



Agenda Item Summary

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Submitted By

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Agenda Item Title

Village Board Review of the Recommended Five-Year Capital Improvement Plan for FY2020-2014

Overview

Annually the Village Board begins the budget preparation process in the summer for the following fiscal year. This work began with the Village Board's official receipt, review and acceptance of the Comprehensive Annual Financial Report (CAFR) for the year ending December 31, 2018 on June 17, 2019. The Village Board then held a Special Meeting on July 29, 2019 to review the Police and Fire Pensions and on August 26, 2019, the Village Board additionally held a special meeting to hear from Village Departments regarding their anticipated priorities for FY20. The Finance Committee of the Village Board held three (3) meetings in October to review the recommended FY20 budget and the five year Capital Improvement Plan (CIP). A public hearing for Truth in Taxation was held on November 4, 2019 and the Public Hearing on the recommended FY20 budget was held November 18, 2019.

This meeting is the final Special Meeting scheduled for the full Village Board and the outstanding matters for review related to the five year Capital Improvement Plan are specifically (1) future improvements to Oak Park Avenue (page 43) and (2) improvements to the Police Facility (page 113).

Report

Oak Park Avenue

The Village Engineer will review the proposed design of the Oak Park Avenue resurfacing, utility, and streetscaping projects.

The FY20-24 CIP identifies \$1,010,037 in FY20 expenditures funded by bond proceeds for engineering design work which was awarded in September 2019 by the Village Board to Terra Engineering for the design of the street resurfacing, water and sewer main improvements, and streetscaping. Following completion of the design, the utility and resurfacing project will be bid and in FY21 the CIP anticipates \$2,370,000 in expenditures for water/sewer construction and resurfacing to be funded by the Water/Sewer Enterprise fund and a federal grant for the resurfacing portion. The expenditure will be subject to the Village Board awarding a contract upon receipt of bids. In FY22 the CIP anticipates \$6,640,000 in expenditures for the remaining water/sewer construction work and streetscape work and this is to be funded by the Water/Sewer Enterprise fund and bond proceeds. The Village Board will also approve award of a contract in FY21 for the FY22 work.

The project is to be phased into two parts.

The first part of the project includes resurfacing of Oak Park Avenue from Roosevelt Road to North Avenue, except for the Hemingway District (Randolph Street to Ontario Street). The Village received \$3M in Federal Surface Transportation funds for this project which will be used for street resurfacing. Street resurfacing is planned for 2021.

Sewer replacement work is scheduled in the Hemingway District along with water main improvements from South Boulevard to Lake Street, Chicago Avenue to Augusta Avenue and from Harrison Street to Jackson Boulevard. This work is scheduled to be completed at the same time as the resurfacing or streetscaping in these areas.

Staff and the consultants have started working on the design of this project and will begin to engage the public and stakeholders to gather input on the proposed project. The street resurfacing project is intended to have two public open houses to gather input and inform the community of the proposed 2021 project.

The second part of the project includes Streetscaping. This work is limited to the Hemingway Business District from Randolph to Ontario. The scope of the streetscaping is to be determined, so conceptual level costs have been allocated for those improvements which are assumed at \$3.1M total. The streetscape is defined as both permanent public infrastructure behind the curb which includes sidewalk, streetlighting and trees, as well as moveable items behind the curb such as trash/recycling containers, seating, decorative planters. The streetscaping work and paving in the Hemingway District is planned for construction in 2022.

The proposed streetscape project's public involvement and data gathering will include open houses, a website and other electronic media outlets, stakeholder engagement meetings, and Board meetings. Staff and the consultants will start engaging various stakeholders in the Hemingway District in the coming weeks. Information gathered from this engagement will be used to determine the best utilization of spaces and scope of the proposed project.

Staff and the consultants will be developing streetscaping concepts and materials with costs in consideration used a good, better, best approach. These concepts will be presented at upcoming Village Board meetings in 2021 to gather Village Board input on the proposed project's scope and costs. A tentative timeline for the public input process and Village Board engagement is attached.

Police Facility Discussion

Ray Lee, Principal-in-charge, FGM Architects Team and the Police Chief will review the draft Oak Park Police Station Space Needs Assessment. A copy of the Draft Space Needs Assessment is attached. The Needs Assessment as a planning mechanism for developing or re-purposing the outdated facility into a building that supports the Police Department's organization's mission and objectives.

The FY20-24 CIP provides for \$4 million in FY20 expenditures for architectural and engineer design work and \$35 million in FY21 for construction work. The expenditures are placeholders subject to formal Village Board direction and would be funded with bond proceeds. The Village Board's approval is needed to engage FGM for the next phase of architectural design services in order to continue to proceed with the project. The next phase would provide for FGM to present proposed design concepts and costs at upcoming Village Board

meetings in early 2020 to gather Village Board input on the proposed project's scope and costs. Subject to that direction, FGM would then complete the design services necessary to obtain competitive bids for renovation work and/or construction work. The work (from Board direction to bidding) will take and estimated 9 - 12 months. Subsequently, the competitive bids for the work would be presented to the Village Board to award a construction contract. Subject to the scope of the project authorized, the construction could take 18-24 months.

On November 19, 2018, the Village Board approved a Professional Services Agreement with FGM Architects, Inc., for a Space Needs Assessment for the Oak Park Police Department in an Amount Not to exceed \$53,680.

In advance of that action, the Village issued a Request for Proposals (RFP) in August of 2018 for the services for a space needs assessment for the Oak Park Police Department located on the lower level of Village Hall at 123 Madison Street in Oak Park. The Village received ten (10) responses. The purpose of a space needs assessment is to conduct a systematic study the Oak Park Police Department's existing Police Facility for the purpose of determining if the design and size of the structure meet the needs of the Oak Park Police Department and provide recommendations for renovation with an alternate recommendation for replacement so that the Village can evaluate operation and financial impact of both recommendations. FGM was deemed the most qualified responded following review of all ten respondents in part due to their responsiveness to RFP in regards to the ability to perform the scope of required services, their qualifications (experience and relevant knowledge) and their interview which detailed experience with similar communities on public safety projects as well as their understanding of the Oak Park space needs assessment scope of services.

Village Hall was originally constructed in 1975. It consists of three floors with a total approximate square footage of 74,000. At any given time, there has been between 130 and 160 total employees at Village Hall during working hours. During evening/overnight hours there are approximately 45 employees scheduled to work. Presently, there are approximately 140 Village Hall employees on a daily basis. When Village Hall was originally conceived, Village officials contemplated that the area on the extreme south end of the site could be used a future building site to house various community agencies or units of local government. Off-street parking for Village Hall and the Police Department is contiguous to the south. The parking lot is roughly 275 feet wide by 210 long for a total of 57,750 sq. ft.

Annual Budget Process and Background

Chapter 2 of the Municipal Code establishes the foundation for the Municipal Budget and provides:

- The Village fiscal year is January 1 - December 31 annually.
- The Board of Trustees must adopt the annual budget prior to the start of the Fiscal Year and passage of the annual budget shall be in lieu of passage of the appropriation ordinance.
- On or before the Village Board of Trustees' first regular meeting in November of each year, the Village Manager shall submit to the Board of Trustees an annual Municipal budget which contains estimates of revenues together with recommended expenditures in conformity with good fiscal management practice.

To date the Village Board has held a series of meetings specifically related to Village finance's and preparations for the FY18 budget recommendations, including:

- June 10, 2019 and June 17, 2019 as part of a Special and then a Regular meeting of the Village Board,

the Annual Village Audit and Comprehensive Annual Financial Report (CAFR) was presented and accepted for the year ending December 31, 2018.

- July 29, 2019, the Village Board held a Special Meeting on July 29, 2019 to review the Police and Fire Pension Funds
- August 26, 2019, the Village Board reviewed priorities from all of the Village Departments.
- In addition there were three (3) Finance Committees on October 14, 2019, October 24, 2019 and October 28, 2019 to review the 2020-2024 Capital Improvement Plan (CIP) was reviewed.
- On November 4, 2019, as part of the Regular Village Board meeting a Public Hearing was held regarding Truth in Taxation for the Recommended FY20 budget. First Readings were also held regarding fee ordinances proposed for FY20.
- On November 18, 2019, a Public Hearing on the Recommended FY20 budget was held as well as second readings were held regarding fee ordinances proposed for FY20.

Additional meetings in December can also be scheduled if necessary.

The FY20 Budget is proposed to be adopted Monday, December 2, 2019 at 7:30 p.m. as part of the Village Board Regular meeting.