis Akerstrom
- K. Community Relations Commission
Chair or Commissioner Presenting: TBA
Staff Liaison: Cedric Melton
- L. Universal Access Commission
Chair or Commissioner Presenting: TBA
Staff Liaison: Dan Jakes

Environmental and Sustainability

- M. Environment & Energy Advisory Commission
Chair or Commissioner Presenting: Ed Malone
Staff Liaison: Karen Rozmus
- N. Forestry Commission
Chair or Commissioner Presenting: Pat Byrne
Staff Liaison: Jim Semelka
- O. Farmers' Market Commission
Chair or Commissioner Presenting: Lori Allen
Staff Liaison: Mike Charley
- P. Public Art Advisory Commission
Chair or Commissioner Presenting: Nick Bridge
Staff Liaison: Loretta Daly

Anticipated Arrival Time for Commissioners 9:00pm for Work Plans Below

Housing

- Q. Housing Programs Advisory Committee
Chair or Commissioner Presenting: Greg Sorg
Staff Present: Cynthia Breunlin

Public Safety and Infrastructure

- R. Liquor Control Review Board
Chair or Commissioner Presenting: John Martin
Staff Liaison: Sandra Sokol
- S. Telecommunications Commission
Chair or Commissioner Presenting: Steve McIntyre
Staff Present: Dave Powers
- T. Citizen Police Oversight Commission
Chair or Commissioner Presenting: Kevin Buckley
Staff Liaison: Frank Spataro
- U. Fire and Police Commission
Staff Liaison: Frank Spataro
- V. Police Pension Board
Staff Liaison: Greg Peters
- W. Fire Pension Board
Staff Present: Greg Peters
- X. Emergency Telephone System Board
Staff Liaison & Chair: Bill Bell

Adjourn

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Building Codes Advisory Commission

Ongoing Projects In 2006	Timing	New Projects for 2007	Timing
<p>1. The Building Codes Advisory Commission advises and makes recommendations on Code amendments, updates, and interpretations to the Village of Oak Park's Director of Building and Property Standards.</p> <p>a. Review of current Housing Code Ordinance with respect to other adopted building codes and make recommendations for amendments or updates. Not done yet.</p> <p>b. Green Codes: Discuss and evaluate added provisions for adopting use of green building.</p>	Not Applicable		<p>1st quarter</p> <p>On-going</p>
<p>2. Evaluation of 2003 ICC Codes: Continue to assess the effectiveness of the ICC Codes for situations specific to Oak Park and recommend modifications where necessary.</p>	On-going	<p>1. Review changes between 2003 and 2006 ICC building codes and make recommendations for amendments to current codes or adoption of 2006 codes.</p>	June 2007
<p>3. Public Education Workshops: Continue to sponsor public education and awareness workshops and seminars (such as the Energy Fair, etc.) on the application and use of the building codes. Interface with Building and Property Standards staff for user-friendly in-house training and workshops for staff, contractors and citizens such as the contractor's Open forum</p>	On-going	<p>1. International Building Safety Week and Village of Oak Park Building Safety Month, participation with BPS staff. Partner with ComEd for "Customer Care" Program.</p> <p>2. 2008 National Electric Code: Begin full review of the National Fire Protection Association (NFPA 70) proposals for the 2008 Edition of the National Electric Code. Art. 80 vs. App.G</p>	<p>April 2007</p> <p>Starting 4th quarter</p>

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Zoning Board of Appeals

Accomplishments 2006	
1. Updated the Application for Zoning Variation to request additional information not readily being provided to reduce review time during meetings and continuations. Completed October 2006.	4. Redesigned the Application Checklist for Commercial and Multi-family structures to enhance organization and completeness of information presented. Completed October 2006.
2. Revised and added the Disclosure of Beneficiaries form to the application package to provide pertinent owner and land trust information. Completed October 2006.	5.
3. Redesigned the Application Checklist for 1- and 2-family structures to streamline number of items required and simplify application process. Completed October 2006.	6.

Ongoing Projects In 2007	Timing	New Projects for 2007	Timing
1. Create/compile sample application materials – make available to applicants in the office and on the website. Student assistance is requested for this project (either an intern or student volunteer).	2 nd /3 rd Quarter	No new projects are proposed for 2007.	
2. Create a ZBA video to assist applicants with the process. Student assistance is requested for this project (either an intern or student volunteer).	2 nd /3 rd Quarter		
3. Continue to explore avenues to streamline application process, either through code revisions or process enhancements.	Starting 1 st Quarter		

TOTAL 2007 BUDGET:

\$30,000 allocated for court reporting and meeting transcripts.

\$2600 requested to be added to the Human Resources Intern Budget for special projects.

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Retail Support Grant Commission

Accomplishments 2006	
1. Awarded over \$200,000 in Grants outside of the TIF District which supported over \$1M in private investment in these areas	4. Developed program signage to highlight the RSG program.
2. Awarded over \$200,00 in the TIF District which supported over \$1M in private investment in this area.	5..
3. Completed development of a program brochure and facilitated a direct mail effort.	6.

Ongoing Projects In 2006	Timing	New Projects for 2007	Timing
1. Continue to develop a marketing plan for the RSG program.	1 st Quarter	1. Expand the number of recipients from 9 to 15 through the adoption of a \$35K Grant limit.	Jan-Dec 2007
2. Expand the Retail Support Program to provide for owner application prior to securing a retail tenant, with grant award finalized upon an appropriate tenant signing a lease.	January	2.	
3.		3.	

TOTAL 2007 BUDGET: \$175,000 General Fund

\$200,000 TIF Funds

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PLAN COMMISSION

Accomplishments 2006	
1. Business District Plan Reviews <ul style="list-style-type: none"> ▪ <i>Madison Street Plan</i> [Harlem Ave. to Austin Blvd.] ▪ <i>Lake Street Plan</i> [Austin Blvd. to Ridgeland Avenue & South Blvd.] 	4. Reviewed and Recommended: <ul style="list-style-type: none"> 1 Planned Development Application (Home Ave Townhomes) 1 Special Use Application (Car Wash) 2 Rezoning Applications (West Sub / N. Maple) 1 Planned Development Change Request (Opera Club) 2 Right-of-way vacation requests (West Sub- Humphrey / Randolph @ Cuyler) 2 Zoning Ordinance text amendments (B Districts / R-6/7 Districts) 1 Plat of Subdivision (Madison Townhomes III)
2. Update on Teardown ordinance	5. Discussions with the Village Board on the Planned Development regulations amendments [part 2]
3. Discussions with the Village Board on the Planned Development regulations amendments [part 1]	

Ongoing Projects In 2007	Timing	New Projects for 2007	Timing
1. Discussions with the Village Board on the Planned Development regulations	Early 2007	1. Support for the Comprehensive Plan Revision	2007
2. Streetscape project for Lake Street [potential]. Part 2 of the Lake Street Plan process	Early 2007	2. Review of Attached Single Family Dwelling regulations [potential]	2007 (TBD)
3. Planned Development Application for Madison Street at Grove / Carpenter	Early 2007	3. Sign Ordinance update supporting the CDC [potential]	2007 (TBD)
		4. North Avenue Corridor Plan Review	2007
		5. Chicago / Harlem District Plan Review	2007
		6. Planned Development Application Garden Grove Townhomes	Early 2007
		7. Harrison Street Urban Design project [potential] (Catalyst Monies)	2007 (TBD)
		8. Text amendment for Mixed Used development regulations and other changes for the C Commercial District.	Early 2007

TOTAL 2007 BUDGET: \$7,500.00

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Citizen Advisory Board and Commission Work plan—2007

Community Design Commission

Accomplishments 2006	
1. Reviewed the Whiteco Planned Development landscape plan.	4. Commission members participated in the Madison Street Master Plan, and the Colt Building Study.
2. Held hearings for Volvo's and McDonalds sign variance requests.	5. Successfully completed annual Mini-Garden and Cavalcade of Pride programs.
3. Held 2 meetings w/Mohr Concrete to continue to assist owners in developing their plans for improving the walls and planting landscape around the facility.	6. Reviewed and approved the final landscape plan for the RSC project auto-pedway between their building and the Chipolte building.

Ongoing Projects for 2007	New Projects for 2007	Timing of New Projects for 2007
1. Mini-Gardens— Continue the program as revised in '02 utilizing local vendor for flowers.	1. Work w/a consultant to revise the Sign Ordinance. This will be done in conjunction w/the Plan Commission.	Carried over from 2006. Due to budget constrains regarding consultant costs, start will be delayed until the 3 rd quarter and then carried over into 2008.
2. Cavalcade of Pride— Continue the program as revised in 2002-03.	2. Work w/legal department to provide Village Board a recommendation for uniform newspaper boxes for Village wide implementation.	Carried over from 2006. Summer '07
3. Review Planned Dev. landscape plans as requested by Plan Commission/Village Board.	3. Develop schematic plan for the Oak Park Ave/Lake Street Intersection that incorporates the recommendation for dealing with the newspaper boxes and other design features.	Carried over from 2006. Draft by Fall, completion by Winter '07
4. Continue to monitor & assist Mohr Concrete owners in carrying out their beautification plan.	4. Participate in the creation and staffing of the new "Design Review Commission" that will prepare Design Guidelines and review projects per guidelines	Per direction of the Board
5.	5. Take the lead in working with other Village Comm. in both identifying a definition of "green & sustainable building practices" & developing recommendations for Village adoption.	Year long until completed.

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HISTORIC PRESERVATION COMMISSION

Accomplishments 2006	
1. Presentation of 11 Historic Preservation Awards	6. Completed Phase I of the architectural survey of the Frank Lloyd Wright Historic District (volunteers)
2. Designation of 3 Historic Landmarks	7. Completed architectural survey for Madison Street (consultant)
3. Completion of 2 educational brochures on the <i>Ridgeland-Oak Park Historic District</i> and on <i>Window Repair</i> using a CLG grant	8. Reviewed over 500 building permit applications through September 1.
4. Co-hosted educational workshop with the Environment and Energy Advisory Commission	9. The following projects were begun in 2006 but have not yet been completed: <ul style="list-style-type: none"> • Revise Historic Preservation Ordinance and Architectural Review Guidelines • Investigate a Downtown Historic District • <i>Preserve America</i> program application • Creation of Stone Sidewalk Preservation program • Phase II of the architectural survey of the Frank Lloyd Wright Historic District • Architectural Survey of Lake/Austin commercial district
5. Co-hosted educational seminar with the Oak Park Board of Realtors	

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Ongoing Projects In 2006	Timing	New Projects for 2007	Timing
A. Historic Preservation Awards: Request applications and present awards in May during <i>National Preservation Month</i>	May	A. Long Range Historic Preservation Plan: Update the Historic Preservation Plan which was adopted in 1994. Apply for CLG grant to assist in funding.	Summer (Consultant)
C. Update Potential Landmark Inventory and notify owners to promote landmark designation	Ongoing	B. Submit application to become a <i>Preserve America</i> community	
E. Host educational workshop(s)	Ongoing	C. Investigate creation of Village financial incentives for historic Landmark owners	
F. Work with Environmental and Energy Commission to assist them in identifying sites of historic or architectural significance for a bicycle tour.	May / Fall	D. Create video on window repair, restoration and replacement	
G. Work with Engineering and Village Board to create program to save and reuse existing historic stone sidewalks in the Village			
H. Frank Lloyd Wright Historic District: Conduct an architectural survey and upgrade National Register District to a National Historic Landmark District.	Phase II: 2006-2007 (Consultant)		
I. Revise Historic Preservation Ordinance and Architectural Review Guidelines	Winter/Spring		
J. Investigate creation of a local Downtown Historic District or Designate individual Historic Landmarks	Winter/Spring		

TOTAL 2007 BUDGET: \$7,500 + Consultant for Long Range Plan

2007 Historic Preservation Commission Work Plan – Synopsis

Ongoing Projects from 2006

- A. **Historic Preservation Awards** – Applications are made available at the end of January/early February with a submittal deadline in April. A subcommittee is formed to judge the applications (usually 1 commissioner and several preservation professionals from outside the Village). The awards are presented by the Commission and Village President at a Board meeting in May to coincide with National Preservation Month.
- B. **Update Potential Landmark Inventory** – While the majority of the work has been done identifying individual structures in the Village that appear to qualify for Landmark designation, a few changes may be necessary in the future such as adding a building not previously identified or removing a building that has been altered or demolished.
- C. **Educational Workshop(s)** –The HPC would like to host at least one educational workshop in 2007 (subject matter to be determined). The last workshop was held in 2004 regarding window repair and restoration.
- D. **Historic Bike Ride with the Environmental and Energy Commission** – The EEC is the main sponsor of this project. The HPC is involved to provide information for sites of interest along the route and two promote its guidebook of the Ridgeland-Oak Park Historic District, Ridgeland Revealed. The HPC participated in this bike ride in 2004 and 2005, and likely will again in 2006.
- E. **Historic Stone Sidewalks** – The Village had numerous sandstone and slate sidewalks installed beginning as early as the 1890s. The HPC began investigating ways to preserve these elements of the historic landscape in 2000. While much work was done, no result was ever reached. The sidewalk replacement program continues to replace stone sidewalks with concrete each year. In 2003 the HPC formed a subcommittee that has been working on a program to preserve and re-use the historic stone sidewalks. The majority of these sidewalks are sandstone, which cannot be replaced with new stone. A survey of all remaining stone sidewalks is complete. The Sidewalk Replacement Program is partially funded by CDBG funds, which require review on how the program impacts historic features. As these sidewalks have been identified as historic features, this issue must be resolved in some fashion. The Engineering Department has been working with Historic Preservation staff to coordinate reviews.
- F. **Conduct an Architectural Survey of the Frank Lloyd Wright-Prairie School of Architecture Historic District and Update the National Register nomination to a National Historic Landmark District** – The standard procedure when creating an historic district is to conduct a survey, determine the boundaries, identify buildings that are contributing and non-contributing and then designate the district. Because the original survey of Oak Park (1970) and district designation and nomination report (Local 1972 / National Register 1973) were conducted 30 years ago, the documentation for the district does not meet current standards. The architectural survey provides a detailed description, historic information, date of construction and architectural style along with a photograph for each property. These forms are then used for conducting permit review and other planning issues. Currently staff is required to visit each property in order to conduct permit review. There are approximately 1,500 properties in the FLW-PSA Historic District. A group of volunteers, directed by the HPC, was formed in 2005 to document and photograph each building in the survey area. The field survey work was started in late 2005 and Phase I was completed in 2006. Digital photos of each property for Phase I were completed by the Oak Park Photography Club, also as volunteers. They began on Phase II in 2006. The HPC would also like to revisit the existing district boundaries during the survey, and will survey a larger area than the existing historic district boundaries. The Board approved work on this project for 2005. The HPC also

received a \$5,000 CLG (Certified Local Government) grant to assist in any costs associated with the survey (i.e., volunteer time, printing costs, film development, etc). The grant reimburses the Village for 60% of the project costs.

The FLW-PSA Historic District was designated locally in 1972 and listed on the National Register of Historic Places in 1973. Because these designations were conducted 30 years ago, the documentation for the district does not meet current standards. The current nomination form contains only the barest of information regarding the historic district. A standard nomination form today would include a narrative description of the district and then a detailed description of the significance of the district, as well as a list of contributing and non-contributing properties. This document provides useful information to the HPC when dealing with projects that impact the character of the historic district. If approved, the HPC would like to upgrade the listing of the district to an NHL (National Historic Landmark) district. NHL's are "*nationally significant historic places because they possess exceptional value or quality in illustrating or interpreting the heritage of the United States.*" Updating to an NHL district would not bring additional burdens to property owners, but would provide additional recognition and potentially additional incentives. The HPC feels that the FLW-PSA Historic District qualifies because it 1) holds the largest concentration of Prairie style architecture in the world; 2) holds the largest concentration of Frank Lloyd Wright-designed architecture in the world; and 3) is the birthplace of the Prairie style of architecture, considered as the only true American style of architecture. Much research has been done over the years by various individuals on Frank Lloyd Wright and other architects who worked in the district. The HPC formed a volunteer subcommittee in 2005 to begin compiling and organizing existing research in order to determine what research remains to be done. Completion of the architectural survey is required as documentation of the significance of the historic district. The Board approved work on this project for 2005. An RFQ for a consultant was issued at the end of December and a consultant will be hired to complete this project in early 2007.

- G. **Revise the Historic Preservation Ordinance** – Several issues have come up over the past few years which require amendments to the Historic Preservation Ordinance. Those issues include (but are not limited to) taking a look at the definition of demolition; revisiting what requires a Certificate of Appropriateness; garage policies; second floor additions; committee/staff approvals; dealing with projects that change the context of a site; and dealing with large additions to buildings with limited demolition. This was begun in 2006.
- H. **Revise the Architectural Review Guidelines** – Several issues have come up over the past few years which require amendments to the Guidelines. Those issues include (but are not limited to) taking a look at garage policies; second floor additions; dealing with projects that change the context of a site; dealing with large additions to buildings with limited demolition; considering separate guidelines for commercial buildings/districts; and how the HPC reviews changes in the Gunderson Historic District. The Board directed the HPC in 2005 to look at revising its Guidelines. This was begun in 2006.
- I. **Historic Designation in Downtown Oak Park** (Local and/or National Register) – Following the completion of the Downtown Architectural Survey, the Greater Downtown Master Plan, and the Superblock Subcommittee recommendations, the HPC feels that a downtown historic district or designation of various Landmarks may have a role to play in assisting in the revitalization of downtown while at the same time preserving those properties significant to its character. Several meetings with Downtown Oak Park have occurred, and four public meetings will occur in January and February 2007.

New Projects for 2007

- J. **Long Range Historic Preservation Plan** – The historic preservation plan was created by committee in 1993 and adopted in 1994 when the current preservation ordinance was passed. The plan made recommendations for accomplishing various preservation goals and objectives over the long range. Though no specific time-period is listed in the plan, it is not uncommon for communities to update their plans after a 10-year period. Also, numerous objectives in the plan have been accomplished over the past 10 years, and a new plan should be created to plan for the future. Also, with the Village soon work on updating its Comprehensive Plan, a completed and updated Historic Preservation Plan would be helpful in creating the historic preservation component of the Comprehensive Plan. *The HPC requests approval from the Board to seek a consultant to assist the HPC in updating its Historic Preservation Plan.*
- K. **Preserve America** – This 2003 program is a White House initiative developed in cooperation with the Advisory Council on Historic Preservation and the U. S. Departments of the Interior, Commerce, Agriculture, and Housing and Urban Development. One of the components of the initiative is the designation of Preserve America communities. To be designated, we have to meet three general criteria: 1) Oak Park has recently supported a historic or cultural preservation project that promotes heritage tourism or otherwise fosters economic vitality, and involves a public-private partnership; 2) The Village Board has adopted a resolution indicating its commitment to the preservation of its heritage assets; and 3) Oak Park meets at least 5 criteria specified in three categories: discovering heritage through historic places, protecting historic resources, and promoting historic assets. There are approximately 170 communities currently designated across the country, but only one in Illinois. *The HPC requests approval from the Board to prepare an application to the Preserve America program.*
- L. **Create Village financial incentives for owners of Historic Landmark properties** – As an additional incentive to property owners to designate their properties as Oak Park Landmarks, the HPC would like to investigate financial incentives for property owners, such as waiving permit fees. *The HPC requests approval from the Board to investigate the creation of financial incentives for owners of Oak Park Landmarks.*
- M. **Window Repair/Replacement Video** – The Commission would like to prepare a video on window repair, restoration and replacement. The HPC had much success working with Joe Kreml on their Gunderson Historic District video, and Mr. Kreml has agreed to the idea of working on a window video. If approved, it is expected that the HPC will apply for a matching grant from the National Trust for this project. *The HPC requests approval from the Board to prepare this educational video with Joe Kreml in 2007.*

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TRANSPORTATION COMMISSION

Accomplishments 2006	
1. Held 13 public meetings to date (estimated 3 more by year's end). Reviewed and made recommendations for 7 parking issues, 5 traffic issues, 4 parking study discussions, 3 Commission policy discussions.	4. Reviewed the traffic safety plans for one elementary school and one middle school. Reviewed request for one crossing guard. Both plans and the crossing guard were subsequently approved by the Village Board.
2. Continued the Area-Wide Parking Study.	5. Review of traffic calming strategies available for use by the Village and feasibility of implementing them. In process.
3. Reviewed 3 items directed to the Transportation Commission by the Village Board from other Commissions (Madison Street Corridor Plan, Colt Goldberg Building Restoration & Redevelopment, West Suburban Medical Center).	6. Assisted in the review and preparation of the application for the Village of Oak Park to be certified by League of American Bicyclists as a Bicycle Friendly Community. Completed August 2006.

Ongoing Projects In 2007	New Projects for 2007	Timing
1. Continue to review parking issues brought before the Commission and make recommendations to the Village Board.	1. Review with staff traffic calming strategies available for use by the Village and the feasibility of implementing them.	
2. Continue to review traffic issues brought before the Commission and make recommendations to the Village Board.	2. Work with Village staff in developing a Comprehensive Bicycle Plan for the Village of Oak Park.	
3. Continue to review cul-de-sac and other street closing petitions that are brought before the Commission and make recommendations to the Village Board.	3. Review the parking availability related documents that new multi-unit building residents receive from landlords, developers, and condo boards. Also review Village guidelines on which parties are responsible for disseminating said documents and what documents are supposed to be provided.	
4. Continue the Area-Wide Parking Study.	4. Review with staff strategies (e.g. expansion/optimization of Village Shuttle routes) to reduce parking and vehicular traffic demand.	
5. Continue to review transportation related items from other Commissions as directed by the Village Board and make recommendations.	5. Work with staff in developing a program to promote pedestrian safety within the Village of Oak Park.	
6. Continue to review various school's traffic safety plans brought before the Commission and make recommendations to the Village Board.	6. Review of the Village's vehicle registration fees to determine if a graduated system of fees may be more appropriate.	

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Work Plan 2006 - Results

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Board of Health

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Projects In 2006	Outcomes for 2006
1. Continue recommendation on smokefree ordinance - participate in Board of Trustee Study Session	1. Clean Indoor Air ordinance passed by Board of Trustees in March, 2006. Effective July 1, 2006
2. Conduct dialog with state legislators and acknowledge support for health policy issues	2. Met with Robert Baren, staff person for Sen. Harmon and representing Sen. Harmon and Rep. Graham who were unable to attend BOH meeting August, 2006. Discussed several health policy issues and thanked legislators for their support. Legislators will reschedule.
3. Meet with local hospitals to identify service gaps and areas for collaboration	3. Board Chair and Department Director met with Resurrection West Suburban CEO. Discussed women's health services.
4. Participate in comprehensive community health assessment process required for IDPH recertification	4. Assessment process completed. Requirements for IDPH re-certification met.
5. Review ordinance on service animals in public places	5. Recommended changes submitted to Board of Trustees Dec., 2005
6. Review recommendation to incorporate state code on Assisted Living Facilities and revise Adult Day Care Standards	5. Recommended changes submitted to Board of Trustees Dec., 2005

Work Plan 2007

Ongoing Projects In 2007	Timing	New Projects for 2007	Timing
1. Conduct dialog with state legislators and acknowledge support for health policy issues.	August – as legislators' schedule permits	2. Review West Nile Virus prevention plan	April
		3. Present results of 2006 Community Health Needs Assessment and 2006-2011 Community Health Improvement Plan to Board of Trustees	January-
		4. Identify policy and legislative issues related to 2006-2011 Community Health Improvement Plan	February
		5. Make recommendations for funding 2006-2011 Community Health Improvement Plan	March
		6. Identify opportunities to engage other policymaking boards in implementing 2006-2011 Community Health Improvement Plan	May
		7. Review Village Code provisions for Emergency Preparedness, including isolation and quarantine, and recommend changes as necessary	June
		8. Host a public forum on 2006-2011 Community Health Improvement Plan	October

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**Citizen Advisory Board of Commission
Work Plan 2007**

CITIZEN INVOLVEMENT COMMISSION

Ongoing Projects for 2007	New Projects for 2007	Timing of New Projects for 2007
<p>Recruitment: Continue mobilization of CIC reps and explore new ideas for recruiting including personal outreach, web connections, better use of kiosk and partner organizations (i.e. Volunteer Ctr). Reach out to other sources: Austin Weekly, Southtown News, minority-owned businesses, VolunteerMatch on web.</p>	<p>Retention of Commissioners: 1) Training program 2) Analyze exit surveys when they come in 3) reach out to commissions to have more communication about reasons for commissioners' leaving.</p>	<p>Training program: First qtr 2007</p>
<p>Sponsor Evening of Appreciation in the spring to coincide with National Volunteer Week. Specifically recognize high school commission volunteers. Sponsor booth at Day in our Village; improve booth for maximum draw of public to our space.</p>	<p>Develop recruiting video for Channel 6.</p>	<p>January</p>
<p>Revise procedures of the commission: adopt new Chairperson's Manual after Bd. Review (mid-Oct), initiate or utilize other documents (i.e. Commission Specific Selection Criteria).</p>	<p>Communication procedures among commissions: a) implement semi-annual newsletter to be distributed to commissioners b) help to focus problem commissions; play a more active role in defining their focus and acting as liaison to Village Board on matters of policy for commissions.</p>	<p>March 2007</p>

Determine Chairperson Meeting format and implement. Divide chair meetings into subsets of commissions sharing common functions to ensure greater participation and more efficiency.		
Create email database for commissioners throughout all commissions		
Include Recruitment Flyer (already in existence) with water and sewer bills.		
Continue to analyze demographic trends of commissions and strive to maintain a diverse representation on the commissions.		

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Citizen Advisory Board of Commission
Work Plan 2007

Community Development Citizens Advisory Committee

Accomplishments 2005	
1. Reviewed, rated and made funding recommendations on the 2005 CDBG& ESG proposals submitted.	4.
2. Reviewed, rated and made funding recommendations on the 2006 CDBG& ESG proposals submitted.	5.
3. Reviewed, rated and made funding recommendations on the 2007 CDBG& ESG proposals submitted.	6.

Ongoing Projects In 2006	Timing	New Projects for 2007	Timing
1.		1. Review, rate and make funding recommendations on the 2008 CDBG& ESG proposals submitted.	Summer, 2007
2.		2.	
3.		3.	

TOTAL 2007 BUDGET: Other Commissions – Approx. \$200
(Details of all the Commission Budgets are referenced in the actual budget in the section marked *Policy Development & Support*)

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Community Relations Commission

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Accomplishments 2006	
1. Participated in: <ul style="list-style-type: none"> • A Day in our Village • Middle School Awards 	5. Reviewed VOP complaint procedure process and instituted CRC monthly review of complaints received by the Village's Community Relations Department.
2. Planned and executed 2006 July 4 th Diversity Parade	6. Re-examined Chapter 13 of the Village code and diversity statement for use of consistent and clear language.
3. Planned and executed first CRC Human Relation Awards	7. Attended meetings and forums related to CRC issues sponsored by organizations in the village. Such meetings included the Black/White Dialogue, OP Truth and Justice Committee, Madison St. development meetings, etc.
4. Continued outreach within and outside of the Village of Oak Park (VOP) by having the following speakers at various CRC meetings: <ul style="list-style-type: none"> • Greg Sorg, Chairperson for HPAC • Norb Teclaw and Sherlynn Reid, Institute for Science Education and Technology 	Note: The commission did not meet twice in 2006: The March meeting was canceled due to the number of commissioners with the flu, and the July meeting was canceled due to the number of commissioners unable to attend.

2006 accomplishments achieved by:

Chair: Catherine Bendowitz; Commissioners: Brad Bartels, Jean Ellickson, Frank FioRito, Shabarbara Hill, Dan Ioppolo, Chris Jackson, Bob Kane, Dee Leonard, Al Maldonado, Bamshad Mobasher, Jan Pate, and Betty Smitherman.

2007 CRC composition:

Chair: Catherine Bendowitz; Commissioners: Brad Bartels, Jean Ellickson, Frank FioRito, Dan Ioppolo, Chris Jackson, Bob Kane, Al Maldonado, Bamshad Mobasher, Jan Pate, and Betty Smitherman.

Citizen Advisory Board of Commission
Work Plan 2007

Ongoing Projects In 2006	Timing	New Projects for 2007	Timing
<p>I</p> <p>1. Carry out events consistent with the enabling ordinance. Including:</p> <ul style="list-style-type: none"> • Sponsor and execute Human Relation Awards • Sponsor Middle School Awards • Participate in <i>A Day in Our Village</i> • Sponsor and execute Diversity Parade on July 4th <p>2. Continue outreach to community groups within Oak Park to gain insight on relevant issues</p> <p><i>Action items:</i></p> <ul style="list-style-type: none"> • Invite a speaker, at least once a quarter, to come to a CRC meeting • Monitor complaints received by Community Relations Dept. for potential action by CRC. • Attend meetings and forums related to CRC issues sponsored by organizations in the village. <p>3. Explore initiatives to further develop a sense of community</p> <p><i>Action items:</i></p> <ul style="list-style-type: none"> • Explore programs to increase community relationships by reaching out to residents and neighboring communities. • Liaison with other VOP commissions and CRC commissions in surrounding communities. 	<p>April May June July</p> <p>Quarterly</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>I.</p> <p>Assist Board of Trustees in completing their goals by:</p> <ol style="list-style-type: none"> 1. Examining the impact of property taxes upon economic and cultural diversity in the Village. 2. Exploring the potential impact of Village planning and development processes upon diversity in the community. 3. Building a relationship with HPAC to ensure the Diversity Assurance Program meets the diversity goals of Oak Park. 	<p>Throughout year</p> <p>Throughout year</p> <p>2nd Quarter</p>
<p>II. Continue to perform actions in accordance with the enabling ordinance including monitoring and responding to the Diversity Task Force Final Report.</p> <p><i>Action items:</i></p> <ul style="list-style-type: none"> • Educate and review diversity hiring and contracting practices of the Village. 	<p>On-going</p>	<p>II. Examine and prepare recommendations regarding the role of CRC with respect to</p> <ol style="list-style-type: none"> 1. 2008 Events: <ul style="list-style-type: none"> • Day in our Village • Diversity Parade • Middle School Awards 2. Existing commission subcommittees. 3. The management of the discrimination compliant process 	
<p>III. Present diversity statement and Chapter 13 language recommendations to the Board of Trustees.</p>	<p>1st Quarter</p>	<p>III. Co-Sponsor Percy Julian television event with the Institute for Science & Technology of Oak Park.</p>	<p>1st Quarter</p>

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Citizen Advisory Board of Commission
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ENVIRONMENT AND ENERGY COMMISSION

Accomplishments 2006	
1. Provided educational outreach to the community by participating in Day In Our Village and Farmers' Market. Also, sponsored "Green Tuesday" lecture series on Sustainable Planning Standards with UIC Urban Planning graduate students.	4. Three EEAC recommendations were implemented: two I-GO car sharing program vehicles were installed at the Avenue garage; the Village became a member of Chicago Wilderness; and the Village provided funding to implement a Bike Ambassador program with the Chicagoland Bicycle Federation and Oak Park Engineering staff.
2. Sponsored and promoted 2 Paint Exchanges, Car-Free Sundays and Bike / Walk Event. Also, provided staff assistance and promotion for West Cook County collection events for Household Hazardous Waste, Electronics and Lawncare equipment.	5. Distributed final Sustainable Planning Standards report developed by UIC Urban Planning graduate students in cooperation with Village staff, local community leaders and other environmental agencies. EEAC members have reviewed sustainability plans from other communities and submitted a recommendation to the Board.
3. Developed environmental topic pages and a resource guide for residents (currently being edited to post on the Village's website)	6. Created a survey on transportation options and began polling Oak Park residents.

Ongoing Projects In 2007	Timing	New Projects for 2007	Timing
1. Provide environmental education at Public Events.	Day in VOP Farmers Market	1. Work with Board to develop and implement a sustainability plan for the Village that is: comprehensive, specific and measurable. The plan should outline goals as well as strategies to achieve stated goals.	TBD
2. Special Events – Paint Exchanges; Car-Free Sundays; Bike / Walk event	April, May, June, and October		
3. Keep Oak Park Beautiful presentations and litter clean up events at schools. Also, using KIB grant funds through IEPA, the worm composting program will be expanded to Hatch school.	Ongoing	2. After the Board has outlined the process for developing the sustainability plan, assist in developing employee education materials and holding a training workshop for employees that will allow each Village department to internalize the plan.	TBD
4. Review consolidated hauling RFP and contract documents	TBD		
5. Continue surveying residents and create a final report on transportation survey results.	TBD		

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TOTAL 2007 BUDGET:

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

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Work Plan 2007

FORESTRY COMMISSION

Accomplishments 2005	
1. Mulch Remediation and Education Project	4. Continued review of policy and practice for management of native landscaping in the parkway.
2. Continued review of tree protection into the permit process for private construction.	5. Organize Forestry commission Web Space
3. Follow up and evaluation of CIP tree protection	6. Continued research and recommendation of a Boundary tree Ordinance.

Ongoing Projects In 2006	Timing	New Projects for 2007	Timing
1. Mulch remediation and Education Project	Year long	1. Emerald Ash Border Education and Outreach	
2. Follow-up and evaluation of CIP tree protection.	Winter	2 Begin research on Tree Preservation Ordinance.	Spring
3. Continued review of policy and practice for management of native landscaping in the parkway.	Spring	3 Review species composition as required per arbo-cultural specs.	Year-end
4. Enhance Forestry Commission Web Space.		4. Evaluate and enhance tree planting and maintenance in commercial districts.	

OAK PARK FARMERS' MARKET COMMISSION

Accomplishments 2006	
1. New market management started at the beginning of the season, became prepared quickly to handle the operations of the market and contribute to commission's activities.	2. Worked on rebuilding the Commission throughout the season as were down many commissioners.
3. Best May volunteer recruitment event remembered in years.	4. Reentered the 4 th of July Parade after many years, received much appreciation from crowd.
5. Conducted a successful Kids' day the 3 rd Saturday in July.	6. Conducted our annual corn roast the 3 rd Saturday in August, resulting in over \$1,200 being raised.
7. Conducted a growers' appreciation lunch the 3 rd weekend in August.	8. Stone Soup procedure compliant with Health Dept. rules introduced in October of 05 and to be repeated in 06 with new storyteller, and <i>Stone Soup</i> book raffle.
9. Participated in Day In Our Village.	10. Established new business relationship with the Farmer's Market Band.

Ongoing Projects In 2007	Timing	New Projects for 2007	Timing
Fill the remaining Commissioner openings and Committee Chairs. The Commission has been short of members for nearly a year.	1 st Q 07	Find charitable alternative to discarding unsold produce and flowers.	Before June 2007
Recruit Friends (more volunteers needed every season)	May event and ongoing	Revamp merchandise program.	End of 06 for 07
Optimizing the sales and inventories of products sold at the commissioners' booth.	ongoing	Revive the management committee. Current issues: >Co-op agreement >Saturation of products >Manufactured products >Limitations of inspection visits Resolve issues that affect the grower application process.	Fall of 06 January 07
Explore traditional definition of methods to promote the Market. >Purchase street banners to advertise the Farmers Market season ?	ongoing	Update Farmers' Market Web site	Spring 07
Continue community events.	ongoing	Explore the possibility of a non-smoking Farmers' Market.	Summer of 07

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Citizen Advisory Board of Commission
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Public Art Advisory Commission

Accomplishments 2006	
1. Two (2) new sculptures leases executed and sited bringing total sculpture inventory to six (6)	4. Provided financial support for a mural installation at Harrison and Austin
2. Negotiated and executed purchase of a sculpture bringing total number of Village owned sculpture to two (2). <i>These are included in the overall inventory in Accomplishment 1.</i>	5. Developed and executed a process through which a professional muralist and concept was selected and approved by the Board. <i>Mural will be executed in 2007.</i>
3. Contracted and executed base repair to on Village Owned Sculpture.	6. Began research on a Percent for Arts Program for Oak Park

Ongoing Projects In 2006	Timing	New Projects for 2007	Timing
1.) 1 st Commissioned Mural to be complete. A second commission will be finalized in 2007	Sept '07	4.) A public art project will be identified for the new Public Works Facility	February
2.) Two additional sculpture pieces to be leased and added to the Villages inventory.	April - Oct	5). A program to inventory all public art in the community to be developed.	Jan - Dec
3.) % For Arts funding program finalized and approved by the Board	November	6). A special program (ie. the Public Art Bench Program) will be identified and executed.	Jan - Sept

TOTAL 2007 BUDGET: \$80,000

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HOUSING PROGRAMS ADVISORY COMMITTEE

Accomplishments 2006	
1. Reviewed loan and grant requests for SIG, DAP, Single Family, and Garage Repair and Replacement	4. Considered the revisions to the single family program
2. Completed the Assessment of DAP published the report and presented to the Board at a Study Session	
3. Implemented 11 of 15 Key Recommendations of the DAP Assessment – DAP Program revisions	

On-going In 2007	Timing	New Projects for 2007	Timing
1. Review of loan and grant requests for SIG, DAP, Single Family, and Garage Repair and Replacement	On-going	1. Implement revisions to DAP program	Spring
2. Review data DAP collection	Summer	2. Implement revisions to Single Family	Spring
3. Continue implementation of Key Recommendations of the DAP Assessment	On-going	3. Implement revisions to the SIG Program	Spring
		4. Proposing Affordable Housing Initiatives	Summer
		5. Review Garage Program	Fall
		6. Host a HPAC tour of buildings	Spring

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Work Plan 2007**

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Liquor Control Review Board

Ongoing Projects for 2007	New Projects for 2007	Timing of New Projects
Carry out tasks in the enabling ordinance	Address compliance needs in view of expanding number of licensees	Summer 2007
Address applications for new liquor licenses	Continue to address necessary changes to existing ordinance to address needs of licensees	Ongoing
Meet with new applicants as needed		
Work closely with departments involved in inspections of new businesses for compliance with liquor ordinance.		
Address previously-submitted proposed changes to ordinance with Village Board.		

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Work Plan 2007
Telecommunications Commission

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Ongoing Projects In 2007	New Projects for 2007	Timing of Projects for 2007
1. Oversee and advise the Board on cable franchise renewal and negotiation process, and make recommendations as necessary on final agreement.	1. Oversee implementation of new franchise agreement.	Existing franchise agreement expired in December 2005, and most recent extension expired in May 2006. Terms of the expired agreement continues in force until new agreement reached.
2. Examine, report and recommend to Board the feasibility of initiating a municipal broadband network to serve the community in lieu of or in addition to current commercial services.	2. Oversee and advise the Board on possible contract with AT&T to provide IP video service via DSL telephone lines.	Provide an interim report to the Board on AT&T by late winter or early spring. Provide report on municipal broadband service by late summer or early fall.
3. Continue normal franchise and cable company performance oversight, particularly on customer services.		
4. Continue to promote public access usage, expanding efforts to reach out to schools and non-profit organizations.		

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Citizen Advisory Board of Commission
Work Plan 2007

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Citizens Police Oversight Committee

Accomplishments 2006	
1. Eight meetings of the Citizens Police Oversight Committee were held in 2006 (1/17, 2/21, 3/21, 4/18, 6/20, and 7/18, 9/19 and 10/17). Scheduled meetings yet to occur in 2005 are 11/21 and 12/19.	4. Two new members, Dr. Charles Davis and Ian Carroll were appointed to serve as CPOC Members. Both members were provided an orientation session that consisted of a briefing by Chair Kevin Buckley and a review of written material in the CPOC Orientation Manual.
2. As of the 10/17 meeting, reviewed 11 investigative reports prepared by the Oak Park Police Department of complaints filed by citizens concerning alleged police misconduct.	5. Prepared and distributed minutes of all open Citizens Police Oversight Committee meetings as well as minutes of executive sessions held as of 10/17.
3. As of the 10/17 meeting, summarized and analyzed statistics concerning citizen complaints with regard to alleged rule violation, as well as ethnicity and gender of the complainant and the police officer, and residence of complainant	6. Satisfied the reporting requirements stated in the Citizens Police Oversight Committee rules concerning a summary report of complaints and their disposition testing results and appointments made to the rank of police officer.

Ongoing Projects In 2007	Timing	New Projects for 2007	Timing
1. Continue to summarize and analyze statistics concerning citizen complaints with regard to alleged rule violations, as well as ethnicity and gender of complainant and the police officer, and residence of complainant.	Monthly	1. Fill one current vacancy as of 9/19/06. One member's term will expire 9/14/07.	Current vacancy to be filled as soon as possible. Appointments to coincide with end of terms
2. Inform the Village Board through the Trustee Liaison of complainants who are dissatisfied with investigative results reached by the Oak Park Police Department	As Needed	2. Administer orientation program for new CPOC members.	Upon Appointment of New Members
3. Attend training sessions conducted for the permit.	As Needed	3. Develop and implement a standard process and procedure for complainants who wish to bring their complaints, orally and/or in writing to the Village Board.	March
4. Consider modifications to the Complaint Procedure in Section II. A.1.c and d of the CPOC rules, with regard to State law requirements that complainants submit a signed affidavit.	As Soon As Possible		
5. Provide complainants with reports that have been approved by CPOC	On-going		

Citizen Advisory Board of Commission
Work Plan 2007
Board of Fire and Police Commissioners

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Accomplishments 2006	
1. The Board experienced stable membership throughout the year with Ida Roldan serving as Commissioner and Chair, and Donna Cervini and Jay Fahn serving as Commissioners.	5. The Board of Fire and Police Commissioners met on 7/27/06 to conduct a probable cause hearing concerning charges made against a fire fighter/paramedic, and on 8/2/06 to consider a settlement agreement between the Village and the charged party
2. The Entry Level Appointment Committee met five times for a total of twelve hours on 3/6, 3/7, 3/13 and 3/14 to conduct oral interviews of candidates for the position of Police Officer. Six candidates were appointed to the position of Police Officer on April 7, 2006.	6. An entry-level selection process for Fire Fighter/ Paramedic began on 7/15/06 with a written test. 173 of the 253 candidates taking the written test obtained a passing score of 70. Candidates whose score on the written test placed them in "Band 1" will proceed to the physical ability test, personality assessment, oral interview with the Entry-Level Appointment Committee, and a pre-employment physical.
3. The Entry Level Appointment Committee held a hearing on 8/2/06 for the purpose of receiving comments on the proposed Entry Level Appointment Committee Rule making the scores of each Member of the Committee on the oral interview the same weight for the purpose of determining a candidate's final score.	7. A promotional selection process for the rank of Police Sergeant began on 9/26/06 with 13 Police Officers competing on a written exam. 5 Officers with a score of 70 or higher proceeded to the assessment center and oral interview with the Board of Fire & Police Commissioners. The selection process resulted in a final list with four police officers eligible for appointment to Sergeant.
4. The Village Board, on 7/17/06, approved an ordinance amending Chapter 2, Articles 28 & 29 regarding the Entry-Level Appointment Committee, making the scores of each Committee Member on the oral interview for police and fire of equal weight for the purpose of determining a candidate's final score.	8. Board of Fire & Police Commissioners attended two meetings of the state-wide Illinois Association of Fire and Police Commissioners to stay abreast of issues and laws related to the employment of sworn fire and police officers.

Ongoing Projects In 2007	Timing	New Projects for 2007	Timing
1. Meet "as needed" to conduct oral interviews as required in the Entry Level Appointment Committee Rules for police officers.	As Needed	1. Prepare an orientation manual for new members of the Board of Fire and Police Commissioners	June
2. Meet "as needed" to conduct oral interviews as required in the Entry Level Appointment Committee Rules for firefighter/paramedics	As Needed	2. Consider modifications for entry level requirements for firefighter/ paramedic and police officer with regard to education and experience	December
3. Meet "as needed" for the purpose of conducting oral interviews as required in the Board of Fire and Police Commission rules concerning promotions made to Police Sergeant.	As Needed	3. Support efforts of the Village staff to reinstitute the Board of Fire & Police Commissioners role in the Fire Lieutenant promotional process for by conducting oral interviews of candidates; also re-establish paramedic certification as a requirement for eligibility for promotion to Fire Lieutenant.	
4. Continue membership in the Illinois Assoc of Fire & Police Commissioners to stay abreast of issues and laws related to the employment of sworn fire and police officers; attend scheduled workshops.	As Scheduled		

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**Citizen Advisory Board and Commission
Goal Plan 2007**

POLICE PENSION BOARD

Accomplishments 2006	
1. Ongoing review of Pension Fund Investments.	4. Percent Funded for the 2005 fiscal year was 77.5% and 72.8% for the 2006 fiscal year. Net Investment Income to the fund in 2005 was \$2,179,897.
2. Worked with Village staff to provide data to accelerate fiscal year reporting to independent auditor..	5.
3. Reviewed and adopted modifications to the pension fund approved investment policy.	6.

Ongoing Projects for 2007	New Projects for 2007	Timing of New Projects For 2007
1.	Review of the Village's Actuarial Assumptions for the 2007 Tax Levy and provide letter of recommendation on 2007 levy to Village Board.	Fall – 2007
2. Continuing analysis and modifying the fund's assets to reflect the adopted allocation policy provided in the fund's adopted investment policy as well as statutory amendments adopted by the state legislature.		Throughout 2007
3.	Review of existing money managers to determine that they are achieving the benchmarked rate of return.	Throughout 2006

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**Citizen Advisory Board of Commission
Work Plan 2007**

FIREMENS' PENSION BOARD

Accomplishments 2006	
1. Review of Pension Fund Investments as they relate to the adopted investment policy as well as recent state legislative changes on restrictions.	4. Percent Funded for the 2005 fiscal year was 61.5% and 57.9% for the 2006 fiscal year. Net Investment Income to the fund in 2005 was \$1,740,791.
2. Worked with Village staff to provide data to accelerate fiscal year reporting to independent auditor.	5.
3. Reviewed and adopted pension fund by-laws.	6.

Ongoing Projects for 2007	New Projects for 2007	Timing of New Project For 2007
1. Continuing analysis and modifying the fund's assets to reflect the adopted allocation policy provided in the fund's adopted investment policy as well as statutory amendments adopted by the state legislature.		Throughout 2007
2.	Review of the Village's Actuarial Assumptions for the 2007 Tax Levy and provide letter of recommendation on 2007 levy to Village Board.	Fall – 2007
3.	Review of existing money managers to determine that they are achieving the benchmarked rate of return.	Throughout 2007



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