

**APPROVED MINUTES - SPECIAL BOARD MEETING  
PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OAK PARK  
HELD ON MONDAY, OCTOBER 29, 2012 AT 7:00 P.M.  
IN ROOM 101 OF OAK PARK VILLAGE HALL**

**I. CALL TO ORDER**

President Pope called the meeting to order at 7:02 p.m.

**II. ROLL CALL**

PRESENT: Trustees Brewer, Hedges, Johnson, Salzman and Tucker; President Pope  
ABSENT: Trustee Lueck

**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.

**IV. PUBLIC COMMENT**

George Thompson, 1128 N. Ridgeland. Mr. Thompson, a member of IMPACT, disagreed that 24 hours of community service for curfew violation was excessive, as expressed by those offering public comment at the October 15 Board Meeting.

**V. OVERVIEW**

**A. Overview of Budget Format & Manager's Budget Transmittal Letter**

Interim Village Manger Cara Pavlicek stated that staff has been preparing their budget recommendations since July and that the Finance Committee has been reviewing this information since August. She noted that this is the first presentation to the full Board and the majority of the operation departments were on the agenda this evening. The remainder will be reviewed during the November 1 meeting with the exception of parking, which will be included with the Enterprise Funds during the November 8 meeting.

**B. Highlights of 3<sup>rd</sup> Quarter Report**

Chief Financial Officer Craig Lesner reported that overall, General Fund revenues were slightly higher than expected for the 3<sup>rd</sup> Quarter. Property taxes met expectations and came in on time. Liquor taxes met expectations. Weather-driven factors weakened generation of gas and utility taxes. Sales taxes matched projections as the sale of Whiteco and West Suburban generated approximately \$900,000 to \$950,000, but Mr. Lesner cautioned that this type of transfer cannot be relied on to cover a shortfall in the future. State-allocated tax receipts are behind schedule. Mr. Lester stated that expenditures were significantly below projections. Of the Enterprise Funds, water and sewer is slightly below budget and the environmental services budget is meeting goals. Parking Funds remain below expectations.

Mr. Lesner answered questions from the Board.

**C. Highlights of Finance Committee Meetings since February 9, 2012**

Ms. Pavlicek referred to the minutes of the Finance Committee meetings from the past few months included in the agenda package and noted that a summary would be forwarded.

**D. Brief Review of Calendar**

Ms. Pavlicek gave a brief overview of the upcoming meetings through the end of the year.

**VI. REVIEW OF DEPARTMENTS****A. Adjudication**

Director of Adjudication Robert Anderson stated that the only significant change for 2013 is a request for \$20,000 for overtime services as needed to support the coverage of monthly Juvenile Night Court proceedings. President Pope commented that this is a result of Board direction regarding separating youth alcohol and tobacco issues in the adjudication process to help ensure confidentiality.

**B. Communications**

Communications Director David Powers stated that he asked for \$30,000 to replace cameras and related equipment in the Council Chambers, adding that this was discussed with the Finance Committee. President Pope noted that these are 1997 cameras that were installed in 2000 with a useful life of 8 to 12 years. Mr. Powers stated that repairs were made approximately five times in four years, resulting in a cost of \$700 per incident. He described the malfunction, adding that it is getting difficult to find parts and even more difficult to find people to do the repairs. Trustee Hedges asked if the Council Chambers cameras could be switched with the cameras in Room 101, as there are fewer meetings broadcast from this room. Mr. Powers explained that this would require extensive new cabling and would not be feasible. He added that eventually the Village will need to obtain digital equipment; the current equipment will be obsolete for broadcast purposes.

The next item discussed was rebuilding of the Village website. Trustee Salzman asked for an update. Mr. Powers stated completion is anticipated by February 2013. There was further discussion regarding the website as well as camera replacement.

**C. Community Relations**

Director of Community Relations Cedric Melton stated that no changes are being proposed. Trustee Brewer suggested the addition of part-time administrative help. There was a discussion regarding various events sponsored by the Community Relations Commission.

**D. Finance**

Mr. Lesner clarified the total number of full-time employees in the department, noting that three employees joined Finance in 2012. He noted that the purchasing procedure will be reviewed during the 4<sup>th</sup> Quarter of this year with potential changes to the ordinance. He added that online transactions such as paying parking tickets and utility bills will result in some shifts in expenditures. There is currently a bid out for credit

card processing and a bid for a new banking institution will be out shortly; he expects these fees to increase significantly. Mr. Lesner added that there were some small increases in collections, as well as in costs related to ADP, which will be 100% live shortly. PeopleSoft is being gradually phased out and resources were requested to support software acquisition to replace the current financial management system. He is also seeking to update the cashiering system with pin pad terminals that will allow customers to swipe their credit card without handing it to an employee.

Trustee Salzman asked for details regarding software, noting that \$150,000 is a significant sum. Mr. Lesner and Budget and Finance Manager James Harris explained the costs and discussed functional and long term needs. Mrs. Pavlicek also noted that this amount is a place holder and actual costs could be more.

Trustees discussed potential changes in staff utilization if residents have online self-service options.

**E. Fire**

Fire Chief Tom Ebsen stated that for the last two years, two additional firefighters were funded through a Federal grant, which provided for more first responders available for emergency duty. These positions have saved the department overtime costs of \$175,000 in 2011 and a projected \$187,000 in 2012. The current grant is ending and a decision must be made about whether to add these positions to the regular payroll. With five firefighters on leave for various injuries and accidents this year, he estimated that overtime costs could be \$450,000 this year.

He spoke about the alarm administration program and noted that false alarm calls have gone down 25% this year. This was attributed to aggressively pursuing fines administered for multiple false alarms. Also on the increase is ambulance fees; revenue should exceed what was estimated for 2012.

President Pope asked for an analysis of the cost of adding two permanent positions to compensate for the eventual loss of the grant-funded firefighters versus the potential overtime costs.

**F. Human Resources**

Director of Human Resources Frank Spataro stated that there are no significant budget changes for 2013. Training in conjunction with the Manager's Office is planned. Also, he anticipates substantial contract negotiation, as several Collective Bargaining Union agreements expire in 2013. There was a discussion regarding training.

**G. IT**

IT Director Alvin Nepomuceno stated that one of the primary changes in the 2013 IT budget is the addition of a full-time Operations Manager. A major project for 2013 is replacement of the telephone system; 2009 marked the end of the useful life of the current system. Also planned is development of in-car police reporting technology. Mr. Nepomuceno answered questions from the Board regarding replacement of Village workstations, the phone project and the Operations Manager position.

**H. Law**  
Postponed.

**I. Police Department**

Police Chief Rick Tanksley requested the reinstatement of the additional Deputy Chief position. Trustee Johnson asked if the Finance Committee approved this. President Pope replied that the committee agreed that this position is warranted not only for workload purposes but for maintenance of institutional knowledge. The Finance Committee also discussed filling two vacant Commander positions. Chief Tanksley clarified that all vacancies would be open to external and internal candidates. Ms. Pavlicek noted that a structure with two Deputy Chiefs, one operational and one administrative, is the more traditional law enforcement structure. In order to continue to provide quality law enforcement services to the community, appropriate resources are needed. President Pope added that although the Police Department has been operating with a single Deputy Chief for a number of years, historically there have been two Deputy Chiefs.

**J. Public Health**

Director of Public Health Margaret Provost-Fyfe noted that the Health Department has agreements for grants totaling \$303,429. Approximately \$205,000 of 2013 salaries will be reimbursed by grants. In addition, grants will be received from the Illinois Department of Public Health and Illinois Department of Human Services to maintain various public health programs. Trustee Johnson and President Pope commended the work of the Health Department. The Farmers Market, whose manager and assistant positions have been converted to contractors, was also discussed.

**K. Village Clerk**

Ms. Pavlicek noted the shift of the Records Coordinator position from the Clerk's Office to Finance. The Deputy Village Clerk position has not been funded for two years; she recommended that following the April election, the structure of the department be looked at to determine whether a Deputy Clerk or Executive Secretary is appropriate. She added that this is one area where the Board may see a budget amendment in 2013. Village Clerk Teresa Powell discussed the functions of the department, noting that there is interaction with every other department. She answered questions from the Board regarding business licensing and records digitization.

**L. Village Manager**

Ms. Pavlicek stated that funding in the Village Manager's Office was increased slightly in anticipation of the identification of a Village Manager. Also included are funds needed for the process of recruitment for a Village Attorney. Another structural change is shifting several partner agency contractual services to Business Services. Contractual services for the Collaboration on Early Childhood Development has been recommended for increase to allow for a fuller partnership between several of the taxing bodies to provide services from birth to age five.

Ms Pavlicek noted that the Acting Village Attorney has submitted a configuration of the Law Department that includes two Assistant Attorneys and a Village Attorney. Ms. Pavlicek advised delaying action until a decision is made regarding the Village Attorney role; changes could be addressed through a budget amendment in 2013. Ms. Pavlicek answered questions from the Board.

**M. Village President and Board of Trustees**

Ms. Pavlicek noted that the President and Board Members are historically included as full-time employees; no change will be made although other organizations typically don't count the governing body in that manner. She noted that the General Fund was amended in 2012 to include contractual services for Slavin Consulting. Discussion followed regarding expenses for Board members to attend local conferences.

**VII. REVIEW OF DEBT**

Mr. Lesner described the information distributed regarding debt services as a synopsis of each original debt amount, the name of the debt, the purpose and what the current status is. He stated that all current issues are fixed rates and not subject to market conditions. Interest rates and refinancing circumstances were discussed.

Mr. Lesner explained that the issuance of general obligation debt is supported by the property tax levy. He noted that in some instances, these costs are abated; that is, payment comes from a source other than property taxes. He discussed the abatement process.

**VIII. OLD BUSINESS**

Trustee Johnson requested a meeting be scheduled to discuss fire and police pensions. He also asked when Business District support would be on the agenda. Ms. Pavlicek noted that would be on Thursday, November 1.

President Pope announced the Halloween trick or treat hours and noted that early voting is underway.

**IX. ADJOURN**

It was moved and seconded to adjourn. A voice vote was taken and the motion was approved. The meeting adjourned at 10:08 P.M. Monday, October 29, 2012.

**SUBMITTED AND RECORDED IN THE OFFICE OF:**

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Teresa Powell, Village Clerk

By: MaryAnn Schoenneman  
Interim Deputy Village Clerk