



Village of Oak Park

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

Meeting Minutes – Finance Committee

Wednesday, November 04, 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 6:43 P.M.
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- 2) **Roll Call Attendance:** Village President Scaman asked Clerk Waters to take the roll call, which she did as follows:

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

Absent: None.

There was a quorum.

Other Attendees: Village Trustee Straw (in person) and Enyia (via remote attendance); and Village Clerk Waters.

Agenda Approval:

Village President Scaman then asked for a **Motion** to approve the Agenda as presented.

There was a Motion made by Trustee Robinson, seconded by Trustee Wesley, to Approve the Agenda as presented.

- 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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- 3) **Public Comment.** Village President Scaman asked whether there were any public comments. There were no public comments.
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4) **Approval of Minutes.**

A. **MOT 24-263. Minutes from the October 15, 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 15, 2024.

A **Motion** was made by Trustee Robinson, seconded by Trustee Wesley to Approve the Minutes from the October 15, 2024 meeting of the Finance Committee.

- 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 24-526. Review of the Fiscal Year 2025 Proposed Budget.**

Village President Scaman encouraged the finance committee members and everyone else to provide feedback regarding the budget presentations and proposals, especially to staff members working on the budget.

Interim Chief Financial Officer Donna Gayden then stated that the budget presentation tonight will include presentations from seven different departments. Gayden called upon Assistant Village Manager and Neighborhood Services Director, Jonathan Burch, to commence his department's presentation.

Neighborhood Services Department Presentation. Assistant Village Manager and Neighborhood Services Director, Jonathan Burch, summarized the following items as part of the Neighborhood Services Department's FY 2025 budget proposal presentation:

- The mission statement of this "new" department, Neighborhood Services.
- FY 2025 Neighborhood Services Department priorities.
- FY 2024 accomplishments.
- An executive overview including a description of each of the 5 different divisions within the Neighborhood Services Department, specifically: 1) Administration, 2) Code Compliance, 3) Neighborhood Programs, 4) Neighborhood Partnerships, and 5) Community Services.

- A comparison of the department's FY 2024 total budget of \$2,212,224 and the FY 2025 proposed total budget of \$2,929,381, representing a variance increase of \$717,157 for 2025.

Director Burch explained items within the budget proposal including the department's salaries, fringe benefits, contractual services, materials and supplies, and capital improvements.

There was general discussion by the finance committee members with Director Burch regarding the Neighborhood Services presentation and proposed 2025 budget.

No action was taken by the finance committee with regard to the Neighborhood Services presentation and proposal.

Human Resources Department Presentation. Assistant Village Manager and Human Resources Director, Kira Tchang, summarized the following items as part of the FY 2025 budget proposal presentation by the Human Resources Department:

- The mission statement and an "executive overview" of the Human Resources Department.
- FY 2025 priorities list for the department.
- A comparison of the FY 2024 amended budget line items and total of \$1,022,204 with the FY 2025 requested budget and its line items totaling \$1,060,324, representing a variance increase of \$38,170 for 2025.

There was general discussion by the finance committee members with Director Tchang regarding the presentation and proposed 2025 budget of the Human Resources Department.

No action was taken by the finance committee with regard to the said presentation and proposal.

Finance Department Presentation. Interim Chief Financial Officer, Finance Department, Donna Gayden, summarized the following items as part of the Finance Department's FY 2025 budget proposal presentation:

- The mission statement of the Finance Department and departmental summary.
- FY 2025 priorities for the department.
- An organizational chart for the department.

- A comparison of the FY 2024 amended budget line items for the department's "personnel services, fringe benefits, other costs, contractual services, materials and supplies, and transfers" for a total \$10,949,377 with the FY 2025 requested budget totaling \$11,228,829, representing a variance increase of \$279,452 for FY 2025.

Interim CFO Gayden also stated that at the November 19 Village Board meeting, she and the finance department will present the first full review of the entire proposed balanced budget for fiscal year 2025 to the Board.

There was general discussion by the finance committee members with Interim CFO Gayden regarding the presentation and proposed 2025 budget of the Finance Department.

No action was taken by the finance committee with regard to the said presentation and proposal.

Information Technology Department Presentation: Information Technology Director, Alvin Nepomuceno, summarized the following items as part of the IT Department's FY 2025 budget proposal presentation:

- The mission statement of the Information Technology Department and their executive overview.
- FY 2025 priorities for the department.
- Organizational chart for the department.
- A comparison of the FY 2024 adopted budget of \$1,687,230 with the 2025 recommended budget of \$1,689,417, representing a variance increase of \$14,874 for FY 2025.
- "Notable changes" were cited by Director Nepomuceno for the variance including increases in costs for conference trainings and software licenses, and, decreases in costs for telecommunication charges, telephone maintenance and external support.

There was general discussion by the finance committee members with IT Director Nepomuceno regarding the Information Technology Department's presentation and proposed FY 2025 budget.

No action was taken by the finance committee regarding the IT Department's proposed budget.

Law Department Presentation. Assistant Village Attorney Tony Fioretti summarized the following items as part of the Law Department's FY 2025 budget proposal presentation:

- The mission statement of the Law Department.
- FY 2025 budget priorities for the department.
- Organizational chart for the department.
- A comparison of the FY 2024 adopted budget of \$919,196 with the FY 2025 recommended budget of \$917,364, with a variance decrease of \$1,832 for FY 2025.

Assistant Village Attorney Fioretti also explained that there would be no change in the budgeted amount of \$3,200,000 from FY 2024 to FY 2025 for the "self-insured retention fund."

There was general discussion by the finance committee members with Assistant Village Attorney Fioretti regarding the presentation and the Law Department's proposed FY 2025 budget.

No action was taken by the finance committee regarding the proposed budget.

Village Clerk's Office Presentation: Village Clerk, Christina Waters, summarized the following items as part of the Office of the Village Clerk's FY 2025 budget proposal presentation:

- The mission statement of the Office of the Village Clerk and the executive overview.
- Organizational chart for the department.
- FY 2024 Accomplishments, including providing on and off-site notary services and voter registration; furthering racial equity by coordination of multi-cultural special events and creation of proclamations recognizing diverse populations; increased civic engagement on advisory boards, commissions and committees, as well as at Neighborhood Clean-Up events and at OPRF High School's "Service Learning Fair," and, by creation of the "Junior Deputy Clerk Program" to increase youth outreach and involvement.
- FY 2025 Goals list for the Clerk's Office.
- A comparison of the FY 2024 budget of \$287,308 with the 2025 recommended budget of \$320,819, with a variance increase of \$33,511 for FY 2025. Clerk Waters stated that the increase in the FY 2025 requested budget is due to salaries and benefits, and also the digitization project that she expects to be completed in FY 2025.

There was general discussion by the finance committee members with Clerk Waters regarding the presentation and proposed FY 2025 budget of the Clerk's Office. No action was taken by the finance committee regarding the Clerk's Office proposed budget.

Administrative Adjudication Presentation: Deputy Village Manager, Ahmad Zayyad, summarized the following items as part of the Office of Administrative Adjudication's FY 2025 budget proposal presentation:

- An overview of the Office of Administrative Adjudication which will be reorganized as a division within the Village Manager's Office.
- FY 2025 priorities list for the department.
- A comparison of the FY 2024 amended budget of \$603,575 with the 2025 recommended budget of \$639,601, representing a variance increase of \$36,026 for FY 2025.
- "Notable changes" were cited by Deputy Village Manager Zayyad including increases in costs for external support including "Bailiff Services." Zayyad also stated that if the Board approves the organizational change, and, re-classifies the "director" position to an "adjudication administrator" role, the FY 2025 budget would decrease to \$604,352.

There was general discussion by the finance committee members with Deputy Village Manager Zayyad regarding the Administrative Adjudication's presentation and proposed FY 2025 budget.

No action was taken by the finance committee regarding the Office of Administrative Adjudication's proposed budget.

Office of Communications and Engagement Presentation: The Chief Communications Officer, Office of Communications and Engagement, Dan Yopchick, summarized the following items as part of the department's FY 2025 budget proposal presentation:

- The mission statement and executive summary of the Office of Communications and Engagement, which operates within the Village Manager's Office.
- FY 2025 priorities for the department.
- Organizational chart for the department.
- A comparison of the FY 2024 amended budget of \$829,981 with the 2025 recommended budget of \$851,902, representing a variance increase of \$21,921 for FY 2025.

- Notable changes were cited by Yopchick including increases in costs for operational supplies to support VOP-U Civic Engagement curriculum, and external support to conduct a National Community Survey in 2025.

There was general discussion by the finance committee members with Chief Communications Officer Yopchick regarding the presentation and proposed FY 2025 budget for his said Office.

No action was taken by the finance committee regarding the Office of Communications and Engagement's proposed budget.

Diversity, Equity and Inclusion (DEI) Office Presentation: Chief Diversity, Equity and Inclusion Officer, Danielle Walker, summarized the following items as part of the Diversity, Equity and Inclusion Office's FY 2025 budget proposal presentation:

- The mission statement of the Diversity, Equity and Inclusion (DEI) Office and their executive overview.
- Organizational chart for the department.
- FY 2025 priorities for the department.
- A comparison of the FY 2024 amended budget of \$695,420 with the 2025 recommended budget of \$916,842, representing a variance increase of \$221,422 for FY 2025.
- Notable changes were cited by Walker for the variance increase including an additional \$100,000 for "Language Access Services," \$70,000 for a "Reparations Study" and "Cultural Competency Speaker Series," and, \$150,000 in ARPA funding for a "Racial Equity Action Plan," as well as increases in costs for trainings and special events.

There was general discussion by the finance committee members with Chief DEI Officer Walker regarding the Diversity, Equity and Inclusion Office's presentation and proposed FY 2025 budget.

No action was taken by the finance committee regarding the Diversity, Equity and Inclusion (DEI) Office's proposed budget.

Office of Sustainability & Resilience (OSR) Presentation: Chief Sustainability Officer, Lindsey Roland Nieratka, summarized the following items as part of the **FY** 2025 budget proposal presentation of the Office of Sustainability & Resilience (OSR):

- An executive summary of the Office of Sustainability & Resilience (OSR) and their executive overview.
- FY 2025 priorities for the department.
- Organizational chart for the department.
- The following calculations: "Projected EOY 2024 Sustainability Fund Balance: \$2,710,437.74;" and "Projected EOY 2025 Sustainability Fund Balance: \$1,613,371.74" including salaries. An increase of \$14,000
- Notable changes in 2025 were cited by Roland Nieratka including the plastic bag tax revenues.

There was general discussion by the finance committee members with Chief DEI Officer Walker regarding the presentation and proposed FY 2025 budget of the Office of Sustainability & Resilience (OSR).

No action was taken by the finance committee regarding the proposed budget of the Office of Sustainability & Resilience (OSR).

Village President Scaman directed everyone's attention to the up-coming schedule for Village Board meeting dates, which were confirmed by Village Manager Kevin Jackson, and stated as follows:

- 1) The Village Board meeting on November 12, 2024 will include the final Capital Improvement Plan discussion and possible passage of the CIP.
- 2) 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.
- 3) A Special Village Board meeting on November 21, 2024 will include the second full review by the Board of the entire proposed 2025 budget.
- 4) The Village Board meeting of December 3, 2024 would include adoption by the Board of a budget for fiscal year 2025 unless conversations regarding the budget are not finalized on November 21; in that case, adoption of the 2025 budget would occur at the December 10 Village Board meeting.

There was no other discussion regarding the meeting schedule and no action was taken by the Board regarding the schedule.

Just prior to 10:00 pm, there was a request by Trustee Wesley to discuss proposed changes within the organizational charts of various departments. President Scaman stated that a Motion to extend the meeting past 10:00 pm was needed if the committee members wished to continue discussions.

There was a **Motion** made by Trustee Wesley, seconded by Trustee Robinson, to extend the meeting past 10:00 pm.

Village Clerk Christina Waters took the roll call vote as follows:

- **Ayes:** Village Trustees Wesley and Robinson; and Village President Scaman.
- **Nays:** Trustee Parakkat.
- **Abstentions:** None.
- **Absent:** None.

Motion Carried by a count of 3 “aye” votes to 1 “nay,” 0 abstain, and 0 absent.

Village Manager Jackson stated that the proposed changes within the organizational charts of various departments were included in a memo he circulated to the Board members prior to the finance committee meetings, and were also included in each department’s presentations this evening. Jackson invited everyone to direct any questions regarding the re-organizations directly to him.

There was no further discussion and no action was taken by the committee regarding the organizational charts.

6) **Adjournment.**

There being no further business before the Finance Committee, a Motion was made by Trustee Wesley, Seconded by Trustee Robinson, to **adjourn this meeting** at 10:04 p.m.

Motion carried unanimously on a voice vote.

Respectfully submitted,

Interim Deputy Clerk Marjorie A. Manchen