

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

FINANCE COMMITTEE

**Thursday, September 22, 2016
6:00 P.M. – Committee Room A**

AGENDA

1. Call to Order, Roll Call and Establishment of a Quorum
2. Approval of Minutes
 - A. Finance Committee Meeting of August 4, 2016
3. Public Participation / Presentations
4. Items for Consent
 - A. Ordinance No. 16-O-0033– Third Quarter Budget Amendment
 - B. Job Description – Special Events Coordinator
 - C. Job Description – Community Outreach Specialist/Latino Ombudsman
5. Items for Discussion
6. Unfinished Business
7. New Business
8. Reports from Staff
9. Executive Session (if needed)
10. Adjournment

Draft

MINUTES

FINANCE COMMITTEE

August 4, 2016 6:00 P.M.

1. Call to Order, Roll Call, and Establishment of a Quorum.

The meeting was called to order at 6:00 P.M. Roll call found Aldermen Dimas, Sheahan, Stout, Kabinski and Grodoski present. Aldermen Meissner and Chassee were absent.

Staff in attendance: City Administrator Michael Guttman, Administrative Services Department Director Linda Martin, and Assistant Administrative Services Department Director, Nikki Giles.

Also in Attendance: Matt Beran, Lauterbach & Amen, LLC

2. Approval of Minutes.

A. Finance Committee March 24, 2016.

Alderman Stout moved and Alderman Grodowski seconded a motion to approve the minutes as presented. Voting Yea: Aldermen Stout, Grodowski, Dimas, Kabinski and Sheahan. Voting Nay: 0. Motion carried.

3. Public Participation / Presentations.

A. 2015 Audit Matt Beran from the auditing firm of Lauterbach and Amen gave a brief overview and discussed highlights of the 2015 Audit. He stated that in previous years, submitted audit documents have received the Certificate of Achievement for Excellence in Financial Reporting. He felt that the current audit met standards to once again receive the award. After his summary, he opened the floor to address any questions regarding the Audit. The Committee had no questions. Alderman Dimas thanked the auditor and staff for all their hard work. Mr. Beran, in return, thanked Linda Martin and Nikki Giles for their part in the audit process.

4. Items for Consent. None.

5. Items for Discussion.

A. Intergovernmental Agreement for the Wastewater Treatment Plant. City Administrator Michael Guttman gave a brief background history of the City's relationship with the Village of Winfield regarding the sharing of costs of operation of the Wasterwater Treatment Plant (WWTP). Both municipalities have been in the process of reviewing and updating the Agreement. Although there has been agreement on several suggested changes, some items are still unresolved. Mr. Guttman discussed seven major points of disagreement and suggested recommendations of change/revision for each one of these items. He further stated that after a

senior manager meeting at the end August to review the recommendations, if the Committee concurred, a third party consultant would be brought in to give their recommendations. The report of recommendations would then be presented to the Finance Committee at the September meeting.

This request was deemed reasonable and direction was given to Mr. Guttman to proceed.

B. Tree Removal on Vacant Properties. City Administrator Michael Guttman stated that throughout the City there are vacant properties with dead trees that are a hazard or pose a potential hazard, but property ownership is in question. He stated that the City has the right to take the trees down, but if the owner had not been properly served, the City would be unable to collect the cost of tree removal. The taxpayer of record must be either, 1) served in person, or 2) notified via Certified Mail. In some cases the property owner cannot be located to serve in person as the home has been foreclosed and is currently vacant, or the certified letter is returned undeliverable, which is not considered proper service. Due to the potential danger these hazardous trees may cause and the length of time involved to try to locate the property owner, Mr. Guttman asked the Committee to consider removal of these trees by direction of the City. The Committee agreed that for the purpose of safety, this was the best course of action.

6. **Unfinished Business.** None
7. **New Business.** None
8. **Reports from Staff.** None
9. **Executive Session (if needed).** None
10. **Adjournment.**

Alderman Sheahan moved and Alderman Kabinski seconded a motion to adjourn. The motion was approved by voice vote and the meeting adjourned at 6:23 P.M.

Respectfully submitted,
Arlene Fisher

CITY OF WEST CHICAGO

FINANCE COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Ordinance No. 16-O-0033 – Third Quarter Budget
Amendment

AGENDA ITEM NUMBER: 4. A.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: September 22, 2016

COUNCIL AGENDA DATE: October 3, 2016

STAFF REVIEW:

SIGNATURE _____

APPROVED BY CITY ADMINISTRATOR:

SIGNATURE _____

ITEM SUMMARY:

The attached Budget Amendment accounts for projects that arose during the fiscal year that were not planned or known when the 2015 Budget was adopted, emergency purchases, additional clerical hours to assist with water billing matters, adjusting figures now that design is nearing completion, paying off the amount the City owed to Winfield and correcting an omitted number (specific expenditures are listed in Exhibit A of the Ordinance).

ACTIONS PROPOSED:

Staff recommends adoption of Ordinance No. 16-O-0033.

COMMITTEE RECOMMENDATION:

ORDINANCE NO. 16-O-0033

**AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR
THE CITY OF WEST CHICAGO, DUPAGE COUNTY, ILLINOIS
FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2016
AND ENDING DECEMBER 31, 2016 PASSED AND
ADOPTED BY ORDINANCE NO. 15-O-0062**

WHEREAS, the City of West Chicago has heretofore adopted the annual budget procedure providing for in 65 ILCS 5/8-2-9.1 through 5/8-2-9.10; and,

WHEREAS, the City of West Chicago has passed Ordinance No. 15-O-0062 passing and adopting the "2016 Proposed Budget" (ANNUAL BUDGET); and,

WHEREAS, said Ordinance No. 15-O-0062 was filed with the County Clerk of DuPage County as required by law; and,

WHEREAS, the City Council amended that Budget via Ordinance No. 16-O-0010 to account for projects that the City Council approved but were not completed during the 2015 fiscal year, vehicles and equipment that were ordered but have not yet been received as well as the settlement of litigation; and

WHEREAS, the City of West Chicago desires to revise the ANNUAL BUDGET to accounts for projects that arose during the fiscal year that were not planned or known when the 2015 Budget was adopted, emergency purchases, adjusting figures now that design is nearing completion, paying off the amount the City owed to Winfield and correcting an omitted number; and,

WHEREAS, 65 ILCS 5/8-2-9.6 provides in part that by a vote of two-thirds of the corporate authorities then holding office, the annual budget of a municipality may be revised by deleting, adding to, changing or creating sub-classes within object classes and object classes themselves, provided no revision increasing the budget shall be made in the event funds are not available to effectuate the purpose of the revision.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of West Chicago, DuPage County, Illinois, in regular session assembled as follows:

SECTION 1. That the ANNUAL BUDGET of the City of West Chicago is hereby amended as detailed in "Exhibit A" and as summarized below:

<u>Fund</u>	<u>Original Amount</u>	<u>Amended Amount</u>
General Fund (01)		
Expenditures	\$17,987,900	\$18,182,100
Sewer Fund (05)		
Expenditures	\$13,134,000	\$13,256,800
Water Fund (06)		
Expenditures	\$7,149,800	\$7,162,900
Capital Projects Fund (08)		
Expenditures	\$6,464,100	\$6,664,100
Public Benefit Fund (13)		
Expenditures	\$400,000	\$550,000

SECTION 2. That the City Clerk is authorized and directed to file a certified copy of this Ordinance with the County Clerk of DuPage County.

SECTION 3. That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

SECTION 4. That this Ordinance shall be in full force and effect from and after its passage by two-thirds of the corporate authorities and approval and publication in pamphlet form as provided by law.

PASSED this 3rd day of October 2016.

Alderman L. Chassee	_____	Alderman J. Beifuss	_____
Alderman A. Hallett	_____	Alderman J. Banas	_____
Alderman M. Ferguson	_____	Alderman S. Dimas	_____
Alderman K. Meissner	_____	Alderman R. Stout	_____
Alderman L. Grodoski	_____	Vacant – Ward 2	_____
Alderman N. Ligino-Kubinski	_____	Alderman G. Garcia	_____
Alderman J. Sheahan	_____	Alderman J. C. Smith, Jr.	_____

APPROVED as to form: _____
City Attorney

APPROVED this 3rd day of October 2016.

Mayor Ruben Pineda

ATTEST:

City Clerk Nancy M. Smith

PUBLISHED: _____

**Ordinance No. 16-O-0033
Third Quarter Budget Amendment
Exhibit A**

		original	amended
Reque Road			
08-34-53-4809	200,000	-	200,000
Dead Trees on Vacant Parcels			
01-10-29-4205	10,000	8,000	18,000
Emergency Repairs to Fueling System			
01-09-24-4225	85,200	34,800	120,000
Reed-Keppler Park Music and Arts Venue			
13-34-56-4806	150,000	400,000	550,000
Outstanding Amount Owed Village of Winfield Per IGA			
05-34-43-4225	114,000	154,800	268,800
Replacement of In-car Camera System in Police Vehicles Using Drug Funds			
01-06-13-4423	8,000	21,800	29,800
01-06-13-4601	91,000	16,300	107,300
Additional Clerical Time to Assist with Water Billing Matters			
05-34-43-4020	8,200	524,700	532,900
06-34-47-4020	8,200	503,200	511,400
05-34-43-4050	600	89,700	90,300
06-34-47-4020	600	76,100	76,700
Error in Original Budget - Number Omitted			
06-34-47-4052	4,300	-	4,300
<u>Expenditures</u>			
General Fund	194,200	17,987,900	18,182,100
Capital Equipment Replacement Fund		1,661,400	1,661,400
Sewer Fund	122,800	13,134,000	13,256,800
Water Fund	13,100	7,149,800	7,162,900
Capital Projects Fund	200,000	6,464,100	6,664,100
Downtown TIF Fund		1,442,500	1,442,500
Public Benefit Fund	150,000	400,000	550,000
Oliver Square TIF Fund		5,000	5,000
Commuter Parking Fund		228,200	228,200
	680,100	48,472,900	49,153,000

CITY OF WEST CHICAGO

FINANCE COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Approval of the job description for Special Events Coordinator in the Department of Community Development

AGENDA ITEM NUMBER: 4.B.**FILE NUMBER:** _____**COMMITTEE AGENDA DATE:** September 22, 2016**COUNCIL AGENDA DATE:** _____**STAFF REVIEW:** John D. Said**SIGNATURE** **APPROVED BY CITY ADMINISTRATOR:** Michael Guttman**SIGNATURE** _____**ITEM SUMMARY:**

A description for the proposed full-time position of Special Events Coordinator is attached for Committee review. This position is being created to handle all special event activities in the community, which is an extensive undertaking given the number and complexity of all such events. Funding for this position will be from both the Downtown TIF and the General Fund.

Creation of this position has arisen primarily out of recommendations identified in the City's recently-completed Strategic Plan, as well as the possibility that the City may again be responsible for Railroad Days in the future. The Strategic Plan identified a significant local interest in enhancing and increasing local events. Special events, including City-coordinated events, also help support other Strategic Plan goals, including local economic development, branding and marketing, place-making and community engagement. Similar positions also exist in other communities in the area, including Addison and Downers Grove.

Special events in the community include City-coordinated events such as Blooming Fest and Frosty Fest, as well as City-sponsored events such as Railroad Days and Mexican Independence Day. The City also coordinates review and approval of many other special events, such as 5K runs, parades, and fireworks celebrations. Many of these events require ongoing management, coordination, and a significant investment of time on the part of City staff. As such, this new position is being created to handle these duties on the part of the City.

Creation of this position will also free up the Business Outreach Coordinator from the responsibilities of special event coordination. In this way, the Business Outreach Coordinator can devote full attention to business attraction/recruitment and retention. This business outreach focus will then allow the City to address recommendations and goals outlined in the Strategic Plan for economic development.

CITY OF WEST CHICAGO

ACTIONS PROPOSED:

Approval of the job description for Special Events Coordinator in the Department of Community Development.

COMMITTEE RECOMMENDATION:

Special Events Coordinator

Definition

To plan and coordinate special events functions within the Department of Community Development. Position is also responsible for a variety of administrative duties, including file management and preparation of correspondence, as well as professional assistance to the public and the Department, including research and data collection.

Supervision Received and Exercised

Receives general direction from the Director of Community Development.

Examples of Important Responsibilities and Duties: *Important responsibilities and duties may include, but are not limited, to the following:*

- Coordinate all aspects of City-sponsored event planning, including organizing the events, working with committees, conducting outreach with local businesses and facilitating inter-Departmental coordination. Planning, logistics and on-site supervision are key components of this duty.
- Implement special event planning and initiatives consistent with the recommendations outlined in the City's Strategic Plan.
- Collaborate with the other taxing jurisdictions to jointly sponsor, plan and/or participate in events.
- Build relationships with the business community while organizing events.
- Oversee the process for all third-party special events that require permits from the City, including a wide variety of events ranging from 5k runs to festivals.
- Develop and implement new special events to showcase the community, promote local business activity and otherwise support West Chicago.
- Create and assist with managing special events-related databases and tracking matrices for various functions.
- Perform outreach with residents, community groups and existing businesses to coordinate their interests in special events, to gauge their needs and concerns related to local events and to answer related inquiries.
- Prepare plans and streamline processes related to special event coordination and requirements.
- Assist with budget planning and coordination tasks related to special events.
- Develop promotional materials, and carry out communications and community outreach, to support special events.
- Attends City Council and Standing Committee meetings as part of the event approval process.
- Prepare written documents and databases related to special events.
- Assist with economic development initiatives, including business outreach, retention and attraction opportunities.

- Assist with general administrative duties, including file management, imaging, preparation of correspondence and related tasks.
- Provide assistance to the public and the Department with research, data collection and related tasks.
- Follow safety policies and procedures.
- Report all unsafe working conditions and acts to the supervisor.
- Report all accidents to supervisor immediately.
- Follow recognized safe work practices.
- Perform related duties and responsibilities as required.

Qualifications

- Strong organizational, communications, inter-personal, and writing skills
- Ability to multi-task
- Self-starter
- Desire to contribute in a high-energy, creative environment
- Detail and deadline oriented
- Flexible hours will sometimes be needed contingent on special event schedules

Experience and Training Guidelines

- Equivalent to a Bachelor's degree from an accredited college or university
- 2-3 years previous experience
- Computer proficiency (graphic design experience a plus)
- Bilingual - Spanish (preferred but not required)

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet and database software; 10-key calculator, phone, copy machine, fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, and talk or hear. The employee is occasionally required to use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

DRAFT

CITY OF WEST CHICAGO

FINANCE COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Job Description – Community Outreach Specialist/Latino Ombudsman

AGENDA ITEM NUMBER: 4.C.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: 9/22/17

COUNCIL AGENDA DATE: 10/3/17

STAFF REVIEW:

SIGNATURE _____

APPROVED BY CITY ADMINISTRATOR:

SIGNATURE _____

ITEM SUMMARY:

The City Council's has given previous direction that it wants to review the job descriptions for all new (not revised/modified) job positions in the City. Objective 4.2.1 of the recently adopted Strategic Plan states that the City should "consider establishing and funding a Spanish-speaking staff position to act as a community-wide resource on community engagement efforts and to implement these recommendations". There are a number of other objectives in the Plan on which this position will focus, which are contained within the attached job description. The applicable pages of the Plan are also attached.

ACTIONS PROPOSED:

Staff recommends approval of the job description for the position of Community Outreach Specialist/Latino Ombudsman.

COMMITTEE RECOMMENDATION:

COMMUNITY OUTREACH SPECIALIST/LATINO OMBUDSMAN

DEFINITION

The bilingual Community Outreach Specialist will play a key role in promoting and coordinating services and opportunities offered by the City. The staff member will also conduct outreach activities to promote the City, its services and opportunities to serve. Ensure that the City is an effective partner with the Latino Community in improving the quality of life and promoting civic life.

Develop and implement programs designed to increase community awareness of programs and services within the community. Develop working relationships with City Departments, school districts, local agencies and neighborhood groups in order to be an effective liaison. Develop and translate materials in Spanish. Follows all policies and procedures related to release of information and confidentiality.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Administrator.

Exercises no supervision.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES--*Important responsibilities and duties may include, but are not limited to, the following:*

Serve as a liaison and/or translator for Spanish speaking residents seeking City services.

Provide a high level of customer service at all times; project and maintain a positive image on behalf of the City with those contacted in the course of work.

Conduct assessments to identify conditions, barriers and factors that are limiting the Latino Community from understanding and/or accessing City services as well as participating in community leadership roles; develop detailed strategies to address identified issues and opportunities.

Develops bi-lingual public information materials.

Develop and implement programs designed to increase community awareness of programs and services within the community, targeting the Spanish speaking population.

Participate in public forums to promote use of City services.

Compile records, produce reports and communicate information/data on community needs.

Serve as liaison with all City Departments, school districts, and City contracted agencies.

Connect and build relationships with a broad range of community members to increase awareness of City and its services, opportunities to serve.

Be visible in the community by attending community events, forums, and other activities, with a focus on activities that engage community members who speak Spanish as their primary language.

Create positive working relationships with other organizations (government, not-for-profit, etc.), and businesses in the community, with a focus on organizations that engage community members who speak Spanish as their primary language.

Assist with general marketing and communications tasks and projects, including review of Spanish language materials and translation of simple documents into Spanish.

Follow safety policies and procedures.

Report all unsafe working conditions and acts to the supervisor.

Report all accidents to supervisor immediately.

Follow recognized safe work practices.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Fluent English and Spanish usage, spelling, grammar and punctuation.

Principals and practices of government process and procedures.

Program analysis and report preparation.

Rules and regulations regarding public disclosure.

Mediation and other problem solving techniques.

Interpersonal and customer relations techniques.

Methods and procedures of record keeping and business correspondence.

Modern office procedures, methods and computer software and hardware.

Ability to:

Speak and write fluent English and Spanish.

Perform responsible and challenging administrative and public contact work involving the use of independent judgment and personal initiative.

Exercise judgment and maintain a high degree of confidentiality.

Independently write clear and concise letters, memoranda and reports in English and Spanish.

Understand the organization and operation of the City's Departments and of outside agencies as necessary to assume assigned responsibilities. Work cooperatively with other departments, City officials and outside agencies.

Meet and deal tactfully and effectively as well as diffuse confrontation with other employees, public and private officials, community groups and the general public.

Anticipate customer needs and give high priority to customer service and satisfaction.

Interpret and explain City policies, procedures, laws and regulations to the customers.

Work independently in the absence of supervision.

Work effectively with others to achieve Department and Citywide goals and priorities.

Communicate clearly and concisely, both orally and in writing in English and Spanish.

Maintain confidentiality in the performance of duties.

Work flexible hours periodically in order to respond to community and city needs.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in community based work such as advocacy and/or serving as a liaison/ombudsman with the Spanish speaking population. Public speaking in both English and Spanish.

Training:

Equivalent to Bachelor's degree from an accredited college or university with major coursework in preferred Human Service Discipline (e.g. social work, sociology, psychology, public policy, etc.) or a relate field.

TOOLS AND EQUIPMENT USED

Phone switchboard; personal computer including word processing, database and spreadsheet software; copy machine; postage machine; fax machine; calculator; folding machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet.

4 One West Chicago

Objective 1: Go to where the people are and redefine how the City engages with the community.

#	Action Items	Time Frame*	Responsibility	Partners & Resources
4.1.1	Meet with school administrators and faculty to promote community engagement including presentations at PTO meetings and open houses aligned with existing, ongoing school-based outreach efforts.	Mid-Term	City Administrator's Office	School Districts
4.1.2	Go door-to-door or store-to-store and talk to Hispanic families about engagement and leadership opportunities.	Mid-Term	City Administrator's Office	
4.1.3	Hold regular and consistent neighborhood meetings at convenient locations such as the ARC Center, schools, and churches.	Mid-Term	All Departments	
4.1.4	Leverage neighborhood groups and residential leaders in primarily Hispanic areas as a method to better engage this part of the West Chicago community in City deliberations and community affairs.	Long-Term	City Administrator's Office	
4.1.5	Lead a broad coalition of community organizations to develop formal recruitment and educational materials about serving the West Chicago community through public, business, and nonprofit leadership roles.	Mid- to Long-Term	City Administrator's Office	

*Far Time Frame: Year One = 2016-2017; Near-Term = 2018-2019; Mid-Term = 2020-2021; Long-Term = 2022-2024

Objective 2: Ensure the process is accessible by customizing it to various cultures and circumstances.

#	Action Items	Time Frame*	Responsibility	Partners & Resources
4.2.1	Consider establishing and funding a Spanish-speaking staff position to act as a community-wide resource on community engagement efforts, and help to implement these recommendations.	Year One	City Administrator's Office	
4.2.2	Should the staff position be created, the new position should be responsible for liaising with the Hispanic community on a myriad of issues including governmental processes, leadership opportunities, and implementing community-relevant plans, both current and future, including Healthy West Chicago.	Mid-Term	City Administrator's Office	
4.2.3	Explore creative ways to collaborate on creating a more unified and trusted government presence in West Chicago. Examples include developing a network of community ambassadors to explain city services, regulations, and planning uses, and can serve as an ongoing feedback loop.	Mid-Term	City Administrator's Office	
4.2.4	Publicize the existing internal resource within the City of West Chicago that is accessible across all city departments for translation support and Hispanic outreach guidance.	Mid-Term	City Administrator's Office	
4.2.5	Provide staff training or orientations about issues in engaging target populations.	Near-Term	City Administrator's Office & Administrative Services Department	
4.2.6	Shorten meetings and sessions to minimize time and transportation constraints.	Year One	City Administrator's Office & City Council	
4.2.7	Continue to provide materials and resources (such as Spanish-language staff) at community meetings and ensure that this is constantly communicated as being available to the community.	Near-Term	All Departments	
4.2.8	Working in partnership with the school districts, the City of West Chicago could facilitate discussion about the potential to incorporate local students in the development of community-led events that add creativity, activity, and excitement to the West Chicago community.	Long-Term	City Administrator's Office	School Districts
4.2.9	Consider partnering with a Hispanic population and Spanish-language outreach specialist to launch a sustained engagement campaign in targeted neighborhoods and increase the level of public knowledge and participation in community affairs.	Long-Term	City Administrator's Office	
4.2.10	Conduct a detailed assessment to identify conditions, barriers, and factors that are limiting Hispanic population engagement and participation in community leadership roles and public input and develop a detailed response strategy to address identified issues and opportunities from that assessment.	Near-Term	City Administrator's Office	

*For Time Frame: Year One = 2016-2017; Near-Term = 2018-2019; Mid-Term = 2020-2021; Long-Term = 2022-2024
Year One priority action items noted in **Bold**

Objective 3: Invest in ongoing relationships to ensure that old and new partners become fully forged alliances and are fully capable of achieving results.

#	Action Items	Time Frame*	Responsibility	Partners & Resources
4.3.1	Create an ongoing forum for city departments and partners to meet and discuss community engagement issues.	Near-Term	City Administrator's Office	
4.3.2	Convene a series of planning meetings with faith-based leaders from throughout the City of West Chicago to identify programs and strategies to access the strengths of the community's religious institutions as part of a larger One West Chicago plan, and establish a standing (i.e. quarterly) discussion between entities to manage and address issues or concerns on a regular basis.	Mid-Term	Mayor's Office & City Administrator's Office	
4.3.3	Consider building and utilizing one-on-one relationships in the form of trained liaisons or ambassadors to connect with the Hispanic communities from which they come.	Long-Term	City Administrator's Office	

*For Time Frame: Year One = 2016-2017; Near-Term = 2018-2019; Mid-Term = 2020-2021; Long-Term = 2022-2024
Year One priority action items noted in **Bold**

Objective 4: Foster community capacity building and an asset-based philosophy to build the capacity for stronger partnerships in the future.

#	Action Items	Time Frame*	Responsibility	Partners & Resources
4.4.1	In an effort to boost Hispanic engagement, the City of West Chicago should foster an environment of overall community engagement and learning. This would require iterative learning and a commitment to the integration of engagement efforts at all levels for enhancing its effectiveness.	Mid-Term	All Departments	
4.4.2	Integrate diversity into existing and new events that highlight and celebrate cultural diversity across different neighborhoods, religious institutions, backgrounds, and demographics. This could include the integration of various holiday traditions at Frosty Fest, offering a variety of ethnic food at Railroad Days, or highlighting plants from various regions around the world at BloomingFest.	Mid-Term	Community Development Department	
4.4.3	Attempt to convene a summit of public, private, and community organization stakeholders to discuss and evaluate a coordinated, comprehensive plan for community events, festivals, and special programs in West Chicago. The potential output of this effort could be to establish a formal plan with clear funding and management responsibilities, delegating leadership and partnership roles to all involved entities.	Year One	Community Development Department	
4.4.4	Work to add Hispanic representation to City boards and commissions, expanding beyond past efforts and incorporating any lessons learned.	Mid- to Long-Term	City Council	
4.4.5	Should liaisons or ambassadors prove to be a feasible method of forming relationships as per strategic objective 3, the City should encourage these people to engage methodically in the community and rely on asset-based philosophy to help members of the community see themselves as having "gifts" or "talents".	Long-Term	Community Development Department	

*For Time Frame: Year One = 2016-2017; Near-Term = 2018-2019; Mid-Term = 2020-2021; Long-Term = 2022-2024
Year One priority action items noted in **Bold**

Objective 5: Use media strategically to provide useful and accessible information.

#	Action Items	Time Frame*	Responsibility	Partners & Resources
4.5.1	Consider working with local media to create regular radio shows such as 93.5, 105.1, and 107.9, weekly columns in the newspaper and church bulletins, and other "standing" media slots to accept speakers and/or content from the City and its partners so that the City of West Chicago is seen as a friendly resource for useful information.	Mid-Term	Marketing & Communications Division	Media partners
4.5.2	Consider establishing an ad hoc, advisory Mayor's Council on Community Relations representing a broad set of stakeholders and perspectives across West Chicago. This Council could act as the clearinghouse to discuss community matters that present the need or opportunity to work across the community's population diversity, business community, and various public agencies.	Year One to Near-Term	City Council & Mayor's Office	
4.5.3	Reach out to ethnic media outlets that might be willing partners in collaborative events, forums, or fairs and could help promote events and provide popular hosts.	Mid-Term	Marketing & Communications Division	
4.5.4	Should liaisons or ambassadors prove to be a feasible method of forming relationships as per strategic objectives 3 and 4, they should be encouraged to use social media as a tool for reaching out to some audiences who in turn may share relevant information with their families.	Long-Term	Marketing & Communications Division	
4.5.5	Continue to indirectly support and identify opportunities to expand Healthy West Chicago, including outreach, encouragement, and recognition efforts being pushed through established media outlets.	Ongoing, Near-Term	Community Development Department & Marketing & Communications Division	

*For Time Frame: Year One = 2016-2017; Near-Term = 2018-2019; Mid-Term = 2020-2021; Long-Term = 2022-2024
Year One priority action items noted in **Bold**