

NOTICE OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING

The special meeting of the Committee of the Whole is scheduled for
Tuesday, March 16, 2021 beginning at 5:15 p.m.

A copy of the agenda for this meeting is attached hereto and
can be found at www.tinleypark.org.

NOTICE - MEETING MODIFICATION DUE TO COVID-19

Pursuant to Governor Pritzker's Executive Order 2020-07, Executive Order 2020-10, Executive Order 2020-18, Executive Order 2020-32, Executive Order 2020-33, Executive Order 2020-39, and Executive Order 2020-44, which collectively suspends the Illinois Open Meetings Act requirements regarding in-person attendance by members of a public body during the duration of the Gubernatorial Disaster Proclamation, issued on June 26, 2020, the members of the Committee of the Whole may be participating in the meeting through teleconference.

A livestream of the electronic meeting will be broadcasted at Village Hall. Pursuant to Governor's Executive Order No. 2020-43 and CDC guidelines, no more than 50 people or 50% of the maximum capacity will be allowed in the Council Chambers at any one time, so long as attendees comply with social distancing guidelines. Anyone in excess of maximum limit will be asked to wait in another room with live feed to the meeting until the agenda item for which the person or persons would like to speak on is being discussed or until the open floor for public comments.

Meetings are open to the public, but members of the public may continue to submit their public comments or requests to speak telephonically in advance of the meeting to clerksoffice@tinleypark.org or place requests in the Drop Box at the Village Hall by noon on March 16, 2021. Please note, written comments will not be read aloud during the meeting. A copy of the Village's Temporary Public Participation Rules & Procedures is attached to this Notice.

Kristin A. Thirion
Clerk
Village of Tinley Park

**VILLAGE OF TINLEY PARK
TEMPORARY PUBLIC PARTICIPATION RULES & PROCEDURES**

As stated in Gubernatorial Executive Order 2020-07 issued on March 16, 2020 and Gubernatorial Executive Order 2020-10 issued on March 20, 2020, both extended by Gubernatorial Executive Order 2020-18 issued on April 1, 2020, all public gatherings of more than ten people are prohibited. In-person public participation is not defined as an essential activity.

The Mayor of Tinley Park is issuing the following rules for all Village Board and other public meetings in order to promote social distancing as required by the aforementioned Executive Orders and the requirements of the Open Meetings Act:

Written Comments

After publication of the agenda, email comments to clerksoffice@tinleypark.org. When providing written comments to be included as public participation at a public meeting, clearly identify the following in the subject line:

- The date of the meeting;
- The type of meeting for the written comments (e.g. Village Board meeting, Zoning Board of Appeals meeting, Plan Commission meeting, etc.);
- Name and any other identifying information the participant wishes to convey to the public body;
- The category of public participation (e.g., Receive Comments from the Public, Agenda Items, etc.);
- For specific Agenda Items, identify and include the specific agenda item number;
- The entire content of the comments will be subject to public release. The Village of Tinley Park is under no obligation to redact any information.

The contents of all comments will be provided to the relevant public body for their review. **Written comments will not be read aloud during the meeting. If you wish to publicly address the public body, you may request to participate via teleconference as described below.**

Comments must be submitted by 12:00 pm on the day of the meeting. However, it is strongly recommended that comments be emailed not less than twenty-four (24) hours prior to the meeting so the appropriate Board members, Commissioners, Board members, and Committee members have sufficient time to review the comments prior to the meeting.

Live Public Participation During Meeting

After publication of the agenda, those wishing to participate in a live telephone call option at a public meeting must register by 12:00 pm on the day of the meeting. A Village representative will call the participant at the relevant portion of the meeting and the participant will be allowed to participate telephonically at the meeting. To participate in a live telephone call during the meeting, a request shall be submitted by email to clerksoffice@tinleypark.org. The following information must be included the subject line:

- The date of the meeting;
- The type of meeting for the written comments (e.g. Village Board meeting, Zoning Board of Appeals meeting, Plan Commission meeting, etc.);
- Name and any other identifying information the participant wishes to convey to the public body;
- The category of public participation (e.g., Receive Comments from the Public, Agenda Items, etc.); and
- For specific Agenda Items, identify and include the specific agenda item number.

If the participant provides an email address, they will receive a confirmation email that their request has been logged. If the participant provides an email address and does not receive a confirmation email, they may call (708) 444-5000 during regular business hours to confirm the application was received.

Upon successful registration, the participant's name will be placed on an internal Village list. On the date and during relevant portion of the meeting, the participant will be called by a Village representative. The Village representative will call the provided telephone number and allow the phone to ring not more than four (4) times. If the call is not answered within those four (4) rings, the call will be terminated and the Village representative will call the next participant on the list.

The public comment should be presented in a manner as if the participant is in attendance at the meeting. At the start of the call, the participant should provide their name and any other information the participant wishes to convey. For comments regarding Agenda Items, identify and include the specific agenda item number. The participant should try to address all comments to the public body as a whole and not to any member thereof. Repetitive comments are discouraged. The total comment time for any single participant is three (3) minutes. Further time up to an additional three (3) minutes may be granted by motion. A participant may not give his or her allotted minutes to another participant to increase that person's allotted time.

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, March 16, 2021, beginning at 5:15 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. RECEIVE UPDATE ON COVID 19 FROM COOK COUNTY BOARD PRESIDENT TONI PRECKWINKLE.
3. REVIEW 2022 FISCAL YEAR BUDGET.
4. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION, VILLAGE CLERK

RECEIVE UPDATE
ON COVID 19 FROM
COOK COUNTY
BOARD PRESIDENT
TONI
PRECKWINKLE



Interoffice Memo

Date: March 10, 2021

To: Village Board
David Niemeyer – Village Manager
Brad Bettenhausen – Village Treasurer/Finance Director

From: Andrew Brown – Assistant Village Treasurer/Assistant Finance Director

Subject: Fiscal Year 2022 Draft Line Item Budget Overview

The line item budget is provided to the Village Board in format to provide both a macro overview and granular review of anticipated spending in the coming fiscal year. The detail provided to the board focuses on the General Fund, Water and Sewer Fund, and Capital Budget. This scope allows the budget to be reviewed in a more manageable format during budget presentation. At the March 16, 2021 Committee of the Whole (COW) each department will walk the board through a high-level overview of their fiscal year 2022(FY 22) Budget. Staff will be prepared to answer questions from the Board related to the line items, capital and personnel requests.

Staff seeks input from the board and will incorporate it into the final budget document for public inspection. The Village will hold a Public Hearing, which will also serve as first read of the proposed document, for the FY22 budget on April 13, 2021. Any additional comments or requests will be considered at that time. Staff will again revise the budget as directed by the Village Board at that time and seek adoption of the Budget on April 20, 2021.

The attached document includes each department lead sheet, line item budget, and capital requests for FY22. The FY 22 Capital and Personnel Requests have been broken out of the single document (provided for the Board’s review on February 26, 2021) and included after the line items for the department the capital request applies. The final budget will be presented in the traditional document format consistent with the prior years.

General Fund Budget

The General Fund is the main operating fund, and accounts for the majority of the direct functions and services provided to the community, and in turn, is responsible for the majority of the Village’s revenue and Expenditure activity annually.

General Fund Budget	FY 2021 Budget	FY 2022 Proposed	% Change
Revenue	\$57,608,250	\$54,983,392	-4.56%
Expenditures	\$57,397,932	\$53,760,484	-6.34%
Surplus/(Deficit)	\$210,318	\$1,222,908	

The proposed FY 2021 revenue budget (\$54,983,392) exceeds proposed expenditures by 2.27 percent. The expenditure budget is \$53,760,484, representing a -6.34 percent decrease over the prior year’s approved



budget. The budget as recommended for FY 2022 does not contemplate any new revenue from recreational cannabis or self-storage tax as we currently have insufficient data to provide a realistic projection. The anticipated revenue does include a transfer of \$0.6 mil from Hotel/Motel Tax that may not be available due to the revenue in that fund severely underperforming. This transfer of funds supports the marketing department for the Village, which will continue to function as set forth in the budget. If the transfer is not available from the Hotel Tax Fund the General Fund can subsidize the funding source through the estimated budget surplus.

Water and Sewer Fund Budget

The Water & Sewer Fund is an enterprise fund, designed to be self-supporting for both operations and capital replacement. The current system provides Lake Michigan water to the residents of Tinley Park through the Oak Lawn Regional Water System, which sources the water from the City of Chicago. Tinley Park has contractual agreements to provides bulk, wholesale water to New Lenox, Mokena, and (by way of the Illinois American Water Company) Orland Hills.

Water & Sewer Fund Budget	FY 2020 Budget	FY 2021 Proposed	% Change
Revenue	\$25,703,862	\$25,926,500	%
Expenditures	\$25,324,951	\$25,376,526	%
Surplus/(Deficit)	\$378,911	\$549,974	

The proposed revenue budget (\$25,926,500) exceeds the proposed expenditure (\$25,376,526) budget by 2.16 percent. Revenue growth is related to Water and Sewer pass through fees from other service providers, these increases are not increasing the revenue capacity for the Village of Tinley Park. Staff proposes a review of water and sewer revenues generated for the Village’s use during FY22. The increase in cost for operation and maintenance is eroding the ability to perform needed capital replacements for both systems. Expenditures for the FY22 budget grew by \$0.05 mil over the prior year, representing a 0.20 percent increase over the prior year’s approved budget.

Capital and Personnel Budget Requests

A total of \$58,197,193 in capital requests was submitted for FY 2022. Staff recommends the Village fund \$26,804,603 (46.06 percent of the initial requests) through the Budget process. The Village deferred a significant amount of capital in FY 21, this in part is why the capital outlay request is almost 40 percent higher than the prior year recommendation. The projects requested will utilize reserve amounts from multiple funds for this purpose. The ability to cash-finance those projects, as has been the long-established policy, is predicated on budget capacity.

The recommended capital expenditures include funding the Pavement Management Program (PMP) with a full fiscal year of Motor Fuel Tax Fund Revenues as other funding sources are not available as were in years past. Staff has been keeping tabs on all federal legislation that is being proposed and passed related to COVID 19 relief. Between the changing rules and regulations of the Federal Emergency Management Agency (FEMA) as it adjusts its rules and regulations for the pandemic and the change in administration in the White House, there has been a lot going on. It is unclear how and when funding that has been approved will be distributed and what those qualifications will be, as well as if additional funding will continue to be made available as the country works through the economic recovery from the COVID 19 pandemic. Staff will continue to review these sources of funding and also explore consideration of a Bond issue for infrastructure.

The capital projects proposed identifies \$8.1 million in infrastructure improvements that are needed and there is not adequate funding on hand. If these projects are approved for the FY 22 Budget they would be in addition



to the \$26.8 million in capital outlay referenced above. The Village is paying off a bond issue during calendar year 2021 and staff would like the ability to propose a strategy to the Village Board to further strengthen the Villages Water and Sewer infrastructure systems.

The table below itemizes the capital requested, reviewed, and recommended for approval for General Fund departments for the FY 2022 budget cycle.

Capital Request General Fund Department	Original Request	Village Manager Review	Recommendation to Village Board
Board	\$ -	\$ -	\$ -
Manager	-	-	-
Clerk	-	-	-
General Overhead	-	-	-
Finance	1,405,701	205,701	205,701
Information Technology	503,062	431,744	431,744
Police	1,266,112	895,700	895,700
Fire Suppression	1,010,000	800,000	800,000
Fire Prevention	185,132	130,132	130,132
EMA	189,000	68,000	68,000
EMA - Telecomm	65,000	15,000	15,000
Streets (Road & Bridge) Dept	1,099,131	998,600	998,600
Electrical Department	1,030,800	425,800	425,800
Municipal Buildings	2,131,978	978,978	978,978
Community Development	29,500	29,500	29,500
Marketing/Communications	989,154	55,000	55,000
Village and PACE Bus	-	-	-
Commissions	-	-	-
Integrated Department Initiatives	2,003,420	1,821,513	1,821,513
Other	-	-	-
Total Capital Requests (incl carryovers)	\$ 11,907,990	\$ 6,855,668	\$ 6,855,668

Capital requests continue to exist as a combination of both essential and desired needs. All requests address deteriorating facilities and infrastructure. It is most likely that deferred projects will “carryover” to the next fiscal year for reconsideration.



Included below is a chart of personnel requests for the budget cycle. The detail of all positions requested, reviewed, and recommended is included in the Capital Request section of the budget summary. Staff received \$1.8 million in new or reclassified position requests. The proposed budget fills 21.34 percent of the request or \$0.38 million. The proposed personnel requests strategically add positions to enhance the Village's customer service profile for residents and businesses by filling the vacancy for Assistant to the Mayor and a Building Inspector in Community Development. Public Works will add a Seasonal II in the Municipal Building Division.

The Village deferred, froze, or eliminated positions throughout FY21 due to COVID-19 to ensure sustainability throughout the organization. These measures, taken on as early as May 2020, allowed the Village to look at the organization organically and seek other methods of service delivery, and combine/eliminate tasks unassociated with the core services a department is responsible for delivering. In this light, the Village will be exploring mid-year additions of an Emergency Management Planner, Field Engineer, and Maintenance Tech in Water and Sewer. These will be reviewed in November and filled based on available funding.

Personnel Requests			
General Fund Department	Original Request	Village Manager Review	Recommendation to Village Board
Board	\$ 115,775	\$ 115,775	\$ 115,775
Manager	-	-	-
Clerk	-	-	-
Finance	-	-	-
Information Technology	-	-	-
Police	547,450	-	-
Fire Suppression	202,878	-	-
Fire Prevention	30,800	-	-
EMA	-	-	-
EMA - Communication	267,680	51,050	51,050
Streets (Road/Bridge) Dept	297,240	60,115	60,115
Electrical Department	-	-	-
Municipal Buildings	21,080	21,080	21,080
Community Development	128,500	128,500	128,500
Marketing/Communications	-	-	-
Senior Center	-	-	-
Water & Sewer	150,999	43,416	-
Senior Center	-	-	-
Total of Personnel Requests	\$ 1,762,402	\$ 419,936	\$ 376,520



Lastly, included for your review, is a summary of infrastructure improvements recommended for the Water, Sewer, Street, and Other Programs. These capital expenditures are predicated on funding being available and tend to have far higher requests than what is funded due to the type of project, phased approach, or timing of the need and availability or anticipation of resources.

Infrastructure Requests	Original Request	Village Manager Review	Recommendation to Board
Water and Sewer Fund	\$ 12,553,303	\$ 2,363,303	\$ 2,363,303
TIF District Projects	18,450,047	18,450,047	9,773,097
Street and Parking Lot Projects	12,476,546	7,170,845	6,581,310
Public Landscaping/Beautification Projects	216,700	133,000	133,000
Building Projects	-	-	-
Flood Control Projects	830,205	721,705	721,705
Total Requested	\$ 44,526,801	\$ 28,838,900	\$ 19,572,415

Please contact the Finance Department if you have further questions or needs. Staff looks forward to presenting the FY22 Budget.



**PUBLIC
COMMENT**

ADJOURNMENT