

**APPROVED MINUTES - SPECIAL BOARD MEETING
PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OAK PARK
HELD ON SATURDAY, JUNE 8TH, 2013 AT 8:00 A.M.
AT THE CARLETON OF OAK PARK, 1110 PLEASANT ST, COLUMBIAN ROOM**

I. CALL TO ORDER

President Abu-Taleb called the meeting to order at 8:07 A.M.

II. ROLL CALL

PRESENT: Trustees Barber, Brewer, Johnson, Lueck, Salzman and Tucker; President Abu-Taleb

ABSENT: None

ALSO PRESENT: Clerk Powell, Manager Pavlicek, Deputy Manager Shelley, Attorney Boutet

III. AGENDA APPROVAL

It was moved and seconded to approve the agenda for the meeting. A voice vote was taken and the agenda was approved as presented.

President Abu-Taleb outlined the goals of the meeting: to set long-term goals and address protocols to get things done and not slow progress, working together to set a path to move forward. He announced that Ms. Shelley will facilitate this meeting to allow him and the Village Manager to participate.

A. Goal Setting

Ms. Pavlicek reviewed the materials available, including past Board and Manager goals posted on walls. Ms. Lueck noted that goals were established in 2009 and details were added in 2011.

Mr. Tucker recommended identifying three or four main goals and how to address them. Mr. Barber added that goals should be SMART (specific, measurable, attainable, relevant and time-bound).

Mr. Johnson asked how progress could be reported by the Village Manager on various goals, including investment parcels and customer service improvements. Ms. Pavlicek noted that each of these requires major effort and some prioritization of her goals is needed. Mr. Tucker added that goals not at the top of the Board list also should be addressed but prioritized.

Ms. Shelley distributed index cards and asked board members to identify two or three top SMART goals.

REVIEW OF PAST GOALS

Mr. Abu-Taleb noted that some goals may be short-term and others with a longer horizon and noted the need for technology to address solutions. Mr. Johnson added that Ms. Pavlicek should get feedback from the Personnel Committee on progress along the way. It was agreed that these goals should look at a two year time frame with some continuing beyond that time.

The Board agreed to start by reviewing progress on 2011 goals. Progress on public safety and current reporting methods were discussed. The Board raised some issues regarding technology implementation and information sharing. Mr. Salzman noted that the policy intent behind information sharing should be clear.

Several approaches to Board outreach were discussed, including offsite meetings, which would present additional challenges to televise.

New technology initiatives were discussed, including implementation of new enterprise software, with recommendations to compare what other similar municipalities have found useful. Integration with the website and reporting capabilities were a priority.

Board members agreed that good progress is being made on housing diversity goals set in 2011.

Retail strategy areas were reviewed. The Board would like to see MAP reporting to determine how the various elements of this process can be addressed without overlapping responsibility. Ms. Pavlicek noted that the new Community and Economic Director (CED) will be able to address this; the hiring process has been delayed by two weeks, but is moving forward.

For fiscal issues, a CIP financial plan, report on pension scenarios and establishment of a five-year budget priority remain as priorities.

While no detail was provided for sustainability, the board noted the smart grid and energy aggregation as achievements.

The topic of "user-friendly Village Hall" addressed technology needs and budgeting for this. Ms. Pavlicek noted that training is now being rolled out for executive secretaries, inspectors and supervisors on an ongoing basis. Mr. Abu-Taleb asked why prospective employees choose Oak Park. Ms. Pavlicek mentioned the role of government, quality of life, diversity and recent initiatives such as the Collaboration for Early Childhood and intergovernmental cooperation, as well as the altruism of people who choose to work in government.

The Board discussed the need for the environment to be user-friendly for employees as well as customers. Mr. Barber noted that staff members who are empowered to act within their scope of responsibility are best able to move quickly and avoid the delay of having to check with supervisors at every move.

Ms. Lueck noted challenges for supervisors who don't always have complete latitude to make changes in staffing and also the anxiety for employees who are moved regarding job security and satisfaction. Mr. Johnson noted that allocated training budgets were not spent in the past and commended Ms. Pavlicek on new training initiatives.

Mr. Salzman noted that technology recommendations from the CISC have run into delays, and recommended that the staff liaison for this commission, whose interest in technology crosses all departments, be at a higher level, such as Rob Cole, who could better address the multi-department role of technology issues.

Intergovernmental initiatives were considered. Mr. Barber noted that governments should avoid suing each other. Mr. Brewer suggested a formal process be agreed to by governments, something like arbitration, before initiating lawsuits. Following further discussion, it was noted that such a process could go beyond current boards to establish a framework for dispute resolution short of lawsuits. Mr. Johnson also noted that the conversations among governments should be shared with the full board where appropriate, so that governments are not "siloeed" from such discussions.

IDENTIFICATION OF BOARD GOALS

Ms. Shelley asked each board member to identify two or three objectives over the next two years, and then work together to identify one or two SMART goals with a one to two year timeframe for each objective. Top two objectives will be reported to the group.

Following a short break, Ms. Shelley reviewed the time schedule and board members reported top objectives: Economic Development, User-Friendly Village, Intergovernmental Initiatives, and the Eisenhower Redevelopment.

In addition to these Objectives, the Board started a list of core values which would be part of all goals. Ms. Lueck recommended fiscal constraint as a core value.

Economic development was discussed. Mr. Johnson asked that all constituency concerns be considered: business owners, residents and building owners. Ms. Pavlicek noted generational changes in business owners, where children inheriting properties may view the property's role differently than original owners.

Board members suggested language for this topic. Mr. Johnson noted that the term "indifference" by staff had been reported to him on more than one occasion and should be addressed. Mr. Abu-Taleb suggested that consideration be given to desired outcomes and then work backwards to determine what is needed in a particular district, rather than considering topics such as streetscapes before determining what economic development is desired. Mr. Salzman asked for review of accountability for various players: OPDC, Business Services, Business districts and clarify the role of each in implementation of board priorities.

The following language was proposed:

The Board is committed to creation of an environment for economic development that includes a clear comprehensive approach to meeting the needs of diverse constituencies.

INTERGOVERNMENTAL INITIATIVES

Following initial discussion of language in each board members' goal statements, the following language was proposed:

Collaborate with other Oak Park taxing bodies and neighboring communities to address sharing of resources and tackle costs.

Mr. Salzman noted that this should address new initiatives over the next two years, not just what has already been done. Ms. Lueck noted that this should address shared community issues to save dollars. Mr. Barber noted the Collaboration for Early Childhood (CEC) as an example of increased costs now to save money in the future.

Ms. Boutet noted that the Education Committee of the Comprehensive Planning process asked for a central portal for residents to submit complaints. Mr. Barber noted that the library director suggested that a central website advise residents of where to submit inquiries and complaints. Mr. Salzman asked what other taxing bodies and other municipalities do.

Ms. Lueck warned against over-promising on costs and noted that the Village has kept costs steady over 10 years net of pensions, but that the Board does not know the impact of shared savings. This information is needed to explore what can be done and support changes. Ms. Salzman noted that no goal can be guaranteed, but should include specific initiatives. Mr. Brewer noted that these should remain broad, however.

Mr. Johnson noted the need to break down silos between taxing bodies and mentioned recent referenda which have increased levies. He asked that the long-term investments by taxing bodies be considered and discussed together.

Ms. Pavlicek noted the fixed costs for staff, especially police and fire personnel, and explained that collaboration with other municipalities in certain areas could address costs and meet resource needs. Mr. Johnson gave examples of the call center and fire department. Mr. Abu-Taleb suggested a review of insurance policies as noted at the last Board meeting as an example of fresh perspectives. Ms. Pavlicek noted that the River Forest decision to end a shared fire engine was not communicated to Oak Park until after a decision by their Board.

Mr. Barber noted that we only control a small fraction of the property tax bill, but could work more closely with schools to discuss issues. Ms. Pavlicek noted the Village's role in building the tax base and decisions about land use.

USER-FRIENDLY VILLAGE

Language addressing this issue was reviewed. Mr. Abu-Taleb noted the foundational importance of technology solutions. Mr. Brewer asked for a clearer definition of "user-friendly, and Board members suggested additional language.

Ms. Pavlicek noted that staff training will address the sensitive issue of "customer service" especially when the initial answer is "No". Mr. Johnson noted that one could use the phrase "No, but...yes and..." and offer an alternative or other solution that could send a customer away with something positive.

The following language was proposed:

The Board is committed to Village employees who will deliver services to internal and external customers that is timely, accurate, professional, welcoming and responsive. Mr. Barber noted that responsive addresses accuracy. Mr. Salzman suggested efficient to address the manner and demeanor of service. Communication to staff of this goal was discussed. Ms. Pavlicek asked about order of priority. Mr. Salzman noted that all who transact business with the Village should be included. Mr. Johnson noted that rather than prioritize, everyone should understand those served and expectations. He recommended removing silos and not criticizing other departments.

EISENHOWER REDEVELOPMENT

Mr. Johnson recommended advocating as part of the Intergovernmental Committee and working with other local taxing bodies, other municipalities and other levels of government. Ms. Lueck noted that proposed changes will devastate the community and this is a top priority. Ms. Pavlicek discussed the IDOT approach to these recommendations. Mr. Johnson suggested the following language:

The Board is committed to developing multiple strategies to address the Eisenhower redevelopment that mitigate the impact on Oak Park and educates the public about this commitment.

Goals for Eisenhower:

1. Develop multiple municipal, legislative and regional strategies.
2. Educate the community.
3. Create committee to address issues

Ms. Pavlicek recommended a Committee of the Whole (COW) to address these issues with commissions addressing specific aspects. Ms. Lueck noted that there were a previous Board committee and citizens' committee to address this issue. Mr. Salzman suggested collaboration with Mr. Kuner's group, Citizens for Appropriate Transportation (CAT).

Ms. Pavlicek agreed to present to the Board within 30 days recommendations based on past and present communications. Mr. Barber recommended including Blue Line expansion; Ms. Pavlicek noted that the CTA is working on such a proposal. Ms. Pavlicek noted that Federal law requires evaluation of alternatives, but all options include lane expansion. Further discussion noted deficiencies of current IDOT proposals: no option without lane expansion, no inclusion of transit options. Other issues which should be addressed are ramps and bridge rebuilding.

Mr. Abu-Taleb recommended a special meeting with SEOPCO at Irving School to address these issues. Mr. Tucker noted a defensive strategy: landmark status for adjacent properties, and Mr. Salzman asked for a list of strategies prior to the end of this year to address these issues.

The Board discussed how to educate and galvanize public opinion and the need for more aggressive action. Mr. Johnson recommended partnering with the City of Chicago and noted possible impacts on Columbus Park.

User-Friendly Village Hall Goals

The Board reviewed earlier comments and identified goals:

1. Service delivery, as noted in earlier discussion.
2. Technology implementation as noted.
3. Training programs for staff.

Mr. Johnson asked for IT goals and timelines and for development of a strategic plan for IT. Mr. Abu-Taleb recommend implementation of a financial system within two years to support best practices in this area. Ms. Pavlicek noted that a BPS system in development will probably come online first, but both are planned in the next 24 months. Current software options were discussed, including limitations of what is now available, and the need for bridges linking BPS and financial solutions.

Ms. Pavlicek noted that the new website will be in place this summer. Mr. Johnson noted that this project will continue to evolve and improve. Mr. Salzman recommended the following language:

The Board is committed to implementation within 24 months of an automated payment and purchasing system not dependent on email to staff.

The Board discussed this proposal and what would be included. Mr. Barber asked for a report on best practices within six months. Ms. Pavlicek suggested that best practices be

included as a core value, but noted that vehicle sticker sales are confined to certain municipalities in the Chicago area; this is not a statewide or national process.

Ms. Lueck noted challenges in new business development and need for coordination. Ms. Pavlicek noted the possibility of eliminating areas of expertise and assigning one staff person for each business.

Mr. Tucker recommended identifying any needed increase in the staff training budget as part of the 2014 budget recommendations. Ms. Lueck suggested investigating an integrated approach where we hear most complaints.

Mr. Barber recommended sharing of Village goals with the community. Mr. Johnson supported new technology and training initiatives and recommended communicating successes and recognizing accomplishments. Mr. Brewer asked that this be included in OP/FYI. Mr. Johnson asked that a staff recognition program be established as part of the user-friendly initiative.

Intergovernmental Goals

1. Maximize and heighten impact of intergovernmental initiatives.
2. Board receives regular reports from COG.
3. Increase outreach to other communities, especially Galewood and Austin.
4. Specific analysis and strategy with all other local taxing bodies on levies and referenda.
5. Define value attained by collaboration and quantify savings within 24 months.

Trustees noted that more information is needed (where appropriate) on COG discussions; this has been a deficiency in the past. Ms. Pavlicek will prepare a report from COG for Mr. Abu-Taleb to share with the Board to avoid situations where other groups are not aware of ongoing discussions.

Mr. Brewer recommended more outreach to neighboring Chicago neighborhoods. Ms. Lueck noted that the Housing Collaborative forms a basis for collaboration with these suburban municipalities. Ms. Pavlicek suggested identifying areas to focus on initially.

Mr. Salzman and Ms. Lueck noted that the Intergovernmental Committee is working on a joint report on tax levies with other taxing bodies.

Economic Development Goals

1. One major development should break ground in the next 24 months.
2. One anchor business should be established on Madison Street.
3. A truly comprehensive economic plan beyond neighborhoods considering retail and other uses and including all non-downtown districts.
4. Develop a business development plan for North Avenue, Madison Street and Roosevelt Road.
 - a. Include consideration of a TIF on Roosevelt Road.
 - b. Review smaller district vacancy rates.

5. Review structure and effectiveness of economic development and consider investment in OPDC and Village resources.
6. Develop a clear marketing plan for Oak Park.
7. Decrease vacancy rates in business districts, with semi-annual reports to the Board.

Ms. Lueck noted that the Comprehensive Plan Economic Development section could form the basis for item #3. Board members recommended input from SEOPCO and Berwyn on the idea of a TIF.

Ms. Lueck recommended revisiting current Board policy regarding cell towers and noted the long-term vacancy on Harrison Street. Board members discussed priorities among these recommendations.

Mr. Abu-Taleb referenced the recent NICOR grant and recommended public/private/non-profit partnerships.

Core Values

The Board reviewed identified core values and agreed upon the following:

1. Fiscal responsibility
2. Accountability
3. Building trust

A draft of these recommendations will be circulated to the Board and adopted at a future Board meeting.

B. Board Protocols

The Board discussed the current process for recommendations to the Village Board for members of advisory boards and commissions and proposed changes to the process.

Mr. Johnson noted that he does not sit in on interviews with candidates but suggested that this would be appropriate for the Village President, who brings these to the Village Board for approval. He noted that private meetings might politicize the process.

The status of proposed revisions to the Chair Manual, also called the Procedure Manual, was discussed. Ms. Boutet is preparing a streamlined version for Board approval.

Mr. Tucker noted that it is appropriate for Mr. Abu-Taleb to know about the candidates he proposes, but would like to avoid delays in the process.

Mr. Salzman asked for clarification of the Liquor Commissioner's role in LCRB appointments and licenses.

Ms. Boutet discussed the purpose of the Citizen Involvement Commission to enhance diversity, fill open positions and encourage citizen participation and to interview and advise prospective candidates of available opportunities, and noted that this process has been in place for decades.

The Board discussed how the proposed process should be noted, in protocols or ordinance. Clerk Powell noted that Mr. Abu-Taleb could receive the information about candidates along with members of the CIC and could contact them if he was not able to attend the CIC meeting. He will also be notified of proposed reappointments by the Clerk's office. Mr. Abu-Taleb asked that the Board allow him to use this procedure for the present.

C. Board Committee Assignments

Following brief discussion of interest in committee and commission service, Board members identified their preferred assignments on the sheet distributed. Ms. Pavlicek will prepare a summary for Mr. Abu-Taleb to review. It was noted that 2 members should also be assigned to the new CEC, which was not on this list.

Ms. Pavlicek thanked the Board for the input provided at this meeting and distributed "Shop Oak Park" window clings, which will be distributed to local businesses.

ADJOURN

It was moved and seconded to adjourn. A voice vote was taken and the motion was approved. The meeting adjourned at 12:58 P.M. Saturday, June 8, 2013.

SUBMITTED AND RECORDED IN THE OFFICE OF:

Teresa Powell, Village Clerk