



Agenda Item Summary

File #: RES 23-98, **Version:** 1

Submitted By

Lisa Shelley, Deputy Village Manager

Reviewed By

A.M. Zayyad

Agenda Item Title

A Resolution Approving the Work Plans of the Village of Oak Park's Boards and Commissions for 2023

Overview

Each year, the Village Board reviews and approves a work plan for boards and commissions. The commissions recommend to the Village Board a proposed work plan that is based on the Village Code for each commission. Some of the work plans also contain a budget request. The Village Board can also revise a commission's work plan mid-year if an unexpected project or issue arises for which the Village Board would like a commission to review.

Recommendation

Adopt the Resolution.

Background

This is an annual agenda item for which commissions create a work plan in accordance with the Village Code and submits the draft for Village Board's review. A memo from the Village Attorney is attached to this agenda item that summarizes the history of each commission and the village code.

Each commission created a red-line version of changes proposed from the year prior. Some commissions had minor changes or no changes. Also attached is a summary of major changes from last year, if applicable.

After the Village Board reviews and approves the work plans, they will be posted on the Village website and are used to establish the monthly meeting agendas.

The Aging in Place Commission is not ready with a work plan and will be placed on a Village Board agenda once it is completed.

Fiscal Impact

Historically, the Village has an account in the Village Manager's budget that sets aside the funds for all of the commissions. The work plan template has a place for the commission to request funds, if needed.

This year, all of the commissions combined are requesting \$43,880. In recent years, the Village sets aside \$20,000 in this account for this purpose (as is the case in fiscal year 2023), however staff is not recommending a budget amendment at this time because the commission's do not typically use all of the funds they planned to use. For example, last year the commissions requested \$32,830 and only \$12,000 was spent. Attached is a summary comparing last year's funding requests compared to this year's requests.

Staff will monitor the spending of the funds and when the expenses are close to exceeding the budget, a budget amendment will be forwarded to revise the budget officially from \$20,000 to \$43,880.

The staff liaison to each commission is responsible for managing any purchases or contracts that may be related to a commission work plan item and following the same purchasing requirements as other village expenses.

DEI Impact

N/A

Alternatives

N/A

Previous Board Action

N/A

Citizen Advisory Commission Action

N/A

Anticipated Future Actions/Commitments

N/A

Intergovernmental Cooperation Opportunities

N/A