

**APPROVED MINUTES - SPECIAL BOARD MEETING
PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OAK PARK
HELD ON MONDAY, JUNE 24TH, 2013 AT 7:00 P.M.
IN ROOM 101 OF OAK PARK VILLAGE HALL**

I. CALL TO ORDER

President Abu-Taleb called the meeting to order at 7:00 P.M.

II. ROLL CALL

PRESENT: Trustees Barber, Brewer, Johnson, Lueck and Tucker; President Abu-Taleb

ABSENT: Trustee Salzman

III. AGENDA APPROVAL

It was moved and seconded to approve the agenda for the meeting. A voice vote was taken and the agenda was approved as presented.

IV. PUBLIC COMMENT

There was no public comment.

V. PRELIMINARY DISCUSSION REGARDING THE FY2014 BUDGET

It was moved and seconded to hold a preliminary discussion regarding the FY2014 budget.

Village Manager Cara Pavlicek stated that this evening's meeting would be an informal discussion that included a PowerPoint presentation. She noted that according to Municipal Code, the Village is required to adopt their budget before the beginning of the fiscal year, which runs from January 1 to December 31. They are also required to present the recommended budget to the Board by their first regular meeting in November.

Chief Financial Officer Craig Lesner gave an overview of the various funds and their functions. He also explained how property tax dollars are allocated across the tax base and gave a breakdown of the Village's tax levy.

There was a discussion regarding police and fire pension requirements, as well as IMRF obligations.

Mr. Lesner noted the history of the General Fund balance going back to 2000 and discussed advance and unreserved balances and debt service.

Village Manager Pavlicek proposed that this year's budget process shift back a month to allow departments to submit their budgets in August, when they've got six months of data to work from. She, Mr. Lesner and Budget and Finance Manager James Harris would put together information for the Board in early September, when eight months of data is available for a more complete recommendation on the 2012 financial status of the Village. Streamlining the

process will result in a much tighter timeframe for the Finance Committee review during October and with the full Board and Public Hearings in November, with fewer meetings than in past years. She asked if the Board was comfortable with this. President Abu-Taleb and Trustees Tucker, Brewer and Johnson expressed support.

Trustee Barber understood that historically expenses were looked at before revenue and asked for clarification that Village Manager Pavlicek planned to look at revenue first to guide expenditures. She confirmed that this was her philosophical perspective on budgeting.

Trustee Johnson indicated that there are some issues in this budget that warrant discussion, such as pensions, debt and future debt for capital improvements, as well as items previously discussed for improvements for citizens, training in Village Hall and 21st Century technology.

Trustee Barber noted that various expenses such as pensions cannot be changed and asked if perhaps the departments can be encouraged to make some decisions for themselves regarding what expenses they could do without.

Trustee Johnson commented that directing staff to create a budget with no increase in the General Fund can put the Village in a position where it is not making many investments that would actually improve processes or increase revenue.

Trustee Lueck agreed with the timeline. She commented that cutting staff by 20% a few years ago was a painful process, adding that the Board didn't have good information regarding where the cuts should come from. The MAP process should guide them regarding areas needing additional funding to function efficiently and those that don't. There are also departments where less money is being generated and that's partially as a result of the cuts that were made. Trustee Lueck noted that the Village is also in the middle of a Comprehensive Planning Process, which is ultimately there to guide the budget for the Village for the next 10 to 15 years. This will not be completed for this budget cycle, but there will be enough written at that point to know what the key goals and objectives are in the plan. The budget needs to be aligned with that document as well or there's no point in having it. She also noted that there needs to be a balance between money kept in a fund balance that's not being used versus how much money is really needed for a rainy day and what would be considered acceptable progress towards policy goals for this Fiscal Year.

There was a discussion regarding the upcoming community survey.

President Abu-Taleb asked if the Village has historically set money aside for contingency purposes not to exceed 10% of the total budget as allowed in the Municipal Code. Mr. Lesner stated that there has been a working cash fund which operated in that capacity but not in a significant way. He would follow up with this information.

President Abu-Taleb noted that, for example, in the past money has been put aside to train staff, but that money was never spent; he asked what is done with that unspent money at the end of the year. Village Manager Pavlicek stated that it gets re-budgeted for the following year.

Trustee Barber asked if perhaps the Board should have a discussion regarding some of the bigger priorities before the departments create their budgets so they may factor in some of those decisions. Village Manager Pavlicek replied that the department level work needs to be done regardless, adding it is more about setting the proper expectations. She added that she

would compile proposed calendars for Board members to consider and perhaps set additional meeting dates.

ADJOURN

It was moved and seconded to adjourn. A voice vote was taken and the motion was approved. The meeting adjourned at 8:21 P.M. Monday, June 24, 2013.

SUBMITTED AND RECORDED IN THE OFFICE OF:

Teresa Powell, Village Clerk

By: MaryAnn Schoenneman
Interim Deputy Village Clerk