



# Village of Oak Park

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

## Meeting Minutes

### Finance Committee

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Monday, August 29, 2016

7:00 PM

Room 130

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#### 1. Call To Order

Call to order 7:00 p.m.

#### 2. Roll Call

Present were members of the Finance Committee Trustees Glenn Brewer, Adam Salzman and Robert Tucker. President Anan Abu-Taleb arrived at 7:25 p.m.

Others present were Trustee Andrea Button-Ott, CFO Steve Drazner, Village Engineer Bill McKenna, Village Manager Cara Pavlicek, Village Clerk Teresa Powell, Deputy Village Manager Lisa Shelley, Village Attorney Paul Stephanides and Parking Director Jill Velan.

#### 3. Public Comment

There was no public comment.

#### 4. Approval of Minutes

A. [ID 16-256](#) Minutes from the June 20, 2016 Meeting of the Finance Committee.

**It was moved that the Minutes of the June 20, 2016 Finance Committee meeting be approved. A voice vote was taken and they were approved unanimously.**

#### 5. New Business

B. [ID 16-249](#) Review of the FY17 Recommended Capital Improvement Plan (CIP).

Manager Pavlicek announced the beginning of the 2017 budget process with a review of the five year budgets for Capital Improvements over this and the next meeting. The 2017 CIP budget will be adopted in September and incorporated into the 2017 budget being reviewed this fall. A benefit of this early approval is that staff can begin engineering plans and send projects out to bid early next year to be more competitive. This also allows scheduling of projects when school is out. Equipment and Parking projects

will be reviewed at this meeting.

CFO Drazner started with a general overview, with consideration of what to keep on the list, defer, or eliminate. While the budget shown is for five years, only the 2017 budget amounts may be legally adopted for next fiscal year.

## EQUIPMENT

Enterprise Resource Planning System replacement: This multiyear project has been approved and purchased with implementation over two years. The timeclock system now in place is not fully compatible with BS&A and may need to be replaced by one that will better accommodate the new ERP system. Staff will seek a cost proposal from Telestaff/Kronos.

Cardiac Monitor Replacement for Fire Department: These are being upgraded on a four-year cycle.

Fire Department Oxygen Fill Station Replacement: The current outdated system is being replaced by a modern system with additional safety features.

Backup HVAC & Electrical Work: This upgrade in the primary computer room has been completed and additional funds are held for any additional electrical work.

Enterprise Content Management: This project will be implemented in 2017 but some costs will be deferred to 2018 as this additional time will be needed to complete implementation.

Fiber Infrastructure Upgrade: Prior fiber installation was previously implemented in a piecemeal fashion to connect all locations; the new installation will upgrade capacity and provide a new loop structure for safeguard against failure. The locations involved were discussed, including garages, water pumping stations and reservoirs connected with Village Hall. Other governments such as School District 97 may be interested in joining with the Village on this fiber optic project under a special program offered to units of local government. Should this partnership materialize, it could potentially save the Village up to 50% of the cost to lay the fiber.

PC and laptop replacements: These items are purchased at a discount through a consortium and total cost per unit depends on the software installed on the PC. PCs/laptops typically have a lifespan of approximately four years and replacements are done on a rotating schedule every year.

The amount requested for this budgeted CIP item would cover the replacement of 40-50 PCs/laptops.

Printer replacement: These are the shared printers with a life cycle of about five years.

Server and network infrastructure: The increase in the cost of these systems is related to storage of body cam videos, with video storage becoming a major issue for municipal governments. Trustee Ott asked about possible offsite storage in the future.

VH Video and control access security: This includes keycard access and video security.

Police department mobile technology upgrade: These replace items at the end of their life cycle.

President Abu-Taleb arrived. Trustee Tucker asked whether anything else might be needed or if anything was "on the fence." Manager Pavlicek said the marginal items were already removed from the budget list in order to reduce the recommended CIP budget as presented to a more manageable level. Trustee Salzman asked about video security for private garages. Manager Pavlicek said that this will be the garage owners' responsibility. Trustee Salzman asked about dedicated parking for the public in these garages. Manager Pavlicek said that upper levels are more suitable for residents, and Director Velan added that there are shorter parking limits on the lower levels. She also noted that fiber systems for the garages is already completed.

Engineer McKenna added that at Oak Park Station conduits to equipment rooms have been added for other future use. Manager Pavlicek noted that the larger capacity has been planned in advance as conduit is the largest expense. Engineer McKenna noted the redundancy of the backbone, with the current system as a backup. All traffic signals are on it.

President Abu-Taleb asked about outsourcing savings for fiber. Manager Pavlicek and CFO Drazner said that this option does not offer savings. There was discussion of when fiber was first installed (1999) and whether a diagram of the system was available. CFO Drazner will have IT Director Nepomuceno attend the next meeting to answer questions. President Abu-Taleb asked for a fiber proposal from AT&T in writing. There was discussion of upgrade benefits including higher speeds and longer distance communications. Manager Pavlicek noted that larger municipalities prefer to own, especially for added security with payment systems.

## PARKING

CFO Drazner reviewed the Capital Outlay Summary and noted that for the "unified parking system" \$450,000 of expense which was omitted from this draft and will be added for fiscal year 2018.

Bike share program: The initial 13 stations have been opened. After a full year of data is collected, additional stations will be opened in 2018. With additional stations and advertising revenue, these are expected to approach a break-even position. Trustee Brewer asked about maintenance; a contractor handles bike distribution and repair and station repairs.

Lake and Forest Garage: CFO Drazner said that a bond will be issued this fall, by November at the latest; within 90 days of completion of the vertical subdivision of the building. President Abu-Taleb asked for clarification of the study and maintenance budget. Parking Director Velan responded that the study is \$25,000 to develop a maintenance schedule, the rest of the expense is an estimate for ongoing maintenance work to avoid deterioration as with the previous garage.

EV Charging Stations: Additional charging stations budgeted for this year will be installed in 2017.

Lot resurfacing, landscaping and maintenance program: This includes resurfacing and other improvements to surface parking lots as part of a five year maintenance program.

On-street regulation signs upgrade: Revised signage costs are a broad estimate based on the number of signs needed (location x # signs/block). Director Velan added that staff is working on a consolidated signage proposal.

Online parking pass system: Day and 24 hour passes will be offered in an upgraded system. This was a 2016 budget item and no additional funds are budgeted for 2017.

Parking/wayfinding system: Since this project is in its early stages, budget is a placeholder until more detail is available.

Revenue control system: Addition of license plate recognition and control gates for permit parking is currently under investigation.

Security cameras and intercom upgrades: Intercoms are being replaced;

additional maintenance is in the budget going forward.

President Abu-Taleb asked if the implementation of these new systems in 2015 was a good investment. Director Velan explained that this increased the revenue collection; residents have also offered compliments on the new systems. The new bar code system is more reliable and a new license plate recognition system is in the 2017 budget.

There was a discussion of the coin collection system, armored car service and transfer of coins. President Abu-Taleb asked for an audit of this process, and CFO Drazner will look into this. Trustee Brewer asked about moving away from coin meters but "credit cards only" is not a practical method in regions with harsh winter weather.

Unified parking system upgrade: A new system is being integrated with more flexibility for online transactions and better communication with permit holders. This will allow for a "virtual" waiting list and better customer service. This improvement will be added in 2017-2018.

Vehicle replacements: This vehicle expense is charged to the enterprise fund. Trustee Brewer asked about purchase vs. leasing. CFO Drazner stated that in most cases, an outright purchase offers a lower overall cost vs leasing but leasing which is similar to a loan may be beneficial in terms of cash flows.

President Abu-Taleb asked when overnight parking requests would be on the Passport app; Director Velan said before year-end, possibly a few weeks, delay is due to electrical issues. The Board will be notified when it is ready.

President Abu-Taleb asked if parking expenses are exceeding revenues. Manager Pavlicek said that this will be reviewed at an October Finance meeting, along with long-term debt service. The Board needs to consider increases in hourly parking.

## CALENDAR

The next meeting of the Finance Committee will be on Monday, September 12.

## 6. Old Business

There was no old business.

## 7. Adjournment

It was moved by Trustee Tucker, seconded by Trustee Salzman to adjourn the meeting.

Ayes: All Nos: None

The meeting was adjourned at 8:23 p.m.