

**THE SPECIAL MEETING OF THE COUNCIL OF THE  
VILLAGE OF FOREST PARK, COOK COUNTY, ILLINOIS  
HELD ON TUESDAY MORNING, MARCH 23, 2004 AT 10:00AM**

**ROLL CALL**

Commissioners Gillian, Hosty, Doolin, Steinbach and Mayor Calderone answered the Roll Call.

**INTRODUCTION**

Commissioner Gillian welcomed all to the first budget meeting associated with the 2004-2005 budget year and thanked Ms. Yacoben, Mr. O'Shea, and all the department heads for their hard work in cutting any extraneous expenditure from the budget.

Ms. Yacoben stated that she compiled the estimate of revenue by looking at the last 12 months of revenue. She explained that the budget document was organized, with department head input, by color coding line items in one of three categories: salary, mandatory expenditure, or discretionary expenditure.

Commissioner Gillian stated that the finance team allocated certain salaries to their associated enterprise funds (e.g. parking enforcement officer salary to parking), so that the both complete revenue and expenditure activity associated with an enterprise fund can be monitored and accounted for within that fund.

**ESTIMATE OF REVENUE**

Ms. Yacoben reviewed the EOR and the total was \$20,867,077. Ms. Yacoben reviewed end 2004 in terms of revenue generated (\$13,411,644); expenditures (\$14,355,944); and current reserves (\$400,000).

**EXPENDITURES: PAYROLL VS. MANDATORY VS. DISCRETIONARY**

Commissioner Steinbach suggested that the \$6000 appropriated to management fees for real estate be reduced to \$3000. There were no objections.

Commissioner Steinbach suggested that the \$16,000 for tree replacement shown as mandatory should be noted as discretionary. There were no objections.

Commissioner Steinbach suggested that Council members voluntarily give back their raises to the Village coffers in a good faith gesture.

Commissioner Steinbach suggested that 50/50 sidewalk program should stay as mandatory in the amount of \$35,000. There were no objections from members.

**PUBLIC AFFAIRS:** Discussion ensued regarding overtime pay and its classification as a salary or mandatory expenditure in some departments associated with special events like Summerfest, Groovn' in the Grove, Senior Fair. There was agreement that overtime must be better managed after receiving volunteer worker commitment from assisting organizations (Chamber and Main Street).

Majority of members agreed to allocate \$5000 to Groovn' in the Grove, but to leave sum as discretionary.

Members agreed that no funding is associated with the Village newsletter. Legal and lobbyist services allocations were discussed.

**POLICE:** Members agreed that no funding of CALEA is to be done. DOA transport funding was increased to \$2000, since the line item is not seen in Fire budget. Police overtime (\$200,000) was discussed. DC Weiler stated that the sum is used to pay call backs to cover for minimal staffing. Discussion ensued regarding who should pay for police protection associated with the Fourth of July Park event. Commissioner Gillian suggested that the Village open up discussions with the Park in order to encourage its payment of police protection for events. There were no objections from Council members. Members directed the finance director to break out Summerfest police overtime, so that the expense could be shown associated with Summerfest and not with general police overtime. Questions were asked to DC Weiler associated with the canine unit, prisoner maintenance and the decrease in line item expenditure, and the impact of reassigning a lieutenant to the street, as well as eliminating a detective position.

**COMMUNITY CENTER:** Discussion ensued regarding Ms. Thompson's request to hire a third bus driver, who would work part time, vs. investigating changing the current full time custodian position to bus driver, and then hiring a part time custodian. Members directed Mr. O'Shea to explore the option of hiring a part time custodian for the community center. Ms. Thompson explained that the \$75,000 line item associated with part time-seasonal employees deals with school year daycare.

**CLERK'S OFFICE:** Engineering associated with the Clerk's budget was decreased by \$10,000. The printing line item was reviewed and the \$23,000 appropriated for Village stationery and Village-wide calendars was not changed. Ms. White asked for \$9000 in the recodification of Code line item to finally pay out codifiers, and her request was granted. No governmental dues were noted in this budget, as the money has been appropriated to a line item in Public Affairs.

**FIRE DEPARTMENT:** Training, building maintenance supplies, paramedic/medical supplies were items discussed.

**HEALTH AND SAFETY:** Anticipated costs for a judge and court reporter associated with the second adjudication day per month were discussed. Springbrook's capacity to look at building plans and review fees was discussed. Commissioner Hosty requested \$2000 to produce a marketing piece.

**STREETS AND PUBLIC IMPROVEMENTS:** Discussion ensued regarding labeling roadway and alley repairs as mandatory with final determination that both repairs would be labeled discretionary.

**PUBLIC PROPERTY:** The employee relations line item was decreased to 0. Discussion ensued regarding the amount of \$250,000 in the property maintenance line item and the need for a user tracking system at the Village gas pumps. The line item for gasoline was increased to \$95,000 and the tools and supplies line item was decreased to 0. Real estate tax line item was decreased to \$41,000.

Ms. Yacoben stated that the workshop discussion has resulted in designating \$54,824.06 as surplus discretionary funds to address at a future meeting.

Mayor Calderone recapped future discussion topics:  
Department head vehicles

Module trailer rental, moving detectives into 501 Des Plaines Avenue  
Ms. Thompson's computer needs (Mr. O'Shea will explore this issue with Bev.)  
Marketing piece for Health and Safety  
Cabinets for Health and Safety (Total cost = \$500)  
Professional dues  
Dog park improvements  
Old Village vehicles  
Gas pump upgrade  
French market allocation  
Contact D91 about waive of fee for gym use associated with Village basketball league  
Contact Park District about reimbursing police and public works fees for all special events  
Employee training

### **ADJOURNMENT**

Commissioner Gillian motioned and Commissioner Steinbach seconded to adjourn the special budget meeting. The motion carried unanimously.

Mayor Calderone declared the meeting adjourned at 4:00PM.

Respectfully submitted,

Joan M. White  
**Village Clerk**