



Village of Oak Park

123 Madison Street
Oak Park, Illinois 60302
www.oak-park.us

Meeting Minutes – Finance Committee

Tuesday, October 29, 2024, 6:30 pm

Village Hall Council Chambers (Room 201), 123 Madison Street, Oak Park

- 1) **Call to Order:** Village President Scaman called the Meeting to order at 6:54 P.M.
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- 2) **Roll Call Attendance:** Clerk Christina Waters took the roll call as follows:

Present: Village Trustees: Parakkat, Robinson, and Wesley; and
Village President Scaman.

Absent: None.

There was a quorum present.

Other Attendees: Village Trustees: Buchanan, Enyia and Straw; and Village Clerk Waters.

Note: Trustee Robinson left the meeting at 7:44 pm.

- 3) **Public Comment.** Village President Scaman asked whether there were any public comments. There were none at this point in the meeting.
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- 4) **Approval of Minutes.**

A. **MOT 24-261**. Minutes from October 8, 2024, Meeting of the Finance Committee.

Village President Scaman asked whether there was a motion regarding the minutes of the finance committee meeting held on October 8, 2024, and whether there is a proposed amendment.

Trustee Robinson stated that the language in the second paragraph on page 2 of the proposed minutes applying to Trustee Robinson needs to be modified to clarify her statement that funds allocated from ARPA to the migrant response need to be returned to ARPA in its category. There was no further discussion of revisions or amendments to the minutes presented.

A **Motion** was then made by Trustee Robinson, seconded by Trustee Wesley, to Approve the Minutes as amended by Trustee Robinson of the October 8, 2024 Finance Committee meeting.

- There were no questions, comments or discussion from or by the Board.
 - President Scaman called for a voice vote; all voted in favor and none were opposed.
 - **Motion carried** unanimously on a Voice Vote.
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5) **New Business.**

B. **ID 24-512. Review of the Fiscal Year 2025 Proposed Budget.**

Village President Scaman read aloud the title of ID 24-512 as follows: Review of the Fiscal Year 2025 Proposed Budget. President Scaman then called upon Village Manager Kevin Jackson to proceed with his presentation.

Jackson and the finance committee members discussed the schedule of Finance Committee and Village Board meetings that would address the 2025 budget. The committee unanimously agreed upon the schedule as follows:

- Tonight's finance committee meeting will focus on the proposed 2025 budget relating to the operational departments.
- The finance committee meeting of November 4, 2024, will focus on the proposed 2025 budget for the administrative departments.
- The Village Board meeting on November 12, 2024, will include the final Capital Improvement Plan discussion and possible passage of the CIP.
- The Village Board meeting scheduled for November 19, 2024, will include the first full review by the Board of the entire proposed operating budget for fiscal year 2025.
- A Special Village Board meeting on November 21, 2024, will include the second full review by the Board of the entire proposed 2025 budget.
- The Village Board meeting of either December 03, or December 10 at the latest ideal date, would include adoption by the Board of a budget for fiscal year 2025.

Village Manager Jackson stated that tonight's meeting will focus on an "operating budget" discussion and presentations from the "operational departments."

Finance Department Budget Presentation. Village Manager Jackson asked Donna Gayden, Interim Chief Financial Officer, to proceed with her Finance Department presentation, which she did.

Gayden stated that the FY 2025 requested budget is \$87,023,803 which is a variance increase of 4.8% from the 2024 budget of \$82,194,160, and that said 2025 budget amount includes "COLA, health benefits, one-time expenses and Village Board goals." Gayden then explained the FY 2025 proposed budget, and, provided a comparison of certain items within the 2024 adopted budget and those with the 2025 projected budget, and their enumerated variances. Gayden also stated that property taxes would remain at 3%.

At the conclusion of the finance department presentation, Gayden invited anyone with questions to send an email at any time throughout the budget process.

Gayden stated that the operational departments will each provide their own presentation, starting with Development Services.

Village President Scaman also encouraged everyone to provide feedback to staff who are working on the budget.

Public Comment: President Scaman then announced that there was a public commenter present and asked the speaker to come forward.

Nicole Chavas introduced herself as a board member of "Bike Walk Oak Park." Chavas thanked the Village Board for their funding of projects and support for organizations that increase the mobility and safety of pedestrians and cyclists. Chavas stated that Bike Walk Oak Park is asking the Board not to delay the Village wide traffic signal re-timing study to 2026 and provided reasons in support of their request.

There were no other public comments.

The FY 2025 budget presentations resumed.

Development Services Department Presentation. Village Development Services Director, Emily Egan, explained the department's power point presentation which included the "Executive Summary" for the department, their "FY 25 Priorities," and the department's proposed organizational chart.

Director Egan then introduced Noemi Diaz as a Management Analyst, and Diaz addressed the individual divisions of the department, including the following divisions:

- Administration Division,
- Business Services Division,
- Permits & Development Division,
- Planning & Urban Design,
- Parking & Mobility Services Division, and,
- Partner Agencies including Visit Oak Park, Oak Park Area Arts Council, and Downtown Oak Park.

Director Egan then explained the department's "Budget at a Glance" seeking \$14,141,025 as well as the FY25 Goals of the 5 different divisions (Administration, Business Services, Permits & Development, Planning & Urban Design, and Parking & Mobility Services Divisions).

Annie Coakley, Executive Director of "Visit Oak Park," and Jim Prescott, Chair of their Board, were both present and answered questions posed by the finance committee members and stated that a goal of the organization includes attracting people to live in Oak Park and businesses to open in Oak Park after "visiting."

There was general discussion by the finance committee members of the above presentation and proposed budget. Committee members discussed each division, including Administration, Business Services, Permits & Development, Planning & Urban Design, Parking & Mobility Services, and Partner Agencies. No action was taken by the committee with regard to the Development Services Department's budget proposal.

Fire Department Presentation. Village Fire Chief Kobyleski then explained his fire department PowerPoint presentation, including the department's mission statement, organization chart, FY25 priorities, and he described the 3 different fire station locations, specifically:

- 1) Station One at 100 N. Euclid, built in 1982.
- 2) Station Two at 212 Augusta, built in 1917; and,
- 3) Station Three at 900 S East, built in 1961.

Chief Kobyleski then explained that the fire department FY25 recommended budget of \$20,257,463, which is an increase of \$726,200 or 3.65% from the 2024 adopted budget. Chief Kobyleski highlighted the areas of "notable changes" including pension, regular salaries, EMS billing cost and "miscellaneous operational cost increases."

The finance committee members then discussed with Fire Chief Kobyleski the fire department presentation and proposed FY 2025 budget. No action was taken by the committee regarding the fire department's budget proposal.

Public Health Department Presentation: Lisa Shelley, Deputy Village Manager and Interim Public Health Director, presented the department's budget proposal, which included a recitation of the Public Health Department mission and vision statements, an executive overview of the department, and a presentation of the organizational chart for the department. Interim Director Shelley then listed the department's FY25 priorities

including administration, environmental health, animal control, emergency preparedness, health promotion and programming, clinical and nursing, and the Farmers' Market. Shelley stated that the 2024 adopted general fund budget is \$1,166,381, and the 2025 recommended general fund budget is \$1,443,371. Shelley identified "notable changes" or increases in certain expense areas.

There was general discussion by the committee members with Interim Director Shelley regarding the Public Health Department presentation and proposed 2025 budget. No action was taken by the finance committee regarding the Public Health Department's proposed budget.

Police Department Presentation. Village Police Chief Shatonya Johnson presented her department's FY 2025 budget proposal, and summarized the department's mission statement, provided an executive overview and organizational chart, and discussed the police department's FY25 priorities, including executing "Berry Dunn recommendations," expanding community engagement initiatives, enacting crime reduction strategies, partnering with Neighborhood Services, as well as succession planning. Chief Johnson then explained the department's FY25 recommendations and notable changes, including personnel changes, police pension contributions, increases in the cost of background checks, clothing, and the WSCDC contract. Chief Johnson then explained the police department's budget, stating that the 2024 amended budget is \$28,749,546 and the 2025 requested budget is \$29,078,814, which is an increase of \$329,268.

The finance committee members then discussed with Police Chief Johnson the police department's presentation and budget proposal. No action was taken by the finance committee regarding the police department's 2025 budget proposal.

Public Works Department Presentation. Village Public Works Director Rob Sproule explained his FY 2025 Public Works Department budget proposal and provided a department overview, a 2025 department organizational chart, a listing of the 2025 department priorities, and a description of each of the 9 divisions and their proposed budgets as follows:

- 1) Administration Division,
- 2) Building Maintenance Division,
- 3) Engineering Division,
- 4) Environmental Services Division,
- 5) Fleet Services Division,
- 6) Forestry Division,

- 7) Streets Division,
- 8) Street Lighting Division, and
- 9) Water & Sewer Division

Director Sproule stated that the total FY 2024 general fund budget is \$7,841,234 and that "Enterprise Funds" include Environmental Services at \$4,866,037 and Water & Sewer at \$29,930,690. Sproule compared those amounts to the FY 2025 requested budget of \$8,007,867 in "total general fund" and Enterprise Funds to include Environmental Services at \$5,186,339 and Water & Sewer of \$27,680,306.

The finance committee members then discussed with Director Sproule the public works department presentation and proposed 2025 budget. No action was taken by the finance committee regarding the budget proposal of the public works department.

At 9:53 pm there was discussion by the finance committee members about whether to move to continue with the meeting that evening beyond 10:00 pm, or whether to reschedule the Neighborhood Services presentation for a meeting on a later date. Trustee Parakkat would not agree to hold the meeting until 10:00 pm, and it was therefore agreed that due to the time (10:00 pm) and the absence of a committee member, they would end the meeting at that time.

6) **Adjournment.**

There being no further business before the Finance Committee, a **Motion** was made by Trustee Wesley, Seconded by Trustee Parakkat, to adjourn this meeting at 9:54 p.m.

Motion carried unanimously on a voice vote.

Respectfully submitted,

Interim Deputy Clerk Marjorie A. Manchen