



# Village of Oak Park

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

## Meeting Minutes

### President and Board of Trustees

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Monday, August 27, 2018

6:30 PM

Village Hall

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#### I. Call to Order

Village President Abu-Taleb called the Special Meeting to order at 6:30 P.M.

#### II. Roll Call

**Present:** 7 - Village Trustee Button, Village Trustee Taglia, Village President Abu-Taleb, Village Trustee Tucker, Village Trustee Moroney, Village Trustee Boutet, and Village Trustee Andrews

**Absent:** 0

#### III. Consideration of Motion to Adjourn to Executive Session to Discuss Collective Bargaining

It was moved by Village Trustee Andrews, seconded by Village Trustee Moroney, to enter into Executive Session pursuant to 5 ILCS 120/2(c)(2) - collective bargaining. The motion was approved. The roll call on the vote was as follows:

**AYES:** 7 - Village Trustee Button, Village Trustee Taglia, Village President Abu-Taleb, Village Trustee Tucker, Village Trustee Moroney, Village Trustee Boutet, and Village Trustee Andrews

**NAYS:** 0

**ABSENT:** 0

#### V. Reconvene to Special Meeting in Room 101 and Call to Order

The Special Meeting reconvened at 7:04 P.M.

#### VI. Roll Call

**Present:** 7 - Village Trustee Button, Village Trustee Taglia, Village President Abu-Taleb, Village Trustee Tucker, Village Trustee Moroney, Village Trustee Boutet, and Village Trustee Andrews

**Absent:** 0

#### VII. Agenda Approval

It was moved by Village Trustee Tucker, seconded by Village Trustee Andrews, to approve the agenda. A voice vote was taken and the motion was approved.

Non-Agenda Public Comment

Karl Emanuel. Mr. Emanuel expressed concern about aggressive driving in Oak Park,

specifically when he rides his bike and when he walks his children to school.

Jenna Holzberg. Ms. Holzberg also discussed street safety and noted that on Friday, two children were struck by vehicles in the Village. She urged the Board and staff to prioritize pedestrians and cyclists over cars.

## VIII. Regular Agenda

### ID 18-941

#### **Preliminary Discussion with Department Directors Regarding Proposed FY 2019 Budget Priorities**

Village Manager Pavlicek stated that the Board had requested a preliminary budget presentation prior to receiving the draft FY19 budget in September. Each director will give an overview of their priorities for next year.

Chris Donovan. Mr. Donovan discussed the Madison Street resurfacing project. He also commented that the duties of the Village Clerk have been diminished and suggested they be restored.

Deputy Village Manager Lisa Shelley gave an overview of the presentation. These priorities are directly and indirectly related to the Board Goals and the Five-Year Capital Plan. She also described the process in which these priorities are added to the budget.

Village Trustee Taglia discussed the tax burden and asked that the Directors be careful in regards to expenses. He does not want to see a five percent levy increase and would like to minimize that.

Ms. Shelley described each department's core services prior to each directors' presentation.

Communications Department. Director David Powers stated that his department's priorities include increasing social media presence, including establishing a Fire Department presence similar to Police, and expansion of the Village website. Village Trustee Button would like to see an increase in email communication with residents. Village Trustee Boutet would like to see all past agendas on the website.

Finance Department. Chief Financial Officer Steve Drazner stated that his department's priorities include integration of CityView and Passport Parking into BS&A, the current financial system, establishing a performance measurement system, finding efficiencies in purchasing and connecting finance staff with other municipal finance professionals for development and training opportunities.

Human Resources. Director Julia Valdez stated that her department's priorities include completing the integration of all employees and HR modules into Kronos, then configuring that into BS&A, reviewing and updating the Personnel Manual, establishment of formal employee training and protocol and conducting a compensation audit for non-represented employees. Village Trustee Boutet would like the application fee for police/fire to be looked at, as that may be a barrier to diversity. She also would like to see a position vacancy report on a regular basis. Ms. Valdez also discussed the special event process and noted that they are working to put that online to make the process easier for event organizers.

Information Technology. Director Alvin Nepomuceno stated that his department's priorities include upgrading the Village's fiber wide area network that connects 12 Village

facilities, upgrading the Village's online environment to protect against threats and assist in implementing new or enhanced service to current software used by various departments.

Law Department. Village Attorney Paul Stephanides stated that his department's priority is to maintain core services. Village Trustee Boutet requested an updated full litigation letter.

Village Manager's Office. Village Manager Pavlcek stated that her department's priorities include training for employees that focuses on racial equity, implementation of a sustainability work plan, implementation of a customer service system portal/app for residents, establishing a monthly service reporting and performance management system, bringing forward recommendations regarding the police station renovation and evaluation of a 5-year operating budget and pension contribution plans. Village Trustees Moroney and Andrews suggested inviting the public to view the Police facility in order to appreciate the need for renovations.

Village Clerk's Office. Village Clerk Scaman stated that her department's priorities include making Village Board records more accessible, creating a pipeline through the Citizen Involvement Commission to increase awareness of civic engagement, implementation of improvements to the FOIA process to make information more readily available to the public and working with the Special Events Committee to identify what could be improved in the application process. Village Trustee Andrews asked for a breakdown of the requests.

Adjudication Department. Director Robert Anderson stated that his department's priorities include configuring the parking citation database into the Passport Parking system, integrate the local ordinance compliance process into CityView and configure the parking citation payment plan into BS&A.

Community Relations Department. Director Cedric Melton stated that his department's priorities are enhancing coordination with community policing and attending resident beat officer zone meetings and to develop and identify a role for his staff on issues of race equity and training opportunities.

Development Customer Services. Director Tammie Grossman stated that her department's priorities are implementing the parking pilot program, promoting the use of CityView online and Passport Parking online, transferring historic preservation information onto existing software, completing the digitalization of all remaining microfiche records, implementation of the DoBi bike share program, promoting the Commercial Facade Improvement Grant program, re-instituting the Mult-Family Incentives program and improving the planned development review process.

Fire Department. Chief Ebsen stated that his department's priorities include adding a third ambulance, replacing one fire apparatus, all ambulance computers, one cardiac monitor, 25 self contained breathing apparatus bottles and the fire station alerting and dispatch system. Other priorities are replacing the overhead doors at Stations 2 and 3, restroom/locker/shower renovations at the South Fire Station, and exploring development career programs for future recruitments as well as continuation of their health/wellness programs to minimize risk/exposure and injury.

Health Department. Director Mike Charlie stated that his department's priorities include continuing to work with the Early Childhood Collaboration, exploring the option of adding animal licensing to CityView, addressing seven public health priorities identified in the

community health needs assessment and upgrading the Village's automated emergency response system.

Police Department. Acting Chief Reynolds stated that his department's priorities are evaluating the use of mobile cameras in the community, enhancing social media capabilities, evaluating an electronic policy and procedure system in partnership with IT and HR, enhancing training, assisting HR with exploring new scheduling software options to coordinate with Kronos, determining how to reduce paper records and enhancing chaplaincy and peer support unit.

Public Works. Director John Wielebnicki stated that his department's priorities include the capital projects, Lake Street and Madison Street construction and Oak Park Avenue streetscape. Other priorities are addressing water loss, conducting a water rate study, reviewing Village Hall accessibility, completing the street lighting project, seeking opportunities for green fleet replacement, implementing a 3-year pruning cycle, promotion of the composting program and At Your Door service and promotion of participation in multi-family refuse programs. In addition, the bluestone downtown needs to be sealed next year; there may be a spike in operating expenses. Mr. Wielebnicki answered questions from the board.

Village Trustees Andrews and Tucker thanked staff for their presentations. Village Trustee Tucker agreed with Village Trustee Taglia in regards to the three percent or under levy increase.

Village Trustee Boutet asked for the final recommendations from the Tax Efficiency Task Force. She also asked for a definition of External Support in regards to the departments and wanted to know how much of each fund balance is anticipated to be carried over to next year.

Village Trustee Moroney also agreed with Village Trustee Taglia. He acknowledged that a lot of the fixed operational costs are hard to control and that it will be difficult to stay under a five percent increase.

Village President Abu-Taleb also thanked staff.

## **IX. Adjourn**

**It was moved by Village Trustee Moroney, seconded by Village Trustee Tucker, to adjourn. A voice vote was taken and the motion was approved. Meeting adjourned at 9:10 P.M., Monday, August 27, 2018.**

**Respectfully Submitted,**

**MaryAnn Schoenneman  
Deputy Village Clerk**