

**APPROVED MINUTES - SPECIAL BOARD MEETING
PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OAK PARK
HELD ON THURSDAY, NOVEMBER 8TH, 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 7:06 p.m.

II. ROLL CALL

PRESENT: Trustees Brewer (7:10), Hedges, Salzman and Tucker; President Pope

ABSENT: Trustees Johnson and 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

There was no public comment.

**V. REVIEW OF RECOMMENDED DRAFT 2013 BUDGET
AS REVIEWED BY THE FINANCE COMMITTEE**

A. Review of Capital Improvement Funds

Interim Village Manger Cara Pavlicek stated that the Public Works Department establishes a multi-year Capital Improvement Plan that projects out for many years. The Capital Budget is comprised of the Capital Fund, the Building Improvement Fund, Fleet Replacement Fund and Equipment Replacement Fund. She asked that the Board focus on the current fiscal year 2013, as those out years refer to long-term planning. However, comments or questions can be addressed if needed.

Village Engineer Jim Budrick gave an overview of Right-of Way improvements for 2013. He indicated that \$50,000 will go towards a pavement management survey in order to update the baseline for the pavement system. This baseline will be used as part the performance management program. Grant funds will be used to offset expenditures on I-290 activities; a \$50,000 placeholder is included for legal and technical assistance regarding I-290.

There is \$70,000 in the capital component of the budget allocated to public art. Ms. Pavlicek added that an additional \$30,000 is available in the General Fund for a total of \$100,000. She noted that \$20,000 of that is allocated for the mini-mural project through the Oak Park Area Arts Council.

In regards to Streetscape, \$100,000 received from the TCSP Grant is budgeted towards the South Boulevard project. Another streetscape project is slated for the Garfield TIF

area, which is \$487,500 that was in the previous year's budget but was not developed.

Mr. Budrick noted that the largest portion of the capital improvement budget is devoted to local street resurfacing. One million dollars is coming out of the regular CIP fund as well as approximately \$420,000 from CDBG and \$100,000 in Parking Fund dollars. Microsurfacing and crack filling is budgeted at \$300,000, and includes approximately ten and a half land miles of streets. The pavement patching and striping programs will be \$150,000 and \$50,000, respectively. An investment of \$800,000 will go towards reconstruction of approximately a dozen alleys; \$700,000 from Capital Funds and \$100,000 from CDBG.

Also included in the Capital Plan is tree replacement, which includes replacing about 425 trees at \$150,000. Additional work is planned for planter areas, maintenance on brick in various business districts and some street furniture replacement.

Mr. Budrick answered questions from the Board. President Pope asked that the Board be given a larger map that reflects a segment-by-segment breakdown of past material resurfacing to help analyze how well the streets are holding up over time in addition to how long it's been since they have been done.

Mr. Budrick discussed the Building Improvement Fund, which is used to do repairs on all Village-owned buildings and property. Regarding Village Hall, engineering for the cooling power in the parking lot is scheduled for 2013. This is part of the HVAC system for the building; replacement is anticipated in 2014. Mr. Budrick referred to the discussion underway with District 97 and the Park District relative to the back lot, noting that the outcome will play a role in these plans. Also allocated for Village Hall is \$60,000 for repairs on the bricks in the courtyard; these have been settling over time and are currently tripping hazards. For the Police Station, \$50,000 is allocated for engineering work related to the gun range; rebuilding is anticipated in 2014. Concrete repair work for the Public Works Center is budgeted at \$150,000.

Regarding Fleet, Mr. Budrick noted that the biggest costs will be \$175,000 for police vehicles and \$252,000 for fire vehicles. \$42,728 is allocated for payment on the lease for various Public Works vehicles.

The final component of the capital portion of the budget is the Equipment Fund. Mr. Budrick referred this to IT Director Alvin Nepomuceno, as expenditures for 2013 are related to computer and phone equipment.

Mr. Nepomuceno stated that the cost for the new phone system would be \$750,000 and would be done as a short-term lease arrangement. Also budgeted out of this fund is replacement of a number of printers and workstations as well as a backup cooling system for Village data centers. He also spoke about various initiatives in conjunction with the Police Department.

B. Review of Enterprise Funds

Water Fund

Mr. Budrick referred to the Water Fund and discussed expenditures regarding water main replacement projects. He noted that \$700,000 is allocated for replacement of

feeder mains running under Ridgeland Commons which will be done in conjunction with improvements being made by the Park District. President Pope commented that this is an opportune time to replace that main given the fact that there is already going to be construction on that site. The cost would be much greater to the Village to do this at a later time after Park District work is completed. Work scheduled at the Central Pump Station was discussed.

Sewer Fund

In regards to the Sewer Fund, Mr. Budrick indicated that \$100,000 is included for heavy sewer cleaning and \$150,000 for cleaning and televising of the sewer siphon under Ridgeland Avenue. Continuation of the sewer modeling project at \$150,000, the Sewer Backflow Protection Program in the amount of \$200,000 and \$75,000 for water meter register head replacement were also noted.

Environmental Services

Refuse and Recycling Manager Karen Rozmus noted the increase regarding waste pickup and spoke about the composting pilot program, which will be expanded in 2013.

Parking

Regarding staffing, Interim Parking Services Manager Jill Velan was requesting one Administrative Clerk position in the department be upgraded to Senior Administrative Clerk. Capital Improvements for 2013 include moving forward with the Lake and Forest garage and parking lot resurfacing. She also requested resources to upgrade the pay-by-space terminals and to support the pilot parking space finder program. There was a discussion regarding the program, which is a downloadable app that would help facilitate finding open parking spaces in the Village. Ms. Velan also noted that \$1 millions would be transferred from the Parking Fund to the General Fund. There was a discussion regarding parking fees and revenue.

C. Review of Internal Service Funds

Chief Financial Officer Craig Lesner stated that these funds consist of Debt Service, Health Insurance, Self-Insurance Retention and Risk Management.

Mr. Lesner clarified that the debt service fund pays for a good portion of the debt of the Village. Debt payments are funded through the property tax levy in addition to contributions from the Enterprise and Special Revenue Funds for their relevant portions.

The Health Insurance Fund pays for the Village's insurance program. Director of Human Resources Frank Spataro discussed the anticipated increase in healthcare costs for 2013, the various plans available and answered questions from the Board.

Mr. Lesner explained that the Self-insurance Retention Fund is focused exclusively on workers' comp payments and the actual settlements of cases and associated legal fees. The Risk Management Fund contains the personnel and administrative costs associated with those services.

VI. BUDGET CALENDAR REVIEW

The schedule for future budget meetings was confirmed.

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VII. ADJOURN

It was moved and seconded to adjourn. A voice vote was taken and the motion was approved. The meeting adjourned at 9:00 P.M. Thursday, November 8, 2012.

SUBMITTED AND RECORDED IN THE OFFICE OF:

Teresa Powell, Village Clerk

By: MaryAnn Schoenneman
Interim Deputy Village Clerk