

Finance Committee of the Village Board
Monday, October 22, 2012

APPROVED MINUTES

I. Call to Order

The meeting was called to order at 7:00 pm

Trustees Hedges and Tucker Present. President Pope present. Trustee Brewer was absent.

Also in attendance: Cara Pavlicek, Interim Village Manager, Lisa Shelley, Deputy Village Manager, Craig Lesner, CFO, James Harris III, Budget & Financial Manager and Director of Public Works John Wielebnicki, Robert Anderson, Director of Adjudication, David Powers, Director of Communications, Margaret Provost-Fyfe, Director of Health, Frank Spataro, Director of Human Resources, Alvin Nepomuceno, Director of IT, Simone Boutet, Acting Village Attorney, Teresa Powell, Village Clerk

II. Minutes

There were no minutes approved

III. Public Comment

There was no public comment

IV. Review of All Other Departments

Adjudication: Interim Manager Pavlicek provided a brief overview. She noted the Department has a combination of staff employees and contract employees (i.e. Administrative Law Judges). Director Anderson reviewed the roles of each staff person (administrative, bailiffs, community service officer). Director Anderson discussed bringing the Community Service Officer in-house. President Pope asked for an understanding of the benefits and pensions of each. Director Anderson noted it would be 15-20 hours per week (which is also the current schedule). There was some Board discussion about the juvenile court.

Communications: Interim Manager Pavlicek reviewed the staffing. Director Powers reviewed some of the 2013 project highlights, such as the website and cameras in the Council Chambers which are at least 15 years old. President Pope asked if there is an opportunity to have cameras that show the audience. Trustee Hedges said he is not in favor of replacing the cameras at this time and would prefer to wait and replace when they are broken. Director Powers said in that case the Committee would need to remember that replacement would take some time to order and install, so the Board would be without television recordings for potentially a significant period of time. The Committee agreed to put this item on the "list" for final consideration prior to budget adoption and to do more research on the life expectancy of the cameras. President Pope

asked about the potential for direct communication with the Board, for example, on the new web. Director Powers said there would be a citizen interaction portal. Interim Manager Pavlicek also mentioned a place for Commission interaction.

Community Relations: Interim Manager Pavlicek provided an overview. Most of the Department is driven by having a small staff (one). President Pope hoped that this Department can get back to more pro-active community building and less reactive (ie. tv-6 public announcements, features in the FYI). This hopefully, will allow staff to spend less time on the back-end dealing with community issues. President Pope asked about the television productions taking place in Oak Park and is it getting to a point in which a part-time position is needed. Interim Manager Pavlicek suggested establishing a fee schedule that would support the position. Trustee Hedges noted that the Park District charges significantly more for their fees and suggested reviewing the other inter-governmental agencies in Oak Park, in the least, for consistency of fee schedules.

Finance: Interim Manager Pavlicek provided an overview of the personnel. The first change is the removal of the purchasing manager, and shifting records coordinator from Village Clerks Office to Finance. President Pope asked for a review of outsourcing options and a comparison to other communities in these areas. President Pope also wanted to review breaking out the budget into better categories (i.e. internal service funds).

Health: Interim Manager Pavlicek provided a review of personnel. Trustee Hedges noted that Oak Park is one of five municipal health departments within Cook County. If the Village should decide to eliminate Health, would the County provide the service or could they provide some services? Is it an all or none option with Cook County? President Pope mentioned if we can get reimbursed from the County and asks them to have an increased focus on childhood obesity. Interim Manager Pavlicek mentioned the \$100,000 from WhiteCo that is still to be determined. There was a brief discussion about the Farmers Market and how the Village has moved to contract employees instead of hiring Village-employees in order to be more flexible and not burn anyone out with the volume of work involved, especially in the summer months. The discussion turned to farm visits. The Health Department stated that they have revised recommendations and every farm should be visited once every three years, for a cost of \$1,600/year plus farm inspection tools to provide consistent and adequate direction. President Pope asked if we can collaborate with other Farmers Markets.

Human Resources: Interim Manager Pavlicek provided a review of personnel. Staffing is status quo. The Department did ask for an additional staff person and instead the Village Manager's recommendation is to retain the outsourcing of recruiting services. Director Spataro noted the increase cost of health insurance (10%) and said they are attributable to the increases in insurance. Related to labor relations, Director Spataro reported that currently they are negotiating a SEIU water & sewer contract which has agreed to a one-year contract. In 2013 Director Spataro stated he will try to do more with training. Trustee Hedges asked about using outside vendors and do we have a way of checking to make sure they are doing things properly? Trustee Hedges asked if this system (outside vendors) is working for us. Director Spataro noted yes. President Pope wanted more information on the fringe benefits category. The Committee asked about the outsourcing of recruitment and how this will work going forward. Director Spataro said the two processes complement each other nicely. The internal recruitments are

typically the lower-level jobs. The Committee asked about not getting the FTE requested, and the Director stated that he will make it work and will see how it goes. He believes the Department meets the needs of the Village satisfactorily. The Department is also using an outside firm for the public safety recruitment and testing. President Pope also noted the emphasis on training and believes that should be an important program.

Information Technology: Interim Manager Pavlicek provided a review of personnel. Big projects noted for 2013 are the replacement of the 12 year-old telephone system, and the re-cabling of Village Hall and the Fire station to take advantage of the voice over internet protocol options. Other projects such as, in-car police reporting capabilities is a priority, pc desk replacement and deployments, and the Building Departments software replacement of Tidemark, will require significant time and coordination with other departments. Trustee Hedges wanted more information on knowing when a PC is to be replaced. Director Nepomuceno responded that it is generally a power issue; certain staff have certain programs/software to run that require more power. President Pope inquired about who uses laptops or tablets in the work place (such as Health). There was a discussion with the Committee about the use of laptops and tablets and is there a strategic plan as to when to use more of those devices than PC's.

Law Department: Interim Manager Pavlicek summarized the Department. For now, it is status quo.

Village Clerk's Office: Interim Manager Pavlicek summarized the department. Clerk Powell noted that the Clerk's Office works with all departments such as with FOIA responses and special event coordination. Clerk Powell noted that record keeping moved to Finance and Community Relations moved the block parties to the Clerk's Office.

Village Manager's Office: Interim Manager Pavlicek provided a summary. There is a placeholder for the new Village Manager. The budget also contains a contract for the Village Attorney search. The VMO also contains the Sustainability Manager (however revenues for sustainability are also in the Water & Sewer fund). Trustee Hedges questioned if it was odd that the Sustainability position is in the VMO. If not, he can think of other positions that should be in the VMO for consistency. Interim Manager Pavlicek stated that she has thought about this question and for now she recommends leaving it as is since sustainability reaches all Departments. President Pope asked about the idea of moving Community Relations to the VMO. President Pope also noted that the youth interventionist contract and the early childhood collaboration are budgeted in the VMO and long-term they should be owned by an operating department. However President Pope was concerned about tracking information over time and is not usually in favor of changing things from year to year for that purpose.

V. Wages and Benefits

Interim Manager Pavlicek reviewed a general summary of wages and benefits recommended in the 2013 budget. We held the line on personnel cuts. In 2013 there are still 380 positions. Interim Manager Pavlicek explained the salvage calculation and what that means. Trustee Tucker said this issue should be flagged for the full Village Board discussion of the budget so that they understand it too. A brief review of the collective bargaining agreements was

discussed. Fire, Police Officer, Police Sgt (need to incorporate in budget), SEIU – plumbers, SEIU-wall to wall larger unit, IBEW (2), FOP - CSO (7), SEIU (8-9), Teamsters all have outstanding contracts now or in 2013. There is a recommended 2.5% merit base increase proposed. The 2013 increase would be done in the first quarter for March 1st with no retroactivity. Trustee Hedges asked about a “pool” in which some may earn more than 2.5%. Interim Manager Pavlicek said that for 2013 only 2.5% is budgeted. President Pope suggested that merit should not be tied to the base since that is where we want to go with labor contracts. Interim Manager Pavlicek stated that this is somewhat related to the wages for non-unions that the Board has not approved yet. She asked if the Board wants to review this during budget or wait for the new Manager. President Pope said it should be addressed outside of the budget. Trustee Hedges stated that if it is important we (the Board) should get started soon. Interim Manager Pavlicek reviewed the benefits which have a 10% increase. Human Resources Director Spataro stated that the employer pays 80-81%. For PPO family, the employee pays 17%. There is also an opt-out program and a wellness program.

Section VI. Wrap Up

Interim Manager Pavlicek stated that staff has created a list of follow-up items that the Finance Committee has identified over the last few months for additional discussion at the Village Board level. Also noted is the performance management program, however, it will require further conversation with Finance Committee. CFO Lesner asked for any additional feedback on the budget document itself. The Committee concurred that it is one of the better documents they have worked on. President Pope said that next year the document will be even stronger when we have a longer history or look-back plus more consistency in tracking expenses.

The meeting was adjourned at approximately 10pm.