

NOTICE OF SPECIAL MEETING OF THE COMMITTEE OF THE WHOLE

A Special Meeting of the Committee of the Whole is scheduled for
Tuesday, May 15, 2018, beginning at 6:00 p.m. in

Council Chambers
Village Hall of Tinley Park
16250 S. Oak Park Avenue
Tinley Park, Illinois

A copy of the agenda for this meeting is attached hereto.

Kristin A. Thirion
Clerk
Village of Tinley Park

MEETING NOTICE

VILLAGE OF TINLEY PARK

SPECIAL MEETING OF THE COMMITTEE OF THE WHOLE

NOTICE IS HEREBY GIVEN that a Special Committee of the Whole Meeting of the Village of Tinley Park, Cook and Will Counties, Illinois will be held on Tuesday, May 15, 2018, beginning at 6:00 p.m. in Council Chambers, located in the Tinley Park Village Hall, 16250 South Oak Park Avenue, Tinley Park, Illinois 60477.

The agenda is as follows:

1. CALL MEETING TO ORDER
2. CONSIDER APPROVAL OF THE MINUTES OF THE MEETINGS OF THE COMMITTEE OF THE WHOLE HELD ON MARCH 12, 2018 AND MARCH 13, 2018.
3. DISCUSS INSURANCE BROKER REQUEST FOR QUALIFICATIONS.
4. DISCUSS STAFF APPOINTMENTS.
5. DISCUSS EMERGENCY MEDICAL SERVICE REQUEST FOR PROPOSAL
6. DISCUSS EMERGENCY SANITARY SEWER REPAIR – HICKORY CREEK NEAR WILLOW LANE AND FOREST GLEN DRIVE
7. RECEIVE UPDATE ON STRATEGIC PLAN.
8. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION
VILLAGE CLERK

MINUTES
Special Meeting of the Committee of the Whole
March 12, 2018 - 7 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Members Present: B. Younker, Village Trustee - President Pro-Tem
 C. Berg, Village Trustee
 W. Brady, Village Trustee
 M. Glotz, Village Trustee
 M. Mangin, Village Trustee
 M. Pannitto, Village Trustee

Members Absent: None

Other Board Members Present: J. Vandenberg, Village President
 K. Thirion, Village Clerk

Staff Present: D. Niemeyer, Village Manager
 P. Carr, Assistant Village Manager
 S. Neubauer, Police Chief
 C. Faricelli, Deputy Police Chief
 F. Reeder, Fire Chief
 S. Klotz, Deputy Fire Chief
 D. Riordan, Deputy Fire Chief
 B. Bettenhausen, Village Treasurer
 R. Gibson, Senior Accountant
 A. Bayer, Finance
 E. Scholz, Finance
 K. Workowski, Public Works Director
 J. Urbanski, Assistant Public Works Director
 K. Mulqueeny, Streets Superintendent
 T. Lusby, Facilities and Fleets Superintendent
 J. Cossidente, Interim Water Superintendent
 R. Zimmer, Executive Assistant to the Mayor
 L. Godette, Deputy Village Clerk
 L. Carollo, Commission/Committee Secretary

Item #1 - The Special Meeting of the Committee of the Whole was called to order at 7 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON JANUARY 16, 2018 – Motion was made by Trustee Pannitto, seconded by Trustee Brady, to approve the minutes of the Committee of the Whole Meeting held on January 16, 2018. Vote by voice call. President Vandenberg declared the motion carried.

Item #3 – REVIEW 2019 FISCAL YEAR BUDGET - The Committee of the Whole Budget Review Meeting included an overview of the 2019 Fiscal Year Budget and presentations by the Public Works Department, Police Department, Fire Department and EMA/911 Department.

B. Bettenhausen, Village Treasurer presented an overview of the 2019 Fiscal year budget, which included current revenue and revenue trends, the Village's fiscal policy, funding of capital improvements and long-term capital plan and reserves.

D. Niemeyer, Village Manager presented an overview of the major new, recurring and upcoming expenditures and noted recommendations, which included:

- General Fund Capital - Approximately \$8.2 million in General Fund Capital requests recommended for funding, including approximately \$2 million in carryover items. A recommended change from the 2019 budget and received by the Village Board of approximately \$159,000 to be moved from water fountain replacement and Kallsen Center A/V improvement for security cameras at various intersections within Tinley Park.
- Personnel Requests and Recommendations - Police Department, EMA/911, Public Works, Finance, Marketing, Clerk's Office, Manager's Office.
- Other Major Funds - Water/sewer fund capital, branding initiative (including plaza), Main Street South Tax Increment Funding (TIF), Mental Health Center TIF, street projects, beautification, building projects, flood control project.
- Recurring Major Expenditure Requests - Personnel and Capital - Not funded.
- Upcoming Major Expenditure Requests - Police staffing, second Fire station renovation, staffing for plaza including Marketing and Public Works and Public Works building improvements - No funding sources.

Key Village financial issues to be addressed in 2018-19 were also presented.

K. Workowski, Public Works Director presented an overview of key goals and budget for the Public Works Department. K. Mulqueeny, Streets Superintendent presented an overview of Road and Bridge, Storm Water and Beautification. In addition, T. Lusby, Facilities and Fleets Superintendent; J. Urbanski, Assistant Public Works Director and J. Cossidente, Interim Water Superintendent presented overviews of various key aspects within the Public Works Department. B. Younker, President Pro-Tem asked if the Committee of the Whole had questions. No one came forward.

S. Neubauer, Police Chief presented an overview of goals and capital highlights for the Police Department. B. Younker, President Pro-Tem asked if the Committee of the Whole had questions. No one came forward.

F. Reeder, Fire Chief presented an overview of the operational goals, capital and budget requests for the Fire Department. D. Riordan, Deputy Fire Chief presented an overview of fire prevention and fire alarm monitoring for the Fire Department. B. Younker, President Pro-Tem asked if the Committee of the Whole had questions. No one came forward.

P. Carr, Assistant Village Manager presented an overview and budget requests for the EMA/911 Department.

Item #4 – RECEIVE COMMENTS FROM THE PUBLIC - Chris Swik requested financial information regarding the EMS service and stated concerns of other costs to the Village. Trustee Mangin invited future further discussions with Mr. Swik on his specific financial concerns.

ADJOURNMENT

Motion was made by Trustee Pannitto, seconded by Trustee Glotz, to adjourn this meeting of the Committee of the Whole. Vote by voice call. President-Pro Tem Younker declared the motion carried and adjourned the meeting at 9:54 p.m.

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DRAFT

MINUTES
Special Meeting of the Committee of the Whole
March 13, 2018 - 4:30 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Members Present: B. Younker, Village Trustee - President- Pro-Tem - Arrived 4:40 p.m.
C. Berg, Village Trustee - Arrived 4:54 p.m.
W. Brady, Village Trustee
M. Glotz, Village Trustee
M. Mangin, Village Trustee
M. Pannitto, Village Trustee

Members Absent: None

Other Board Members Present: J. Vandenberg, Village President
K. Thirion, Village Clerk

Staff Present: D. Niemeyer, Village Manager
P. Carr, Assistant Village Manager
B. Bettenhausen, Village Treasurer
P. Wallrich, Interim Community Development Director
K. Workowski, Public Works Director
J. Urbanski, Assistant Public Works Director - Arrived 5:26 p.m.
D. Framke, Marketing Director
M. Thomas, Information Technology Director
D. Maiolo, Human Resources Director
R. Gibson, Senior Accountant
A. Bayer, Finance
E. Scholz, Finance
P. Connelly, Village Attorney
R. Zimmer, Executive Assistant to the Mayor
L. Godette, Deputy Village Clerk
L. Carollo, Commission/Committee Secretary

Item #1 - The Special Meeting of the Committee of the Whole was called to order at 4:34 p.m.

Item #2 – REVIEW 2019 FISCAL YEAR BUDGET – The Committee of the Whole Budget Review Meeting continued with an overview of the 2019 Fiscal Year Budget and presentations by the Manager's Office, Mayor's Office, Clerk's Office, Finance, Tax Increment Financing (TIF), Marketing, Economic Development and Community Development Departments.

D. Niemeyer, Village Manager and P. Carr, Assistant Village Manager presented an overview of the Manager's Office. D. Maiolo, Human Resources Director presented an overview on two (2) training proposals within the Human Resources Department. M. Thomas, Information Technology Director presented an overview of capital and budget requests within the Information Technology Department.

K. Thirion, Village Clerk presented three (3) specific budget requests within the Clerk's office; full-time (Freedom of Information Act) FOIA coordinator, a software upgrade with citizen participation component and a tablet for meetings for L. Godette, Deputy Village Clerk.

B. Bettenhausen, Village Treasurer presented an overview of the Finance Department budget and a Tax Increment Funding (TIF) summary.

D. Framke, Marketing Director presented an overview of the Marketing Department, along with budget requests.

P. Wallrich, Interim Community Development Director presented an overview of the Economic Development and Community Development Department budgets and requests, in addition to the Oak Park Avenue Playbook.

J. Vandenberg, Village President distributed a summary of his general observations of the Committee of the Whole Budget Review Meetings of March 12 and 13, 2018, to the Committee of the Whole.

B. Younker, President Pro-Tem asked if the Committee of the Whole had any questions. No one came forward.

Item #3 – DISCUSS LENNY'S CAR N WASH ANNEXATION - The owner of Lenny's Food N Fuel, Leonard McEnery has petitioned the Village of Tinley Park to annex his property located at 19420 S. Harlem Avenue, which currently operates as a motor fuel facility for cars and trucks, a convenient store with a drive-up food service window, carwash and outdoor dispensing/filling tanks. As an unincorporated parcel in Will County, Mr. McEnery's business cannot sell packaged liquor or obtain a video gaming license. Mr. McEnery estimates the Village will receive approximately \$40,000 annually from sales, video gaming and property taxes and licensing fees. The Committee of the Whole received a draft copy of the Annexation Agreement for review.

B. Younker, President- Pro-Tem stated that it has come to his attention that he was listed as a reference for Graefen Development; therefore, he is recusing himself from this discussion. Graefen Development was the bidder of the Tinley Park Park District Recreation Center and Maintenance Garage when B. Younker, President- Pro-Tem was a Commissioner on the Tinley Park Park District Board.

Item #4 – DISCUSS CREATING A NEW LIQUOR LICENSE CLASS - A memo was distributed to the Committee of the Whole to consider amending the current Tinley Park Liquor Code to create a new liquor license class as well as adjust the allowed hours of operation for video gaming at "Truck Stops." This new liquor license class will be known as a Class UV liquor license. The cost of the Class UV liquor license is suggested by staff to be \$1,500 per year.

Item #5 – DISCUSS LIQUOR LICENSE FOR LENNY'S CAR N WASH - A memo was distributed to the Committee of the Whole to consider awarding a Class UV liquor license to Lenny's Gas N Wash located at 19420 Harlem Avenue.

Item #6 – DISCUSS BOARD AGENDA/CITIZEN COMMENT - P. Carr, Assistant Village Manager discussed changing the public comment period during meetings to the beginning of the Village Board meetings. This would allow citizens to comment on agenda items prior to a vote. In addition, any information that cannot be immediately provided by elected officials or staff during the comment period would be annotated. A response would then be delivered within a reasonable time period to the citizen and also announced at the following Village Board meeting.

Trustee Glotz suggested leaving public comment as it is currently.

Trustee Glotz stated he fully supports the Prevailing Wage Ordinance, but does not agree with it. J. Vandenberg, Village President asked Mr. Niemeyer to explain what the Prevailing Wage Ordinance is and what it entails.

Item #7 – RECEIVE COMMENTS FROM THE PUBLIC - David Arnold shared correspondences from previous trustees and mayor opposing Lenny's Car N Wash development project. Ryan Arnold shared correspondences from citizens opposing a liquor license and video gaming at Lenny's Car N Wash. Linda Arnold stated Lenny's Car N Wash is not an appropriate location to sell packaged liquor and provide 24-hour gambling less than 200 feet from single-family homes. A resident stated Lenny's Car N Wash is not an appropriate business to sell liquor and allow video gaming. Sandra Rennie provided the Committee of the Whole a timeline, in which Mr. McEnery has been denied special use permits and approximately 700 signatures have been collected opposing these special use permits. A concerned citizen shared a letter from a neighbor opposing the annexation of Lenny's Car N Wash. Mr. Arnold stated he strongly disagrees with the Annexation Agreement as proposed for Lenny's Car N Wash. Diane Galante stated concerns regarding the issue of Lenny's Car N Wash and inquired about gaming licenses and fees and other financial issues. Lyman Tieman, attorney for Mr. McEnery of Lenny's Car N Wash stated the property was zoned for a gas station originally and the County denied the currently operating drive-up food service window and carwash. After a lawsuit, a judge heard the neighbors' concerns and ruled the property an appropriate site. Mr. McEnery would like to have an opportunity to sell packaged alcohol and provide video gaming. Mike Stuckly inquired about the public comment placement change. Nancy O'Connor inquired regarding the Oak Park Avenue Playbook, how it will be funded and the Federal Cops Program. Ms. O'Connor stated the Oak Park Avenue Playbook needs to be put on hold because Tinley Park needs more police, stated concerns about bonds and public comment placement change. Dale Carlson stated a speeding issue in the residential area surrounding Lenny's Car N Wash.

ADJOURNMENT

Motion was made by Trustee Mangin, seconded by Trustee Berg, to adjourn this Special Meeting of the Committee of the Whole. Vote by voice call. President - Pro-Tem Younker declared the motion carried and adjourned the meeting at 6:52 p.m.

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Interoffice Memo

Date: May 11, 2018

To: Village Board

From: David Niemeyer, Village Manager 
Pat Carr, Assistant Village Manager
Patrick Connelly, Village Attorney

Subject: Insurance Broker

As you know, we recently gave IRMA a revocable notice of withdrawal. We have until August 31, 2018 to decide whether there are alternate pools or private insurance for our liability and property insurance for our next renewal which would be January 1, 2019. As an alternative to hiring a paid advisor, staff is recommending the process of going through a broker RFQ to help us get alternate insurance bids. The broker would be required to obtain at least 10 insurance bids.

We recommend an RFQ process (RFQ attached) where two brokers are selected to solicit competition. The broker would only be paid if the Village decided to accept one of the insurance bids they brought to us. We would agree to a 3 year contract if they successfully brought in an insurance bid that we accepted.

The broker would be expected to prepare applications and insurance policy specifications for review and approval by the Village to be submitted to underwriters. Furthermore, the broker would analyze underwriter's quotes to determine if it adheres to the specifications and whether the premium quoted is fair and reasonable within the marketplace. The selected broker would also be expected to assist the Village in negotiations with insurers, reviewing contracts, validating premium invoices, and coordinating claim procedures.

Because of the tight timetable the turn around is fairly quick. I have already spoken to a couple of brokers as I was doing research on our alternatives for soliciting bids. We need to approve the 2 brokers at our June 5, 2018 Village Board Meeting.



Village of Tinley Park, Illinois
REQUEST FOR QUALIFICATIONS
Insurance Brokerage Services
2018 – RFQ - 004

The Village of Tinley (“Village”), invites Qualification Statements from firms with expertise in providing Insurance Brokerage Services for the Village’s portfolio of insurance coverages detailed later in this RFQ. Firms with demonstrated experience in this area, and with an interest in making their services available to the Village, are invited to respond to this RFQ.

GENERAL REQUIREMENTS: Proposers are to submit ten (10) packets. Submit **one (1) original plus nine** complete copies of the proposals, as well as one (1) PDF copy electronically to mzonsius@tinleypark.org .

SUBMISSION LOCATION: David J. Niemeyer, Village Manager
Attn: Michael Zonsius, CPA
The Village Of Tinley Park
16250 South Oak Park Avenue
Tinley Park, IL 60477

SUBMISSION DATE: Friday, May 25, 2018 by **5:00 p.m.**
Responses received after the time specified will not be opened.

PRE-CONFERENCE: A Request for Qualifications Pre-Conference will be held on May 18, 2018 at 10:00a.m. (CST) via conference call. Attendance is Non-Mandatory, but encouraged. Please contact Michael Zonsius at mzonsius@tinleypark.org for call in details.

CONTACT QUESTIONS: Submit questions via email to: The Village of Tinley Park, attention Michael Zonsius, Assistant Finance Director, at mzonsius@tinleypark.org. Questions are required no less than one (1) week days prior to the RFQ opening date. **Absolutely no informal communication shall occur regarding this RFQ, including requests for information or speculation between Proposers or any of their individual members and any Village elected official or employee. All questions will be answered with a copy of the question and answer to each proposer that the Village is aware of and may be answered by addendum.**

CONTENTS: The following sections, including this cover sheet, shall be considered integral parts of this solicitation:

- Notice of RFQ
- General Terms and Conditions
- Project Overview
- Submission Requirements
- Projected Timeline
- Exhibit A



GENERAL TERMS AND CONDITIONS

1. **Negotiations:**
The Village of Tinley Park reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFQ. Nothing in this RFQ is intended as a contract or as any kind of promise or commitment to enter into an agreement.
2. **Confidentiality:**
RFQs and responses thereto are subject to the Illinois Freedom of Information Act ("FOIA").
3. **Reserved Rights:**
The Village of Tinley Park reserves the right, at any time and for any reason, to cancel this RFQ or any portion thereof, to reject any or all RFQs. The Village reserves the right to waive any immaterial defect in any RFQ. The Village may seek clarification from a proposer at any time, after the submission date, and failure to respond promptly is cause for rejection.
4. **Incurred Costs:**
The Village of Tinley Park will not be liable for any costs incurred by respondents in replying to this RFQ.
5. **Award:**
Award, if any, will be based on the highest ranked responsive, responsible bidder. Award, if any, will be based on the evaluation criteria set forth herein.
6. **Discussion of RFQ:**
The Village of Tinley Park may conduct discussions with any proposer who submits a response to this RFQ. During the course of such discussions, the Village shall not disclose any information derived from one proposer to any other proposer.
7. **Time and Effort:**
Time is of the essence. The broker shall be able to devote sufficient resources to the Village of Tinley Park.
8. **Responsibility and Default:**
The proposer shall be required to assume responsibility for all items listed in this RFQ. The successful proposer shall be considered the sole point of contact for purposes of any service agreement entered into by the Village.
9. **Interpretations or Correction of Request for Qualifications:**
Proposer shall promptly notify the Village of Tinley Park of any ambiguity, inconsistency or error that they may discover upon examination of the RFQ. Interpretation, correction and changes to the RFQ will be made by written addendum. Interpretation, corrections or changes made in any other manner will not be binding.
10. **Addenda:**
Addenda are written instruments issued by the Village prior to the date of receipt of



qualifications, which modify or interpret the RFQ by addition, deletions, clarifications, or corrections. Each proposer shall ascertain prior to submitting a qualifications packet that all addenda issued have been received, and by submission of a qualification packet, such act shall be taken to mean that such proposer has received and understands fully the contents of the addenda.

11. **Taxes:**

The Village of Tinley Park is exempt from paying Illinois State taxes.

12. **Non-Discrimination:**

Proposer shall comply with the Illinois Human Rights Act, 778ILCS 5/1-101 et seq. as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to, the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 780 (Appendix A), which is incorporated herein by reference.

13. **Insurance: *Please submit certificate with your proposal***

The proposer must obtain insurance issued by a company or companies qualified to do business in the State of Illinois and provide the Village with evidence of credible insurance. Insurance in the following types and amounts is necessary:

- Professional Liability to include, but not be limited to, coverage for Errors and Omissions to respond to claims for loss therefrom:
 - General Aggregate Limit \$1,000,000
 - Each Occurrence Limit \$ 500,000

Proposer agrees that with respect to the above required insurance, the Village of Tinley Park shall:

- Be named as additional insured **by endorsement** as their interest may appear;
- Be provided notice within thirty (30) days, in writing, of cancellation or material change to said policy;
- Be provided with Certificates of Insurance evidencing the above-required insurance, prior to commencement of any working relationship and thereafter with certificates evidencing renewals or replacement of said policies of insurance at least fifteen (15) days prior to the expiration of cancellation of any such policies.

14. **Change in Status:**

The proposer shall notify the Village of Tinley Park immediately of any changes in its status resulting from any of the following: (a) proposer is acquired by another party; (b) proposer becomes insolvent; (c) proposer, voluntarily or by operation of law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) vendor ceases to conduct its operations in normal course of business. The Village of Tinley Park shall have the option to terminate any professional working relationship with the vendor immediately on written notice based on any such change in status.

15. **Precedence:**

The Village of Tinley Park
Insurance Broker RFQ



Where there appears to be variances or conflicts, the following order of precedence shall prevail: The Village of Tinley Park Request for Qualifications; and the Proposers Response to RFQ.

16. **Submittal and Evaluation Factors:**

The most promising responses as determined by the Village of Tinley Park will be evaluated in detail. Additional information may be sought from Firm(s). Firms may be asked to present and explain their proposals. The key person to be assigned to this project must be present at this interview. The Village reserves the right to waive non-material deficiencies in any proposal.

Proposals will be evaluated by the Village. The Village reserves the right to reject any or all proposals and is not and shall not be bound to select one or more Proposer to provide services to the Village.

The Village also reserves the right to exercise its discretion and be the sole judge of all proposals.

The following will serve as the basic criteria for the possible selection of the consultant.

1. Understanding of the work required as evidenced by the proposal and the ability of the Broker to commence work in a timely manner;
2. The qualifications of the firm and team;
3. The scope of the services offered;
4. Ability to work with and relationship with and access to major insurance carriers;
5. Completeness and responsiveness to the requirements of the RFQ;
6. Experience, qualifications and competency in providing insurance agency /Brokerage and consulting services to municipalities in the State of Illinois;
7. Experience of the individual and/or team that will be assigned to the Village;
8. Experience in evaluating operations and making recommendations that are feasible;
9. Understanding of the project's objectives and scope as evidenced by the quality of the proposal submitted;
10. Fee amount and terms;
11. Technical approach and strategy to placement and service;
12. Good service and good value shall weigh heavily in the selection process;
13. Other.



PROJECT OVERVIEW

1. Introduction and Purpose

The Village of Tinley ("Village"), invites Qualification Statements from firms with expertise in providing Insurance Brokerage Services for the Village's portfolio of insurance coverages detailed in Exhibit A of this RFQ. Firms with demonstrated experience in this area, and with an interest in making their services available to the Village, are invited to respond to this RFQ.

The documents submitted will be referred to as "Qualification Statements." Using this RFQ, **the Village intends to select two (2) insurance brokers who will subsequently be ASSIGNED underwriters and will bid/compete in a head-to-head format** for each of the Village's insurance coverages. After selection process, the Village and the two successful respondents shall meet and each respondent will provide their intended underwriters for each insurance market. Should the selected respondents intend to select same underwriter, that underwriter will be assigned. The first assignment will be at the discretion of the incumbent provider, if selected, or coin toss. The second assignment will be at the discretion of the non-selected respondent of the first assignment. **TO THIS END, TO AVOID A SELECTED RESPONDENT FROM BEING "LOCKED OUT" OF AN UNDERWRITER, NO RESPONDENTS TO THIS RFQ ARE TO CONTACT OR LOCKOUT AN INSURANCE UNDERWRITER UNTIL PROPERLY ASSIGNED PER THE ABOVE.**

The selected Respondent shall perform all Services and functions associated with Insurance Brokerage Services as required in this RFQ. The Services contemplated are professional in nature. The Village would agree to a 3 year contract if the broker successfully brought in an insurance bid that is accepted by the Village. Compensation will be limited to the only insurance line that is assigned to each broken, e.g. the broker is not eligible for general consulting or advisory fees. It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is of professional status, licensed to perform in the State of Illinois and licensed for all applicable professional discipline(s) requiring licensing and will be governed by the professional ethics in its relationship to the Village. The Respondents must be financially solvent and each of its members if a joint venture, its employees, agents or subcontractors of any tier shall be competent to perform the services required under this RFP document.

The Village intends to qualify person(s) and/or firm(s) that (a) possess the professional, financial and administrative capabilities to provide the proposed services, and (b) provide the greatest benefit to the taxpayers of Village of Tinley Park, Illinois.

It is the desire of the Village that the selected insurance broker shall solicit bids from only financially strong underwriters that have at least a secure rating by A.M. Best or another highly regarded rating agency.



2. **Project Scope of Services:**

The selected Respondents will provide the Village with insurance broker services consistent with the following generalized categories and descriptions. Services must include, but are not limited to, the following:

1. Prepare applications and insurance policy specifications for review and approval by the Village. The approved applications and specifications will be submitted to underwriters.
2. Review and analyze Insurance Specifications and Underwriting Data submitted by the Village for operations and exposures. Recommend an insurance program design.
3. Design, market and implement the broadest coverage, including all coverage listed in Exhibit A, Sample Insurance Specifications, at the most reasonable cost for the risk exposures presented.
4. Develop a specification package which includes the items referenced in Scope of Service #3, above. Present the risk exposure and other information in a form acceptable to underwriters.
5. Monitor and identify those markets most likely to provide the insurance and services desired.
6. Present insurance specifications to the market place; prepare applications; request quotations for specified coverage and programs; respond to underwriter's questions and provide additional information, if requested.
7. Receive and analyze underwriter's quotations to determine whether it adheres to the specifications and whether the premium quoted is fair and reasonable within the marketplace. Submit analysis of underwriters quotations to the Village for consideration. At the direction of the Village Manager's Office, negotiate any refinements on terms and/or conditions to obtain the most beneficial and cost effective coverage available.
8. Submit an insurance proposal to the Village prior to expiration. Provide a comparative analysis for variances in cost, coverage, exposure data, and a comparison of insurance specifications vs. insurance policies, including all endorsements and coverage exceptions to be included in the issued policies.
9. Recommend and place coverage upon the Village's approval.
10. Prior to expiration, submit insurance binders to the Village. Prior to submission, each binder's coverage must be reviewed for appropriate terms, conditions, limits, deductibles, premiums, and carrier participation. All insurance binders must be issued by the insurance company not the selected Respondent.
11. Provide an insurance coverage summary which includes but is not limited to: effective dates, policy limits, insuring agreements, exclusions, annual premium and exposure basis.



12. Submit all original policies and endorsements to the Village within sixty (60) days of the effective dates, including surplus lines and stamping (if applicable). A written report outlining errors, discrepancies and any other inconsistencies in the final proposal and/or binders must be submitted for each policy. Any deviation from this deadline must be pre-approved by the Village and must include a written statement explaining the reason for the delay and a revised timetable for receipt of the outstanding policies. All policy changes and/or corrections must be processed within thirty (30) days.
13. Receive, review, coordinate, process and monitor all property and liability related to the insurance procured and outlined herein claims; transmit all supporting documents to insurers; and assist the Village in settlement and payment of all claims.
14. Establish claim reporting procedures including contact personnel names and phone numbers. Identify a claim coordinator and provide appropriate forms and instructions for use. The forms must contain the reprinted mailing address of the primary recipients.
15. Unless otherwise agreed to by the Village, the selected Respondent must submit quarterly reports of the number of claims open, claims closed and total incurred values.
16. Place additional related insurance coverage when requested/necessary.
17. Perform annual safety and loss control services and inspections when requested or required by the insurance company.
18. When necessary, issue certificates of insurance to the Village.
19. Review, validate, and approve all premium invoices and billings regarding insurance policies and endorsements.
20. Review Village contract(s) for appropriateness of insurance requirements, when requested by the Village.
21. Prepare and submit written reports to the Village, as requested.
22. Represent the Village in negotiations with insurers, underwriters, intermediaries, insurance regulators, and other parties (except legal issues).
23. Provide recommendations to the Village on areas that might result in cost savings.



3. **Submission Requirements:**

1. **Summary**

Provide a brief summary which describes and highlights your firm's experience, qualifications, and expertise and why your team would be the best brokerage choice for the Village of Tinley Park. Please state your firm's business organization type (sole proprietor, partnership, corporation, etc.).

2. **Relevant Experience**

Provide a detailed description for other clients you currently serve. Emphasis should be placed on work completed within the last five years by the specific personnel being proposed to work on this project.

3. **Project Design and Management Team**

Provide an organization chart graphically illustrating how your firm would staff and structure your proposed team for brokerage services.

4. **Firm Differentiation**

This section represents one of the most important sections for the selection of the short listed firms. Please respond to the individual questions carefully and succinctly.

Team Leadership

- Who on your team will provide consistent day-to-day service to the Village of Tinley Park?
- What are your expectations for performance of this individual with regard to providing the Village of Tinley Park with high quality insurance brokerage services?
- List and rank five (5) key attributes or abilities this firm possesses that the Village of Tinley Park is seeking.

Budget

How does your firm maximize and maintain the lowest possible insurance quotes for your clients? Cite examples of specific things that you have done with your other clients to meet this objective.

5. **Costs and Expenses**

Provide the bases for all compensation sought or potentially to be sought as a result of efforts to perform under the scope of services contained in this Request for Qualifications. More specifically, please disclose all commissions or fees for all lines of coverages.

6. **References**

Provide three (3) company references and three (3) references for the proposed primary insurance broker.



4. **Projected Timeline:**

RFQ Released:	May 16, 2018
Broker Pre-Conference	May 21, 2018
Qualification Statements Due	May 25, 2018 by 5:00p.m.
Interviews	May 31-June 1, 2018
Brokers Selected	June 5, 2018
Insurance Markets Assigned	June 7, 2018
Deadline for Insurance Quotes	July 18, 2018
Staff Quote Review	End of July, 2018
Special Finance Committee	August 7, 2018
Board Decision	August 21, 2018



“Exhibit A” Coverage Table



COVERAGE CHANGES & HIGHLIGHTS

Coverage Afforded to: *Intergovernmental Risk Management Agency & all Members*
Coverage Period: *November 1, 2017 to November 1, 2018*

Types of Coverages	Pool Self-Insured Retention	Limits
General Liability <ul style="list-style-type: none"> ▪ Professional Liability ▪ Law Enforcement Activities ▪ Employee Benefits 	\$3,000,000	\$12,000,000
Auto Liability <ul style="list-style-type: none"> ▪ Uninsured/Underinsured Motorist 	\$3,000,000	\$12,000,000 \$ 500,000
Public Officials Liability <ul style="list-style-type: none"> ▪ Wrongful Acts ▪ Employment Practices 	\$3,000,000	\$12,000,000
Workers' Compensation <ul style="list-style-type: none"> ▪ Employer's Liability 	\$1,500,000	Statutory \$2,500,000
First Party Property – All Risk <ul style="list-style-type: none"> ▪ Flood Zone A/V ▪ Flood (Non-Zone A/V) ▪ Contingent Business Interruption (Sales Tax) ▪ Scheduled Emergency Vehicles-Agreed Value ▪ Boiler/Machinery 	\$ 450,000 \$1,000,000 \$450,000 \$450,000 \$100,000 \$ 150,000	\$250,000,000 per occurrence \$5,000,000 \$40,000,000 \$10,000,000 Scheduled \$50,000,000
Crime <ul style="list-style-type: none"> ▪ Employee Theft (Dishonesty) ▪ Forgery, Alteration & Counterfeit Currency ▪ Credit Card Forgery ▪ Computer Fraud ▪ Non-Faithful Performance 	\$ 100,000	\$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$2,500,000
Cyber Risk <ul style="list-style-type: none"> ▪ Liability & Defense ▪ Breach Response ▪ Name Malware ▪ Forensic IT Review ▪ Legal Review ▪ Public Relations 	Member Deductible - \$10,000	\$250,000 \$100,000 \$50,000 \$15,000 \$10,000 \$5,000
Public Officials Bonds <ul style="list-style-type: none"> ▪ Mayor/President, Treasurer, Clerk ▪ Special District Trustees ▪ Supplemental 	\$0	Statutory Limits As Scheduled

Yearly Aggregates	Limits
Member Annual Payment Cap (Applies to general/auto liability and public officials' liability Loss Fund Payments only)	\$6,000,000
Agency Aggregate Cap	\$70,407,125



Interoffice Memo

Date: May 11, 2018

To: Committee of the Whole

From: David Niemeyer, Village Manager
Pat Carr, Assistant Village Manager
Denise Maiolo, Human Resources Director
Patrick Connelly, Village Attorney

Subject: Staff Appointments

I would like to discuss and make some recommendations on the Village's annual appointment process.

Each spring the Mayor appoints and the Village Board approves the annual appointments of all full-time employees plus some part time positions. This is an unusual practice (see attached survey). Some communities do approve annual appointments of upper management positions.

Illinois is an at-will state, so the practice of annual reappointments is really unnecessary. An at-will employee can be dismissed for any reason as long as the reason is not illegal. The practice of annual reappointments is frequently raised as an issue of concern among prospective recruitment candidates. The candidates fear they may make a major career move only to be arbitrarily not reappointed six months later. Current employees can be distracted if they are concerned about being reappointed every year. Ultimately, if an employee is not performing properly and that behavior is not corrected, it is the Department Head and Village Managers' job to make sure appropriate action, which could include termination, are taken.

If the Board decides it wants to continue some of the appointments, the Village Manager and Department Heads could continue to be annually reappointed.

This would not affect the initial appointment of an employee by the Mayor and the Village Board. These would continue as they have been done in the past.

If the Board approved this recommendation, a number of ordinances for the various positions would need to be revised to reflect the elimination of the one year appointment process.

Comparable Community Appointment Processes

Community	Annual Appointments	Total # Appointed Annually
Brookfield	none	0
Darien	City Administrator Police Chief Municipal Services Director	3
Elmhurst	none	0
Geneva	City Administrator Assistant City Administrator/Director of Administrative Services Police Chief Fire Chief Director of Public Works Director of Economic Development Director of Community Development	7
Lockport	City Administrator Police Chief City Attorney	3
New Lenox	none	0
Oak Forest	City Administrator Finance Director Human Resources Manager Executive Assistant Director of Public Works Engineer / Asst. Dir. Of Public Works Street Superintendent Police Chief Deputy Police Chief (2) Fire Chief Deputy Fire Chief EMA Chief EMA Deputy Chief Econ. & Comm. Development Director Public Relations Coordinator Building Commissioner Code Enforcement Officer Building Dept. Office Manager Various part time inspectors	these are appointments made by the Mayor, but are not all necessarily annually
Orland Park	Village Manager	1
Westmont	none are appointed annually, although Village Manager, Police Chief & Fire Chief are appointed positions with contracts of varying lengths	0



Interoffice Memo

Date: May 10, 2018

To: Village Board

From: Pat Carr, Assistant Village Manager/Director, EM and 911 Communications

Subject: EMS RFP Results and Recommendation

CC: David Niemeyer, Village Manager

History

The Village of Tinley Park currently has the highest EMS call volume in the suburban Chicagoland area. Calls are in excess of 6,000 requests per year with an average response time of 4 minutes. Tinley Park EMS consists of five (5) ALS Ambulances stationed at each of the fire stations. For the past four years, EMS has been integrated into the fire stations along with automatic dispatch through our 911 CAD system. This has been a first in the history of the Tinley Park Fire Department and has achieved great success.

Per the direction of the Village Board on November 21, 2017, staff was instructed to explore RFP options for the ambulance contract. The current ambulance agreement expires on July 31, 2018. On April 9, 2018, the Village issued a Request for Proposal (RFP) for ambulance services. RFP's were due to the Village on May 3, 2018 and the Village received three (3) responses to the RFP. The three (3) companies that provided responses were Kurtz (AMR) Paramedic Services, Trace Ambulance and Metro Paramedic Service. Kurtz Ambulance Service is our current provider of EMS services.

Several concerns were brought up about Paramedic pay and benefits along with the retention of personnel. An EMS task force was formed and developed a list of priority items that were included in the base proposal. In addition to a new contract for EMS, the Tinley Park Fire department will begin ALS/BLS licensure to further complement the EMS service. Once licensed, the TPFD would respond with ALS/BLS First Responders calls for service.

RFP Review

Staff has completed its review of the RFP responses and has determined that Kurtz Ambulance Service has provided the Village the best operational model and lowest proposal costs for both program/service options discussed in the RFP.

- 1) **Base Proposal** – Under the base proposal, the bidder would provide the Village with all necessary personnel and equipment to provide exclusive ambulance services. In addition, the following items were required:
 - A. Provide five (5) state certified ALS licensed ambulances staffed with two (2) paramedics with a minimum of 18 months experience.
 - B. Ambulance will be located within each fire station.
 - C. Fifth Ambulance coverage between the hours of 0600 and 0000.
 - D. EMS Coordinator
 - E. ALS non-transport chase car for EMS coordinator
 - F. Minimum starting salaries of \$43,000
 - G. Employee Benefit Package
 - H. Work schedule 24/48 hour shifts.
 - I. Provider reserves the right to initiate billing and retain a percentage of collections and referenced in their proposal.
 - J. Excess revenue above contractor’s pre-determined amount will go to the Village.

- 2) **Optional EMD Price** – Though not required for the award of bid, an option was advertised for providing Emergency Medical Dispatch (EMD). The Tinley Park 911 Center staff has recently been certified to provide EMD services for the Public Safety Answering Point (PSAP). Due to a reduction of staff because of resignations and medical leave, a temporary use of contract EMD services may be utilized.

Pricing Comparison

A summary of the three (3) year costs is shown below.

	<u>Base Proposal 3 Year WO/EMD</u>	<u>3 Year EMD</u>	<u>3 Year Total:</u>
Metro	\$2,746, 893	\$863,263	\$3,610,156
Trace	\$2,141,546	\$605,816	\$2,747,362
Kurtz	\$1,313,955	\$744,656	\$2,058,611

Staff Recommendation

Based on the review of the RFPs, staff is recommending the Village enter into a contract with Kurtz Ambulance Service which has met all service requirements of the RFP. The Village will see an immediate cost savings of over \$400,000 the first year and over \$1.5 million during the three year contract term. This cost savings will help fund ALS/BLS licensure and various other Public Safety programs.

This RFP was a coordinated effort between citizens, elected officials and staff to address concerns about a disparity in pay and benefits. Kurtz has maintained outstanding performance during the current contract and will provide a continuity of service in the upcoming contract term.





Interoffice Memo

Date: May 9, 2018

To: David Niemeyer - Village Manager
Kevin Workowski - Public Works Superintendent

From: Colby C. Zemaitis, PE, CFM - Village Engineer

Subject: Midlothian Creek Stabilization and Sewer Manhole Maintenance

Prepared for May 15th, 2018 Village Board Agenda discussion and possible action:

Background:

At the Village Board Meeting on March 20th, a proposal was approved for Airy's Inc. to perform cleaning, televising services and manholes inspections on the Village's sanitary sewer system located along Ridgeland Avenue from 167th Street to 175th Street. During this manhole inspection process, Airy's observed that the Village's sanitary sewer manhole on the south side of the Midlothian Creek has been exposed due to erosion issues along the bank of the creek. This manhole is the southern manhole of the siphon system we use to convey wastewater under the Midlothian creek.

The bank of the creek adjacent to the manhole is in need of stabilization to prevent further erosion and the potential failure of the structure. After discussing the project with CBBEL, we agreed to a method to re-stabilize the creek bank and the maintenance that needs to be provided to the two (2) sanitary manholes adjacent to the creek bank.

The manhole has been temporarily sealed by our Public Works Crew preventing access to the manhole and the potential for additional discharge from the structure until the Village is able to allocate funds for this repair.

Attached there are photos showing the location and the erosion issues that need to be addressed.

Description:

Necessary bank stabilization (i.e.installation of rip rap and flowable fill), shoring up the bank and around the structures with clay, grouting and epoxy coating of the existing manhole structures, raising frame and lid of existing maholes to get them above 100 Year Floodplain Elevation, install new bolt-down frame and lids to prevent potential for future movement, access and restoration to the project location and test and assess the siphon pipes across the creek.

Budget/Finance

Proposal Amount:

Airy's, Inc.	\$49,624.00
Project Close-out Contingency	\$ 5,376.00
<hr/>	
	\$55,000.00

Staff Direction

1. Approve continuation of the emergency repairs as listed and the project restoration costs at a total not to exceed \$55,000.00

Attachements

1. Airy's Proposal/Quote
2. Photos of Project Site
3. Proposed Access Plan prepared by CBBEL

AIRY'S INC.
SITE UTILITY CONTRACTORS



7455 W. Duvan Drive • Tinley Park, IL 60477-3714
 (708) 429-0660 www.airys.com Fax: (708) 429-0795

PROJECT PROPOSAL & CONTRACT

To:
 Mr. John Urbanski
 Village of Tinley Park
 16250 S. Oak Park Ave.
 Tinley Park, IL 60477

Date: 5/1/2018
Job Number: E8-538
Job Name/Location: MH Repair Along Hickory Creek
 Vogt Woods Park
 Tinley Park, IL
Phone: 708-444-5535
Fax/e-mail: jurbanski@tinleypark.org

We hereby submit specifications and estimates per plans dated: None

	<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
10	Siphon Pipes Testing and Assessment	1	LS	6,254.00	6,254.00
20	Restore Existing Village Utility Easement (Approximately 250' x 14')	390	SY	15.50	6,045.00
30	Epoxy Coat Existing MH's South of Creek				
	- 20 VF x 5' Dia	1	EA	5,449.00	5,449.00
	- 12 VF x 5' Dia	1	EA	4,675.00	4,675.00
40	Pour Flowable Fill w/ RIP Rap #5 Over Existing Siphon Pipe Install Temp Access Mats to Facilitate Placement of Flowable Fill.	1	EA	19,125.00	19,125.00
50	Raise Existing 5' Dia Manholes 4 VF	2	EA	3,218.00	6,436.00
60	Install New Frame and Bolt Down Lid	2	EA	820.00	1,640.00
TOTAL BASE BID				\$	49,624.00

The referenced amount reflects our Unit Price bid for the referenced project

The following considerations are made as part of the bid and contract documents

- No permits, bonds, taxes, licenses, or fees
- Airy's and their subcontractors to be held harmless from utility construction in any areas requiring permit(s)/easements for construction.
- No filling existing structures
- No excavation of unsuitable rock or soils
- Downtime for unsuitable material, rock, etc. not included.
- On site and Off site restoration as noted.
- Staking & layout by others
- Exploratory excavation for utilities limited to those areas noted and scaled from plan
- Not responsible for re-routing/reconnection due to the confliction of utilities at crossings whether shown or not.
- Not responsible for determination of design crossing conflictions.
- Televising of existing or proposed sewers is not included unless expressly mentioned in this proposal.
- Vacuum testing of structures is not included unless expressly mentioned in this proposal.

- Contaminated groundwater/stormwater handling or disposal is not included.
- Not responsible for the Excavation, Handling, Hauling, or Disposal of any contaminated soils. Airy's may work in other areas, or suspend construction until such material is removed or cleaned.
- Disposal of unsuitable materials not included. If unsuitable materials are encountered, removal, disposal and aggregate replacement will be priced at \$83.00 CY.
- Owner to allow for the extension of time to the project in the event of revisions, additions, or the changes in the scope of the project without adverse effects to Airy's or their subcontractors.
- In the event soil erosion is provided in a bid line, we will provide the initial installation. Further maintenance is to be provided by others.
- All spoil left on site.
- Dewatering of excessive ground water is excluded. Airy's will supply a 3" pump to handle normal ground water conditions.
- Rock excavation is excluded.
- Traffic control by is included for Airy's work.
- Tree removal/trimming by others.
- The excavation through unsuitable soil is excluded.
- All pavement or curb sawing, removal, and disposal is excluded.
- Not responsible for damage to privately owned utility lines. Locating will be responsibility of the property owner.
- This Proposal is based on 2018 Labor Rates.

In the event another contract format is used, these pages shall be considered as an exhibit.

We propose to furnish material and labor - complete in accordance with the plans and specifications listed above:

This exhibit is for the sole purpose of determining value of installed utilities for the monthly payments and to determine the price of additions or deletions from the plans and specifications. It is agreed and understood

by the parties hereto that all utilities covered under this contract shall be installed per plans and specifications as listed above for the completed price of:

Forty-nine thousand six hundred twenty-four and no/100----- Dollars **\$49,624.00**

Payment to be made monthly as work progresses, as billed, per units installed, no retention.

Net amount due by 10th of the month following month in which work was performed.

Should any other contract document be used, this form shall be considered an exhibit to the contract.

Should discrepancies between drawings, specs, and/or contract occur, scope of work noted in this document to super-
side. All work to be in compliance with the Standard Specifications for Water and Sewer Main Construction in Illinois.

Any alteration or deviation from specifications involving extra costs will be executed only upon written order and will become an extra charge over and above the contract amount. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tomado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. This proposal may be withdrawn by us if not accepted within 15 days.

Airy's Authorized Signature _____

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. **Payment will be made as outlined above.** All fees for collection including, but not limited to court costs, arbitrator fees, and attorney fees are the sole responsibility of the customer

Date of Acceptance _____

Signature _____

Signature _____



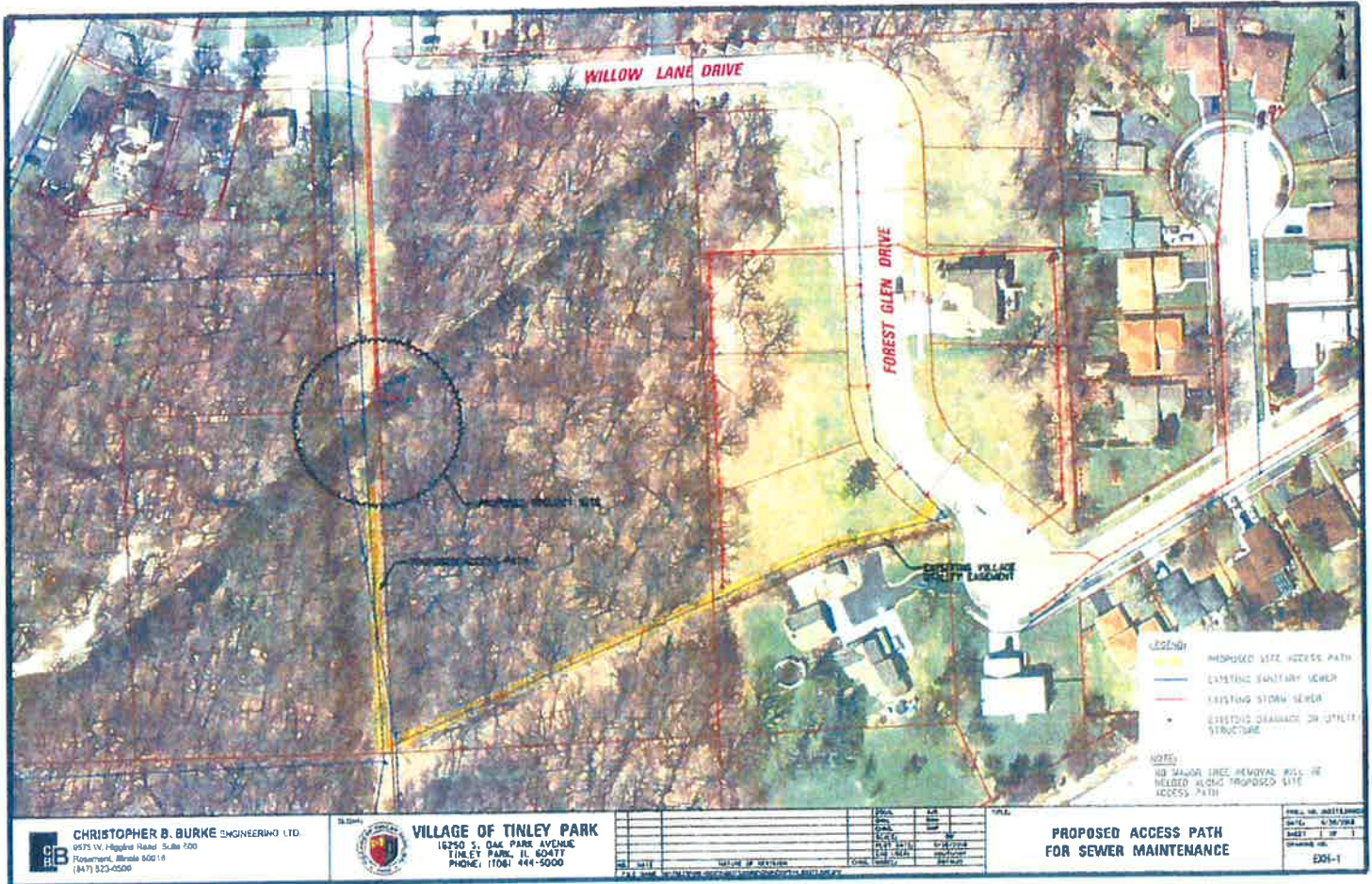












- LEGEND**
- PROPOSED SITE ACCESS PATH
 - EXISTING SANITARY SEWER
 - EXISTING STORM SEWER
 - EXISTING DRAINAGE OR UTILITY STRUCTURE

NOTES

NO MAJOR TREE REMOVAL WILL BE NEEDED ALONG PROPOSED SITE ACCESS PATH

CHRISTOPHER B. BURKE ENGINEERING LTD.
 6575 IV. Higgins Road, Suite 700
 Rosemont, Illinois 60018
 (847) 523-0500

VILLAGE OF TINLEY PARK
 18250 S. DAK PARK AVENUE
 TINLEY PARK, IL 60477
 PHONE: (708) 444-5000

NO.	DATE	REVISIONS	BY	CHKD.	APP'D.

PROPOSED ACCESS PATH FOR SEWER MAINTENANCE

PROJ. NO. 02111000
 DATE: 8/10/2004
 SHEET 1 OF 1
 DRAWN BY:
 EDD-1



Interoffice Memo

Date: May 11, 2018

To: Committee of the Whole

From: David Niemeyer, Village Manager *dm*

cc: Pat Carr, Assistant Village Manager
Patrick Connelly, Village Attorney

Subject: Strategic Plan

Attached is the updated Strategic Plan. I will be presenting a PowerPoint highlighting key items from the Plan as well as a review of the Village Board's September 2017 Goals at the Committee of the Whole meeting scheduled for Tuesday, May 15, 2018.

VILLAGE OF TINLEY PARK STRATEGIC PLAN Short Term Complex

	Project or Action	Priority Level	Primary / Lead Dept.	Secondary/ Cooperating Departments	Role of the Village	Participants or Outside Expertise	Potential Funding Source(s)	Action/duration on Schedule	Initiation Date	Key Status Date #1	Key Status Date #2	Update May 15, 2018
1	Improve the beautification of downtown and other key areas of the Village (i.e., streetscaping; sign control; entrance signs)	Tier 1	COMM DEV.	PW, MGR OFFICE, MARKETING,	EVALUATE OPTIONS, COORDINATE AND IMPLEMENT APPROVED PROGRAM, INVESTIGATE DESIGN CONTROL OF DOWNTOWN ARCHITECTURE	Design Consultant , downtown stakeholders/property owners	Village	18 months	7.1.17	7.1.18	1.1.19	Lakota study 80% complete; operations&implementation strategies 50% complete.
2	Continue and advance Downtown development; have one major project started in 2017	Tier 1	MGR OFFICE	COMM DEVELOP	Facilitate development proposals	Business, Elected Officials, Property Owners	Village, Potential public and private partnership	Calendar year 2017	1.1.17	7.1.17	1.1.19	Banging Gavel expected to submit plans in June 2018; Blackstone Loft expected to submit for PC review in April; North Street under design concept stage.
3	Resolve our ongoing water meter issue(s) in a positive manner	Tier 1	MGR OFFICE	PW, FINANCE, MKTG	LEAD COORDINATOR; COMMUNICATION S; TRAINING; TECH DATA	Residents, businesses, outside contractors	Village	18-24 months	Underway	1st quarter 2017	2nd quarter 2018	Water meter replacement project is about 85% complete
4	Finalize our consensus Master Plan for the redevelopment, use and character of the old State Mental Health Center; develop RFP for developers, determine if Village will purchase	Tier 1	MGR OFFICE	COMM DEVELOP, FINANCE, PUBLIC WORKS	WORK WITH OUTSIDE EXPERTISE AND COMM. TO EXPLORE OPTIONS AND DEVELOP PLAN	Residents, Board, outside consultants	Village	6 months	1.1.17	3.1.17	9.1.18	FARR submitted revised plan; RFQ process resulted in 5 submittals; ED Mgr setting up interviews. Still awaiting information from CMS.
5	Finalize and approve downtown drainage/storm water plans including methods of financing improvements. Design/construction Phase II Downtown drainage	TIER 1	V ENGINEER	PW, MGR OFFICE, FINANCE, CD	APPROVE DESIGN; FACILITATE CONSTRUCTION	Village Staff, Village Board, Residents	Village Funds	18 months	11.1.16	4.1.17	Fall 2018	Pond 95% complete landscaping will be completed Spring 2018 Storm sewer main line 90% complete

VILLAGE OF TINLEY PARK STRATEGIC PLAN Short Term Complex

	Project or Action	Priority Level	Primary / Lead Dept.	Secondary/ Cooperating Departments	Role of the Village	Participants or Outside Expertise	Potential Funding Source(s)	Action/durati on Schedule	Initiation Date	Key Status Date #1	Key Status Date #2	Update May 15, 2018
6	Develop a long-term plan for North Street improvements	TIER 2	COMM DEV.	MGR. OFFICE	EVALUATE OPTIONS, COORDINATE AND IMPLEMENT APPROVED PROGRAM	Roger Brooks Intl., North Street property owners, Design Consultant	Village	12 months	12.1.16	12.1.17	1.15.18	Staff discussed design concepts with VB related to possible land swap/acquisition with North Street property owners; staff provided Lakota design concept to North St owners who are finalizing concepts for Board review. Meeting set between lakota and Denler developer
7	Secure a major new development in Rich Township (Cook County)	TIER 2	COMM DEV.	MGR OFFICE	FACILITATE & ENCOURAGE DEVELOPMENT AND CREATE A MARKETING PLAN FOR STRATEGIC PARCELS	Property owners	Village, 3rd Party	2 Years	7.1.17	7.1.18	7.1.19	Incentive approved & construction underway for 300,000 s.f. distribution center (Hillwood)
8	Conduct an organizational design assessment of the administrative units and functions with overall structure, duties, job content, reporting structures and a salary survey included	TIER 2	HR	MGR OFFICE WITH ALL DEPTS PARTICIP.	REVIEWING INDEPENDENT/OUTSIDE EXPERTISE & ANALYSIS	RFQ / RFP VENDORS COMPARABLES	Village	POLICE/FIRE/PW 2017-2019 VILLAGE HALL STAFFING STUDY 6 MONTHS COMP & BENE SURVEY W/N 6MOS	10.1.16	2.1.17	9.1.18	Per Staffing Study, key hires completed including IT Manager, CD consolidation, Code Enforcement full time. Full time Marketing Director, Asst. HR Director approved in budget. 2nd AVM eliminated. Per Pay and Comp Study, new Pay Plan review, analysis and verification near completion. Next steps tbd. Comp study completed by same vendor. Police Staffing Study complete.
9	Examine and validate the feasibility of extending the downtown (Main Street South) TIF- creating a new Downtown TIF	TIER 2	MGR OFFICE	FIN. & V. CLERK, CD	ANALYSIS, TIF ADVISORS; REVIEW OPTIONS	Businesses, Taxing Bodies, State	Village	6 months	1st Quarter 2017	7.1.17	5.1.18	Village Board to review and approve in May 2018.
10	Agree to and budget for a plan for Downtown Plaza improvements	TIER 2	MGR OFFICE	FINANCE, PW, ENGINEERING, COMM DEV	FINALIZE A PLAN	Village Board, Businesses	Village	12 months	11.1.16	4.1.17	7.1.18	Lakota 80% complete Funds are included in FY2018 budget toward project

VILLAGE OF TINLEY PARK STRATEGIC PLAN Short Term Complex

	Project or Action	Priority Level	Primary / Lead Dept.	Secondary/ Cooperating Departments	Role of the Village	Participants or Outside Expertise	Potential Funding Source(s)	Action/duration Schedule	Initiation Date	Key Status Date #1	Key Status Date #2	Update May 15, 2018
11	Integrate Village branding (after its developed) into our communication plans, approaches, tactics, etc.	TIER 2	MARKETING	MGR OFFICE	WORK WITH OUTSIDE EXPERTISE AND COMM. TO EXPLORE OPTIONS AND DEVELOP PLAN	Roger Brooks Intl.	Hotel-Motel tax	Begin upon receipt of action plan	1.1.17	Ongoing	Ongoing	Initiated or completed the first 20 items of the branding action plan; marketing and branding commission formalized and meeting monthly to review and discuss progress
12	Maintain and reinvest in the Village's infrastructure to maintain current high quality; undertake a comprehensive below ground infrastructure condition assessment	TIER 2	PUBLIC WORKS	VIL. ENGINEER, FIN.	DEVELOP LONG TERM INFRASTRUCTURE PLAN	Engineers, APWA, other Jurisdictional agencies	General Fund, Enterprise Fund, Grants, SSMMA	Already in progress	In progress	Fiscal year budget review	5&10 year plans every fiscal budget	A new Sanitary sewer investigation program has been put into the FY19 budget along with other Capital Improvement projects for infrastructure assets.
13	Implement an electronic/streamlined agenda and FOIA management system for all Boards and Commissions	TIER 3	CLERK'S OFFICE	ALL DEPTS	DEVELOP STREAMLINED FOIA AND AGENDA PROCESSES	GovQA-FOIA Management System	30-5/0-74159	In process- Estimated Time to Kickoff System Mid-November, 2016	9.1.16	Ongoing	Fall 2018	The FOIA Management System portion of this item is completed. The Clerk's Office is working to bring in an Agenda Management System that will be interactive with the Public and will streamline the process for Village Staff. The Clerk's Office is reviewing RFP responses. IT is assisting in the review.
14	Create a way-finding sign program; especially for the Village gateway and welcoming corridors	TIER 3	MARKETING	MGR OFFICE AND COM DEV	REVIEW OPTIONS AND DEVELOP PROGRAM	Roger Brooks, Main Street Commission Subcommittee and Wayfinding Committee	Village	12 months	2.1.17	8.1.17	1.1.18	KMA design Group awarded contract; kick-off meeting 3.29.18

VILLAGE OF TINLEY PARK STRATEGIC PLAN Short Term Complex

	Project or Action	Priority Level	Primary / Lead Dept.	Secondary/ Cooperating Departments	Role of the Village	Participants or Outside Expertise	Potential Funding Source(s)	Action/durati on Schedule	Initiation Date	Key Status Date #1	Key Status Date #2	Update May 15, 2018
15	Conduct a Village-wide facilities assessment for Public Works, Administration, etc.; identify needs, options and strategies for our facilities and buildings	TIER 3	MGR OFFICE	PW AND FIRE	WORK WITH OUTSIDE EXPERTISE TO EXPLORE OPTIONS AND DEVELOP PLAN	Village Board, Staff Consultant	Village	8 months	3rd Quarter 2018	1.1.19	5.1.19	Fire station 47 const. mgr. hired and architect selection underway to determine new facility needs. State Police office space for public safety will be available by May 1, 2018.
16	Conduct an organization-wide technology assessment and needs IT strategic plan for improving both our processes and budget requirements planning; maximize and enhance the technology interface with the Village including interactive information exchanges and portals; create an electronic service request system, and information and service tracking	TIER 3	MGR OFFICE	ALL DEPTS	WORK WITH OUTSIDE EXPERTISE TO EXPLORE OPTIONS AND DEVELOP PLAN	Staff, Consultant	Village	6 months	3rd Quarter 2017	3.1.18	1.1.19	IT Manager on board and is leading the assessment of IT requirements with each Department Head. IT Strategic Plan will be developed based on information gathered from on-going interviews.

VILLAGE OF TINLEY PARK STRATEGIC PLAN Short Term Complex

	Project or Action	Priority Level	Primary / Lead Dept.	Secondary/ Cooperating Departments	Role of the Village	Participants or Outside Expertise	Potential Funding Source(s)	Action/durati on Schedule	Initiation Date	Key Status Date #1	Key Status Date #2	Update May 15, 2018
17	Complete the assessment and evaluation of unincorporated parcels and possible service where appropriate or desirable	TIER 3	MGR OFFICE	COMM DEVELOP. FINANCE, VIL ENGINEER	REVIEW OPTIONS AND DEVELOP ANALYSIS	Consultant, Staff, Village Board	Village	1 year	1st Quarter 2018	5.1.18	9.1.18	Brad has updated the spreadsheet he previously created identifying all unincorporated parcels and has provided copies of the spreadsheet to FD and AVM for their review. While a formal meeting to review and evaluate possible assessments or fees for services, where appropriate or desirable, has not been completed, there appears to be some concurrence that the costs of service do not warrant the efforts to assess a Payment in Lieu of Taxes type charge against such property. However, further discussion needs to occur on possible charges that could be billed when emergency services are requested/performed, particularly where the property owner's insurance would cover such charges.
18	Conduct a cost/benefit analysis in consideration of the potential for in-house engineering	TIER 3	PUBLIC WORKS	MGR OFFICE, HR & FINANCE	DEVELOP RECOMMENDATIONS BASED ON ANALYSIS	Other communities input, APWA	General Fund, Enterprise Fund	6 months	11.1.16	1.1.17	1.1.18	Completed. Village Engineer began employment 3/21/18.
19	Explore incorporating additional municipalities/users into the existing 911 system	TIER 4	911 CENTER	MGR OFFICE, FINANCE, POLICE, FIRE, LEGAL, IT	WORK TO BRING IN NEW USERS BASED ON ANALYSIS AND FEASIBILITY	Police and Fire input. Utilized outside consultant experienced with 911 center consolidation.	Potential state and federal grant. User based fee's	12 Months	1.1.17	3.1.17	Ongoing	Expanding services for MABAS 24 beginning June 1, 2018.

VILLAGE OF TINLEY PARK STRATEGIC PLAN Short Term Complex

	Project or Action	Priority Level	Primary / Lead Dept.	Secondary/ Cooperating Departments	Role of the Village	Participants or Outside Expertise	Potential Funding Source(s)	Action/durati on Schedule	Initiation Date	Key Status Date #1	Key Status Date #2	Update May 15, 2018
20	Conduct an upgrade assessment for the Fire Station	TIER 4	FIRE	MGR, FINANCE, PW	WORK WITH OUTSIDE EXPERTISE TO EXPLORE OPTIONS AND DEVELOP PLAN	construction manager, architect and general contractor	Village	to be completed third quarter 2017	in progress	1.1.17	1.1.18	Architect selection completed in May and determination of temporary structure and design phase of new station is next.
21	Implement an ongoing leadership development and staff succession plan that includes training and skill enhancement with the goal to develop a pipeline of internal staff with the required skills, knowledge, and abilities to be strong candidates for future Village vacancies	TIER 4	HR	ALL DEPTS	CREATE LEADERSHIP AND STAFF SUCCESSION PLAN	VILLAGE MANAGER VILLAGE BOARD	Village	2-3YR	5.1.18	5.1.19	5.1.20	New Planning Manager hired to eventually lead CD Dept. looking at developing other managers particularly in departments with upper level management retirements scheduled in the next few years. Lean and Six Sigma Training to be scheduled for management staff in Fall 2018. Personnel Manual updates in progress and nearing completion.
22	Streamline civil service personnel changes within the Police Department; work to speed up the civil service recruitment process; improve process gaps and the quality of candidates that emerge from civil service to minimize the loss of good candidates	TIER 4	HR	POLICE & ALL DEPTS.	DEVELOP ANALYSIS, REVIEW OPTIONS IMPROVED RECRUITMENT	VILLAGE MANAGER VILLAGE BOARD	N/A	ONGOING	5.1.18	5.1.19	5.1.20	Streamlined process includes personal contact (phone call) to next applicants to be certified in order to determine interest/non-interest allowing Commission to move through the list quickly. Also added electronic delivery of certification letter for quicker acknowledgment and scheduling of pre-employment testing. Added electronic delivery of test results to HR for quicker movement to next steps in process. Finally, worked to improve communications between HR/PD investigations to minimize inefficiencies in process and maximize cost effectiveness.

VILLAGE OF TINLEY PARK STRATEGIC PLAN Short Term Complex

	Project or Action	Priority Level	Primary / Lead Dept.	Secondary/ Cooperating Departments	Role of the Village	Participants or Outside Expertise	Potential Funding Source(s)	Action/durati on Schedule	Initiation Date	Key Status Date #1	Key Status Date #2	Update May 15, 2018
23	Conduct a pay competitive/parity study for Fire	TIER 4	HR	MGRS OFFICE	WORK WITH OUTSIDE EXPERTISE TO ANALYSE, EXPLORE OPTIONS AND DEVELOP PLAN	RFQ / RFP VENDORS COMPARABLES	Village	8 months	10.1.16	3.1.17	5.1.18	Fire Dept. and HR conducted research, implemented as part of new pay plan.
24	Develop a plan to deal with the near and long term vitality and use of the Convention Center; work with partners to help maintain its financial stability and success	TIER 4	MGR OFFICE	FINANCE	DEVELOP LONG TERM FINANCIAL STABILITY PLAN/PROJECTI ONS	Consultant, Staff, Village Board, Convention Center Staff	Village, Convention Center	6 months	2nd Quarter 2017	5.1.17	6.1.18	meeting with SD 227 on 4.11.18; discussions continue regarding possible land acquisition for future hotel; Incentive discussions continue

VILLAGE OF TINLEY PARK STRATEGIC PLAN Short Term Routine

	Project or Action	Priority Level	Primary/Lead Dept.	Secondary/Cooperating Departments	Role of the VILLAGE	Other Participants or Outside Expertise	Potential Funding Source(s)	Action/duration Schedule	Initiation Date	Key Status Date #1	Key Status Date #2	Update May 15, 2018
1	Keep Village budget requirements and finances under control while maintaining quality; maintain strong financial health of the Village	TIER 1	FINANCE	ALL DEPTS.	MAINTAIN STRONG FINANCIAL HEALTH; MONITOR TRENDS CONDUCT ANALYSIS INCLUDING CAPITAL AND INFRASTRUCTURE NEEDS	All Departments	Village	Ongoing	Ongoing	Ongoing	Ongoing	2018-19 Budget approved with several new Police Officers and capital projects added.
2	Commit to the strategic Planning Process; create an action plan for staff around the major goals that emerge from the Board's prioritization rankings; incorporate more information and tie our strategic goals from this process into the budget	TIER 1	MGRS. OFFICE	ALL DEPTS.	DEVELOP AND IMPLEMENT ACTION PLANS, TACTICS AND REPORTING MECHANISMS	Village Board, Staff	Village	Ongoing	October 1, 2016	Ongoing	Ongoing	New Board goals developed in Sept. 2017.
3	Rebuild faith and trust in the Village government and our strong commitment to the betterment and high quality of our community	TIER 1	MGRS. OFFICE AND ELECTED OFFICIALS	ALL DEPTS.	REVIEW PROCESSES; DISCUSSIONS, TRAINING & FOLLOW THROUGH	Village Board, Residents	Village	Ongoing	Immediate	Ongoing	Ongoing	Ongoing
4	Remain a safe, desirable and stable high quality community particularly in terms of public safety, property values and character	TIER 1	MGRS. OFFICE AND ELECTED OFFICIALS	ALL DEPTS.	REVIEW PROGRAMS, SERVICES, POLICIES, TRAINING & FOLLOW THROUGH	Village Board, Staff, Residents	Village	Ongoing	Immediate	January 1, 2017	May 1, 2018	Neighborhood Watch - # of participants
5	Review and revise Village building codes	TIER 2	COMM. DEVELOP	FIRE	REVIEW, UPDATE AND PRESENT FOR ADOPTION REVISED CODE PROVISIONS; EXPLORE CYCLICAL APPROACH	2012 DONE! 2018: Fire Department, Code consultant	Village	12 months	January 1, 2019	July 1, 2019	January 1, 2020	RFP in FY 18-19
6	Maintain personal contact with citizens (i.e., when citizens call the Village, they talk to a person)	TIER 2	MGRS OFFICE	HR AND MARKETING	DEVELOP AND IMPLEMENT OVERALL TRAINING/COMMUNICATIONS PLAN & STRATEGY	Staff	Village	Ongoing	Ongoing	December 1, 2017	December 1, 2018	The marketing department engages citizens through polls/surveys on topics such as the Irish parade date, the block party theme and the wayfinding survey.
7	Improve our communication processes and plans for all citizens and especially with businesses that may not use traditional approaches	TIER 2	MARKETING	MGRS. OFFICE AND ALL DEPTS.	DEVELOP AND IMPLEMENT OVERALL COMMUNICATIONS PLAN & STRATEGY	Resident communication - ongoing; business communication - Coordinate with Community Development department	Village	Ongoing	Ongoing	Ongoing	Ongoing	PH signs complete; Software near final selection

**VILLAGE OF TINLEY PARK
STRATEGIC PLAN
Short Term Routine**

	Project or Action	Priority Level	Primary/Lead Dept.	Secondary/Cooperating Departments	Role of the VILLAGE	Other Participants or Outside Expertise	Potential Funding Source(s)	Action/duration Schedule	Initiation Date	Key Status Date #1	Key Status Date #2	Update May 15, 2018
8	Continue to maintain our Downtown, and surrounding areas, in a clean, attractive and vibrant manner	TIER 2	PUBLIC WORKS	COMM. DEVELOP.	DEVELOP A COORDINATED PLAN TO DEPLOY RESOURCES AS NEEDED; IDENTIFY OPTIONS	Employees, Community input, branding consultant, contractors	General fund, Hotel/Motel Fund	Winter 2016	Spring 2017	May 1, 2017	Ongoing	Fountain ordered, ETA May'18. PW crews are on daily clean up of downtown areas. Lakota hired for downtown plan. Plaza planning continues
9	Review/validate priorities and goals and then develop a comprehensive land use/building regulation and code enforcement program	TIER 3	COMM. DEVELOP	MGRS. OFFICE	DEVELOP A COORDINATED PLAN TO DEPLOY RESOURCES AS NEEDED; IDENTIFY OPTIONS	Staffing consultant study	Village	7 months	May 1, 2018	September 1, 2018	December 1, 2018	Selection has been made and is awaiting Village Board approval.
10	Conduct a Village-wide business retention analysis/assessment survey as part of our economic development efforts	TIER 3	COMM. DEVELOP	ALL DEPTS.	SURVEY CURRENT BUSINESSES, ANALYZE AND MAKE RECOMMENDED IMPROV.'S	N/A	Village	3 months	January 1, 2018	February 2018	April 2018	As of November 2017 our BRE specialist has reached out to 172 businesses, spoken to 126 businesses, held a BRE visit with 39 businesses, assisted 29 businesses and completed 26 BRE surveys with 3 more in the pipeline.
11	Prioritize and make decisions on our already existing "unfinished business" list; tackle our list of "things to do"	TIER 3	MGRS OFFICE	ALL DEPTS.	DEVELOP A COORDINATED PLAN TO DEPLOY RESOURCES AS NEEDED; IDENTIFY OPTIONS	Village Board, Staff	Village	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing

**VILLAGE OF TINLEY PARK
STRATEGIC PLAN
Short Term Routine**

	Project or Action	Priority Level	Primary/Lead Dept.	Secondary/Cooperating Departments	Role of the VILLAGE	Other Participants or Outside Expertise	Potential Funding Source(s)	Action/duration Schedule	Initiation Date	Key Status Date #1	Key Status Date #2	Update May 15, 2018
12	Take Village marketing and communication to the next levels; website update, fix broken links, look at different platforms and message methods, etc.	TIER 3	MARKETING	ALL DEPTS.	ONGOING ASSESSMENT AND REVISIONS TO APPROACHES	Website redesign - RFQ issued fall, 2016; redesign to begin early 2017	Village	Ongoing	January 1, 2017	July 1, 2017	May 1, 2018	FB subscriber base has grown by 349%; Twitter by 10%. Added videorecording of committee, plan and ZBA meetings. New website launched; public safety FB page launched; 3235 likes on Village FB page; 2713 Twitter followers; Instagram page coming this spring
13	Work to analyze and improve our building reviews for quicker, more expedited permitting; work to speed up the over all planning and case review process	TIER 4	COMM. DEVELOP	I.T., PW, FIRE, ENGINEERING	EVALUATE EXISTING PROCESS DEVELOP OPTIONS AND ALTERNATIVE APPROACHES	Software consultant	Village	9 months	July 1, 2017	November 1, 2017	May 1, 2018	Committee approved and is awaiting Village Board approval.
14	Evaluate the existing façade improvement/incentive program	TIER 4	COMM. DEVELOP	FINANCE	FACILITATE USE OF EXISTING PROGRAM	Need to develop design guidelines first and determine review process	Village	8 months	May 1, 2018	September 1, 2018	2019	Joint efforts of Community Development and Finance have developed a new "Playbook" of grant and other programs to support occupancy and redevelopment in downtown Tinley. OPA final draft to VB 5.15.18
15	Create incentives for non-conforming signs to become conforming	TIER 4	COMM. DEVELOP	FINANCE	DEVELOP/FINALIZE POLICY AND IMPLEMENT APPROVED PROGRAM	Village	Village	8 months	January 2019	May 2019	August 2019	The OPA Sign Grant program offers \$5,000 grants to assist businesses with new signage and signage to preplace nonconforming signs. OPA final draft to VB 4/17/18

**VILLAGE OF TINLEY PARK
STRATEGIC PLAN
Short Term Routine**

	Project or Action	Priority Level	Primary/Lead Dept.	Secondary/Cooperating Departments	Role of the VILLAGE	Other Participants or Outside Expertise	Potential Funding Source(s)	Action/duration Schedule	Initiation Date	Key Status Date #1	Key Status Date #2	Update May 15, 2018
16	Streamline the annual budget process; start it earlier, improve review and process elements, consider GFOA award guidelines as a helpful reference point	TIER 4	FINANCE	MGRS OFFICE	WORK TO STREAMLINE BUDGET PROCESSES/PROCEDURES AND CALENDAR	All Departments	Village	Ongoing	January 1, 2018	January 1, 2019	January 1, 2020	Contract staffing has been working on formatting the 2020 budget to GFOA recommended structure. Investigating how to update fields in Eden to facilitate future report creation
17	Institute a Village-wide enhanced sidewalk capital improvement program	TIER 4	PUBLIC WORKS	FINANCE, ENGINEERING	EVALUATE EXISTING AND DEVELOP OPTIONS AND ALTERNATIVE PLANS/APPROACHES	Other jurisdictions - State, County, Branding consultant	General fund, Hotel/Motel Fund, Complete street Grants	October 1 2016 Process has started already Gaps identified	Spring 2017	July 1, 2017	November 1 2018	175th ST Ridgeland to TPHS completed, awaiting punch-list. Harlem Avenue Sidewalk Gapping Bids were opened March 29th Will be put on VB agenda April 2018 for approval. Waiting on IDOT Permit Contractor approved

**VILLAGE OF TINLEY PARK
STRATEGIC PLAN
Long Term Complex**

	Project or Action	Priority Level	Primary/Lead Dept.	Secondary/Cooperating Departments	Role of the City	Other Participants or Outside Expertise	Potential Funding Source(s)	Action/duration Schedule	Initiation Date	Key Status Date #1	Key Status Date #2	Update May 15, 2018
1	See ongoing downtown development and reinvestment continue	TIER 1	COMM DEV.	MGR OFFICE	FACILITATE & ENCOURAGE DEVCELOPMENT		Village	on-going	Ongoing	Ongoing	Ongoing	Joint efforts of Community Development and Finance have developed a new "Playbook" of grant and other programs to support occupancy and redevelopment in downtown Tinley. Banging Gavel, Blackstone Loft, under review. OPA playbook to VB 5.15.18
2	Continue and make substantial progress with/for Village-wide beautification projects in various areas including gateways, parkways, public areas, etc.	TIER 1	COMM DEV.	PW, MGR OFFICE	IMPLEMENT THE FINALIZED PLAN	Design Consultant	Village	part of streetscape project	May 2017	January 2018	May 2018	Streetscape RFP to be completed in FY 18-19
3	As part of our economic development strategies, work to attract businesses with good paying jobs by the Panduit headquarters property and other locations	TIER 1	COMM DEV.	MGR OFFICE	DEVELOP A STRATEGY WORK WITH BUSINESSES AND EMPLOYERS TO HELP GROW EMPLOYMENT		Village	on-going	Ongoing	Ongoing	Ongoing	I-80 Corridor initiative is underway
4	Maintain the Village's financial strength and fiscal controls to maintain our strong fiscal position	TIER 1	FINANCE	ALL DEPTS.	MAINTAIN STRONG FINANCIAL HEALTH; MONITOR TRENDS CONDUCT ANALYSIS INCLUDING CAPITAL AND INFRASTRUCTURE NEEDS	All Departments	Village	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
5	Enhance, add and maximize technology in all Village operations, administration, services, etc.; develop a long-term, comprehensive technology plan for the Village	TIER 1	I.T.	ALL DEPTS.	IMPLEMENT THE FINALIZED PLAN	Potential Consultant	Village	1 year	May 2017	January 2018	May 2018	Long term IT Strategic Plan is under development
6	See substantial start to the old State Mental Health Center property redevelopment with projects underway and remediation completed	TIER 1	MGR OFFICE	FINANCE, PW, ENGINEERING	IMPLEMENT THE FINALIZED PLAN	Village Board, Staff, Residents, Consultant	Village, Potential Public/Private Partnership	Multi-year	May 1, 2019	May 1, 2020	May 1, 2021	No change in status. Still waiting for CMS reevaluation of selling price of the site. RFQ resulted in 5 submittals

**VILLAGE OF TINLEY PARK
STRATEGIC PLAN
Long Term Complex**

	Project or Action	Priority Level	Primary/Lead Dept.	Secondary/Cooperating Departments	Role of the City	Other Participants or Outside Expertise	Potential Funding Source(s)	Action/duration Schedule	Initiation Date	Key Status Date #1	Key Status Date #2	Update May 15, 2018
7	Update the Village's 20 year old Comprehensive Master Land Use Plan as well as accompanying zoning code provisions	TIER 2	COMM DEV.	MGR OFFICE	WORK WITH OUTSIDE EXPERTISE TO EXPLORE OPTIONS AND DEVELOP PLANNING AND LAND USE UPDATES	Planning Consultant	Village	24 months	January 1, 2019	January 1, 2020	January 1, 2021	not initiated
8	Redevelop Panduit TIF site; see improvements at the 45 acre site on the east side of town.	TIER 2	COMM DEV.	MGR OFFICE, FINANCE, ENGINEERING	FACILITATE & ENCOURAGE DEVCELOPMENT	Developers	Village, Developers	on-going	Ongoing	Ongoing	Ongoing	Central detention under construction
9	Increase safety, and traffic and pedestrian capacity by widening 80th Avenue at I-80	TIER 2	COMM DEV.	PUBLIC WORKS, FINANCE, ENGINEERING	WORK WITH WILL COUNTY AND OTHERS ON FULL IMPLEMENTATION, DESIGN AND COMPLETION	Consultant, STP Grant	Village	7 years	2014	August 1, 2018	July 1, 2020	PW Committee approved to move forward adding enhancements Will County was notified.
10	Assess the concept of using a combined "community development department" approach/model vs. separate building, zoning and planning functions	TIER 2	HR	MGR OFFICE / COMM DEVELOP	UNDERTAKE ANALYSIS AND IMPLEMENT RECOMMENDATIONS	VILLAGE MANAGER	Village	IN PROGRESS/ONGOING	November 1, 2016	February 1, 2017	May 1, 2017	completed
11	Examine and investigate more outsourcing opportunities for Village functions and then act upon them when positive elements emerge	TIER 2	MGRS OFFICE	FINANCE AND ALL DEPTS	UNDERTAKE ANALYSIS AND IMPLEMENT RECOMMENDATIONS AS APPROPRIATE, FEASIBLE OR BENEFICIAL	Village Board, Staff	Village	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
12	Implement a Village-wide branding and marketing program	TIER 2	MARKETING	MGR OFFICE	IMPLEMENT THE FINALIZED PLAN	Roger Brooks Intl.	Hotel Motel tax	Implement Roger Brooks Plan	January 1, 2017	July 1, 2017	January 1, 2018	initiated or completed first 20 items of branding action plan; working with Lakota on Harmony Square development
13	Expand connectivity of both inter and intra community bike paths and trails	TIER 3	COMM DEV.	ENGINEERING, MGRS OFFICE, PW, FINANCE.	DEVELOP A 5 YEAR PLAN FOR PEDESTRIAN & BIKE CONNECTIVITY	ComEd, Developers and other agencies	Village, STP	Multi-year	January 1, 2017	August 1, 2019	August 1, 2022	Comed Bike Path agreement is Scheduled for June PW committee agenda. 179th Bike Path on hold due to funding.

VILLAGE OF TINLEY PARK STRATEGIC PLAN Long Term Complex

	Project or Action	Priority Level	Primary/Lead Dept.	Secondary/Cooperating Departments	Role of the City	Other Participants or Outside Expertise	Potential Funding Source(s)	Action/duration Schedule	Initiation Date	Key Status Date #1	Key Status Date #2	Update May 15, 2018
14	Determine long-term community expectations of the Fire Department and Fire/EMS services in the Village	TIER 3	FIRE & EMA	MGRS OFFICE	UNDERTAKE ANALYSIS AND IMPLEMENT RECOMMENDATIONS AS APPROPRIATE, FEASIBLE OR BENEFICIAL	Staffing analysis study; Illinois Fire Chiefs Association evaluations	grants; budget process; tax increase; revenue source for service.	2 years	first quarter 2018	first quarter 2019	third quarter 2019	EMS RFP was released and all bids are in and being reviewed. TPDF exploring first responder program.
15	Implement the results of the unincorporated property assessment identified in the short term goals section	TIER 3	MGR OFFICE	COMM DEVELOP. FINANCE, VIL ENGINEER	IMPLEMENT OPTIONS AND PLAN	Village Board, Staff	Village, Potential Public/Private Partnership	1 Year	May 1, 2019	November 1, 2019	May 1, 2020	No interest from Kimberly Heights residents in annexation, even with Cook County grant. See also comments under ST Complex tab
16	Work with Metra to add an AM express train to match the PM express train and service	TIER 3	MAYOR'S OFFICE	MGRS OFFICE	DEVELOP AN IGOV'TL CO-OPER. PLAN TO EXTEND SCHEDULE	Metra	Village, Metra	Completed	Completed	November 2015	August 1, 2016	completed
17	Complete needs and functionality assessment then site, design and construct a new Public Works facility	TIER 3	PUBLIC WORKS	MGRS OFFICE, FINANCE, ENGINEER	AND IMPLEMENT RECOMMENDATIONS AS APPROPRIATE, FEASIBLE OR BENEFICIAL	jurisdictional departments General contractor. Project manager PW employees input	Grants, SSMMA, General fund, enterprise fund.	2 years	January 1, 2021	January 1, 2022	January 1, 2023	Still On Hold
18	Coordinate with Cook County to have a safe walking path created to Tinley Park High School	TIER 3	VILLAGE ENGINEER	PUBLIC WORKS	FACILITATE & ENCOURAGE I-GOVTL COOPERATION, DESIGN, DEVELOPMENT FOR ROAD IMPROV & WALKWAY	Cook County, Schools, Residents	Multi-Jurisdictional	1 year	November 1, 2016	July 1, 2017	November 1, 2017	Project Completed
19	Explore providing alternate transportation methods to get commuters to Tinley Park offices and jobs from the train station	TIER 4	COMM DEV.	MGRS OFFICE, VILLAGE ENGINEER	UNDERTAKE ANALYSIS AND IMPLEMENT RECOMMENDATIONS AS APPROPRIATE, FEASIBLE OR BENEFICIAL	ComEd, Developers and other agencies	Village, Businesses, STP	Multi-year	January 1, 2021	August 1, 2021	January 1, 2022	not initiated
20	Determine a new location of the fire departments training tower	TIER 4	FIRE	MGRS OFFICE	ANALYZE ALTERNATIVES	solicit community development for vacant parcels of equal size to determine what is available; Consult FAA for relocation requirement of heliport; cell tower consultant;	homeland security grants, budget process; other sources (donations).	18 months	first quarter 2020	first quarter 2021	third quarter 2021	No action taken.
21	Seek accreditation for all our major departments to demonstrate professionalism and our commitment to high quality services and operations that meet national standards	TIER 4	MGRS OFFICE	PW, FIRE AND POLICE	UNDERTAKE ANALYSIS AND IMPLEMENT RECOMMENDATIONS AS APPROPRIATE, FEASIBLE OR BENEFICIAL	Village Board, Staff, Outside Agency	Village	2 years	May 1, 2019	May 1, 2020	May 1, 2021	CD re-accreditation packet filed

**VILLAGE OF TINLEY PARK
STRATEGIC PLAN
Long Term Complex**

	Project or Action	Priority Level	Primary/Lead Dept.	Secondary/Cooperating Departments	Role of the City	Other Participants or Outside Expertise	Potential Funding Source(s)	Action/duration Schedule	Initiation Date	Key Status Date #1	Key Status Date #2	Update May 15, 2018
22	Advocate for the adoption of the Marketplace Fairness Act for internet sales and corresponding revenues to local government	TIER 4	MAYOR'S OFFICE	MGRS OFFICE, FINANCE	ENCOURAGE ADOPTION OF MARKETPLACE FAIRNESS ACT	Federal Government	State, Village	2 years	Ongoing	Ongoing	Ongoing	Continue to monitor.
23	Evaluate future location, design and utilization of the police gun range	TIER 4	POLICE	MGRS OFFICE	ANALYZE ALTERNATIVES	Planning Dept., Public Works, Engineering, Range Consultant	Capital	18 months	First Quarter 2020	First Quarter 2021	Third Quarter 2021	no update
24	Evaluate the cost-benefit of undertaking possible jurisdictional transfers of County Roads to the Village	TIER 4	VILLAGE ENGINEER	MGRS OFFICE, FINANCE AND PW	EVALUATE THE COST-BENEFITS OF JURISDICTIONAL TRANSFERS (Ridgeland north of 175th St. and Oak Forest Avenue)	Cook County, Residents, Village Board Staff	Village, potential grants	3 years	Already underway	July 1, 2017	July 1, 2019	RE working on design of Cook County Roadway JT and costs. There are no financial advantages to the Village accepting additional roadway from Cook County under a JT, only additional costs for routine (snow plowing/street sweeping) and long term maintenance (PMP resurfacing). The Village receives no additional MFT or other funds to offset additional costs. However, there is possibly an administrative advantage of having primary control over the roadways in question.

VILLAGE OF TINLEY PARK STRATEGIC PLAN Long Term Routine

	Project or Action	Priority Level	Primary/Lead Dept.	Secondary/Cooperating Departments	Role of the City	Other Participants or Outside Expertise	Potential Funding Source(s)	Action/duration Schedule	Initiation Date	Key Status Date #1	Key Status Date #2	Update May 15, 2018
1	Attract and acquire top quality talent for Village staff positions at all levels from top management to front-line	TIER 1	HR	ALL DEPTS.	DEVELOP PROGRESSIVE RECRUITMENT, SELECTION AND RETENTION PROCESS	VILLAGE MANAGER VILLAGE BOARD COMPARABLES VENDORS	Village	ONGOING	ONGOING	ONGOING	Ongoing	New Residency Radius Ordinance Adopted 9/5/17, will improve recruitment. All major positions filled including Village Engineer, Planning Manager, PW Office Coordinator and Senior Planner.
2	Continue to maintain a safe, stable, desirable community with strong property values, hometown feel and quality of life	TIER 1	MGRS. OFFICE AND ELECTED OFFICIALS	ALL DEPTS.	REVIEW PROCESSES; DISCUSSIONS, TRAINING & FOLLOW THROUGH	Village Board, Staff, Residents	Village	Ongoing	Ongoing	Ongoing	Ongoing	Neighborhood Watch program developed
3	Create a high quality "model citizen communication program"; blue ribbon, award winning techniques, approaches, etc.	TIER 2	MARKETING	MGRS. OFFICE AND ALL DEPTS.	IMPLEMENT A PROGRESSIVE/EFFECTIVE OVERALL COMMUNICATIONS PLAN & STRATEGY	ICMA	Village, Limited funding needed	Ongoing	Ongoing	Ongoing	Ongoing	Community engagement continues to improve. Starting Police Facebook page. New website launched; FB and Twitter growing; Instagram page to come this spring
4	Evaluate and maximize the best use and capabilities of sworn officers, where possible, while strengthening police services and protection to community overall	TIER 2	POLICE	MGRS OFFICE AND HR	UNDERTAKE ANALYSIS TO MAXIMIZE USE OF SWORN POLICE OFFICER RESOURCE	staffing consultant	Village	2 years	May 1, 2017	November 1, 2017	May 1, 2018	staffing study results are in. 3 officers and 1 commander are in the FY 19 budget. Other recommendations being evaluated
5	Explore repurposing the building, site and space of the State Police station	TIER 4	MGRS OFFICE	ALL DEPTS.	UNDERTAKE ANALYSIS TO MAXIMIZE USE OF SPACE	Staff, Consultant	Village	6 Months	May 1, 2017	September 1, 2017	July 1, 2018	Offices have been carpeted and painted. Ready for occupancy.
6	Evaluate and solve mandates for additional evidence storage needs, including large objects and vehicles	TIER 4	POLICE	MGRS. OFFICE	UNDERTAKE ANALYSIS TO MAXIMIZE USE OF EVIDENCE STORAGE NEEDS	PW/facilities consultant	Village	18 months	First Quarter 2020	First Quarter 2021	3rd Quarter 2021	no funds allocated in FY 19 budget for feasibility study

**COMMENTS FROM
THE PUBLIC**

ADJOURNMENT