

NOTICE OF SPECIAL MEETING OF THE COMMITTEE OF THE WHOLE

A Special Meeting of the Committee of the Whole is scheduled for
Tuesday, June 19, 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, June 19, 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 SPECIAL COMMITTEE OF THE WHOLE MEETING HELD ON JUNE 5, 2018.
3. DISCUSS CHANGE ORDER WITH PT FERRO CONSTRUCTION COMPANY FOR THE FY 2019 PMP STREET RESURFACING PROGRAM.
4. DISCUSS HARP GROUP – TINLEY PARK CONVENTION CENTER.
5. DISCUSS EMPLOYEE PAY PLAN.
6. DISCUSS LAKOTA PLAZA AGREEMENT.
7. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT
KRISTIN A. THIRION
VILLAGE CLERK

MINUTES
Special Meeting of the Committee of the Whole
June 5, 2018 - 6:45 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. 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
J. Urbanski, Assistant Public Works Director
D. Framke, Marketing Director
K. Clarke, Planning Manager - Arrived 6:59 p.m.
P. Connelly, Village Attorney
L. Valley, Executive Assistant to the Manager and Trustees
R. Zimmer, Executive Assistant to the Mayor
S. Clemmer, IT Systems Technician
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 6:45 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING HELD ON MAY 15, 2018 – Motion was made by Trustee Brady, seconded by Trustee Berg, to approve the minutes of the Special Committee of the Whole Meeting held on May 15, 2018. Vote by voice call. President Pro-Tem Younker declared the motion carried.

Item #3 – DISCUSS QUEEN OF HEARTS RAFFLES - Tinley Park Bulldogs Youth Baseball organization requested moving ticket sales and drawings for the Queen of Heart raffle to Durbin's Restaurant and Lounge located on Oak Park Avenue with the intent of selling tickets at Durbin's daily with drawings on Thursdays. The Queen of Heart raffle was approved by the Village Board on April 3, 2018, provided ticket sales and drawings take place at the Bulldog Concession facility at Memorial Park located at 6641 W. 171st Street.

Per the Tinley Park Code of Ordinances, raffles licenses may only be conducted by nonprofit organizations. Tinley Park Bulldogs Youth Baseball organization informed the Clerk's Office there are several board members of the organization employed by Durbin's who would oversee the raffle on behalf of the Bulldogs organization. Durbin's would benefit by increased business on otherwise slower business days and would not receive any compensation for hosting the raffle. P. Connelly explained if the Village Board were to allow the raffle to be held at Durbin's or another for-profit business a code

change would not have to be made. An amendment to the Tinley Park Bulldogs Youth Baseball organization's license would only be needed to specify the locations the raffle would take place. K. Thirion, Village Clerk stated a concern the request for the raffle is at a for-profit business as opposed to a nonprofit organization and the Village may be inundated with similar requests from other organizations interested in the same. Mr. Connelly stated the Village Board has final approval to a raffle location per the Code of Ordinances if one should be of concern. After further discussion, President Pro-Tem Younker asked if anyone had any questions or concerns. No one came forward.

The Clerk's Office seeks direction from the Village Board in relation to Tinley Park Bulldog Youth Baseball organization's request to move ticket sales and drawings for the Queen of Hearts raffle to Durbin's Restaurant and Lounge, which is a for-profit local business.

Item #4 – DISCUSS MONTHLY REVENUE REPORT - APRIL 2018 - Brad Bettenhausen, Village Treasurer presented a revenues update for April 2018 - Fiscal Year 2018, Month 12. A summary status of revenues for Sales Tax, Home Rule Sales Tax, Income Tax, Property Tax and Video Gaming, Motor Fuel Taxes, Commuter Parking and Impact fees paid to other governments were the subjects of the report. Video Gaming revenue for April 2018 is the highest monthly reporting since inception, exceeding \$42,000. Mr. Bettenhausen stated the recently approved State Budget reduced the Local Government Distributive Fund from 10% to 5% and the administrative fee of the Home Rules Tax was reduced to 1.5%, in which the Village will see improvement in July 2018. President Pro-Tem Younker asked if anyone had any questions. No one came forward.

Item #5 – DISCUSS ONLINE TRAVEL COMPANIES (OTC) HOTEL TAX - Tinley Park and other municipalities filed a lawsuit against Online Travel Companies (OTC) in relation to collection of hotel taxes. A settlement is being proposed in which the municipalities would waive retroactive collection of hotel taxes. An amendment of the Village's current hotel tax code will be needed in order to collect hotel tax from the OTCs going forward. The Village Attorney will prepare an amendment to the current hotel tax, which will be discussed at a future meeting. President Pro-Tem Younker asked if anyone had any questions. No one came forward.

Item #6 – DISCUSS AGREEMENT WITH GOVERNMENT CONSULTING SERVICES OF ILLINOIS (GCSI) FOR REPRESENTATION REGARDING GOVERNMENT RELATIONS SERVICES - STATE OF ILLINOIS - Mr. Niemeyer discussed an annual retainer agreement renewal with the Village Lobbyist Government Consulting Services of Illinois (GCSI). Frank Cortese of GCSI has been representing Tinley Park's interests before the state and county this year. The Committee of the Whole received a copy of the annual retainer agreement, outlining GCSI's responsibilities to the Village, as well as quarterly reports the Village has received from GCSI. Fees would remain the same at \$3000 monthly. Staff will recommend renewal of the annual retainer agreement with Government Consulting Services of Illinois (GCSI) at the next Village Board meeting scheduled on June 19, 2018.

Motion was made by President Pro-Tem Younker, seconded by Trustee Berg, to recommend the renewal of the annual retainer agreement with Government Consulting Services of Illinois be placed on the agenda for the Village Board meeting scheduled on June 19, 2018. Vote by voice. President Pro-Tem Younker declared the motion carried.

Item #7 – DISCUSS PRINTER/COPIER REPLACEMENT - Tinley Park has been working with Martin Whalen to evaluate existing printer/copier inventory and plan suggested replacements for older and overused printer/copiers. Martin Whalen has been successfully managing printer/copier maintenance for the Village for over 20 years. Seven (7) printers have been identified for replacement in 2019, six (6) located at Village Hall and one (1) at the Fire Department. The estimate from Martin Whalen for purchase of seven (7) printer/copies is \$59,000 and the estimate for maintenance of the

printer/copiers annually is \$16,500, utilizing State of Illinois Co-op Negotiated Contract # 072691100. Funding is available in the approved FY19 Capital Projects Budget, including maintenance. Staff will request contract approval with Martin Whalen for purchase of seven (7) printer/copiers and maintenance at the next Village Board meeting scheduled on June 19, 2018.

Motion was made by President Pro-Tem Younker, seconded by Trustee Glotz, to recommend contract approval with Martin Whalen for purchase of seven (7) printer/copiers and maintenance to be placed on the agenda at the Village Board meeting scheduled on June 19, 2018. Vote by voice. President Pro-Tem Younker declared the motion carried.

Item #8 – DISCUSS STAFF APPOINTMENTS - Each spring the Mayor appoints and the Village Board approves annual appointments of all full-time employees and a selection of part-time positions. Mr. Niemeyer stated this is an unusual practice and annual appointments are unnecessary. Illinois is an at-will state. An at-will employee may be dismissed for any legal reason. The practice of annual appointments is frequently raised as an issue of concern among prospective recruitment candidates and current employees may become distracted if they are concerned about appointments each year. Ultimately, if an employee is performing below standards and actions have not been corrected, it is the department head and Village Manager's duty to ensure appropriate action is taken. Mr. Niemeyer recommends discontinuation of annual appointments by the Village Board. The initial appointment of an employee by the Mayor and Village Board would remain in effect. If the Village Board decides to continue some annual appointments, the Village Manager and department heads could continue to be annually reappointed.

Trustee Pannitto asked how long the Village has had the practice of the Mayor and Village Board approving annual appointments and the reasoning for the practice. After research, the Clerk's Office found this practice in Tinley Park dates back to 1908, for unclear reasons. Mr. Connelly stated a draft is in process for some of the ordinances needed to be passed and may be ready for the first reading at the next Village Board meeting scheduled for June 19, 2018.

Motion was made by President Pro-Tem Younker, seconded by Trustee Brady, to recommend discontinuation of annual appointments of all full-time employees and a selection of part-time employees. Vote by voice. Trustee Berg voted nay. President Pro-Tem Younker declared the motion carried.

Item #9 – RECEIVE COMMENTS FROM THE PUBLIC - No comments from the public.

ADJOURNMENT

Motion was made by Trustee Pannitto, seconded by Trustee Brady, 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 7:22 p.m.

lc

Memorandum



To: Kevin Workowski, Public Works Director
From: Kelly Mulqueeney, Street Superintendent
Date: June 13, 2018
Subject: Recommend Contract Change Order to the FY 2019 (PMP) Pavement Management Street Resurfacing Program

At the March 20, 2018 Village Board meeting, a contract was awarded to P.T. Ferro Construction Company in the amount of \$2,279,464.95 for the street resurfacing and maintenance of approximately 9 miles of streets. Of these 9 miles of streets, approximately 1.6 miles are streets contained within the Odyssey Club residential subdivision which was designed as a gated community with private streets. The 1990 annexation agreement, and the Declarations for the Odyssey Club Golf Community it was agreed that the Village would perform the street maintenance within this subdivision and provided a fee structure that compensates the Village for performing these services.

As the Odyssey subdivision has not been completely built out, the original scope of work in the FY2019 PMP excluded what was considered the designated construction route (the streets that would be used by construction equipment to access the uncompleted areas of the subdivision). The construction route was intended to be deferred to a future year's PMP project. Representatives of the homeowner's associations expressed concerns about excluding at least portions of the designated construction route, and specifically the entrance road. Upon further review, it was noted that the last new construction building permit had been issued in 2007. It was determined that the best course of action was to complete the remaining streets in the subdivision as part of the current PMP project. The total additional cost to add these streets is estimated at \$215,000.

In the evaluation of adding the deferred streets to this year's program it was determined that:

- Adequate funding was available in the Odyssey Street Maintenance Fund
- Mechanisms are in place in the form of construction bonds to ensure any future construction damage will be adequately addressed by the responsible party

Budget / Finance: The Village Treasurer has confirmed that there is funding is available in the Odyssey Street Maintenance Fund to cover the additional \$215,000 in construction costs

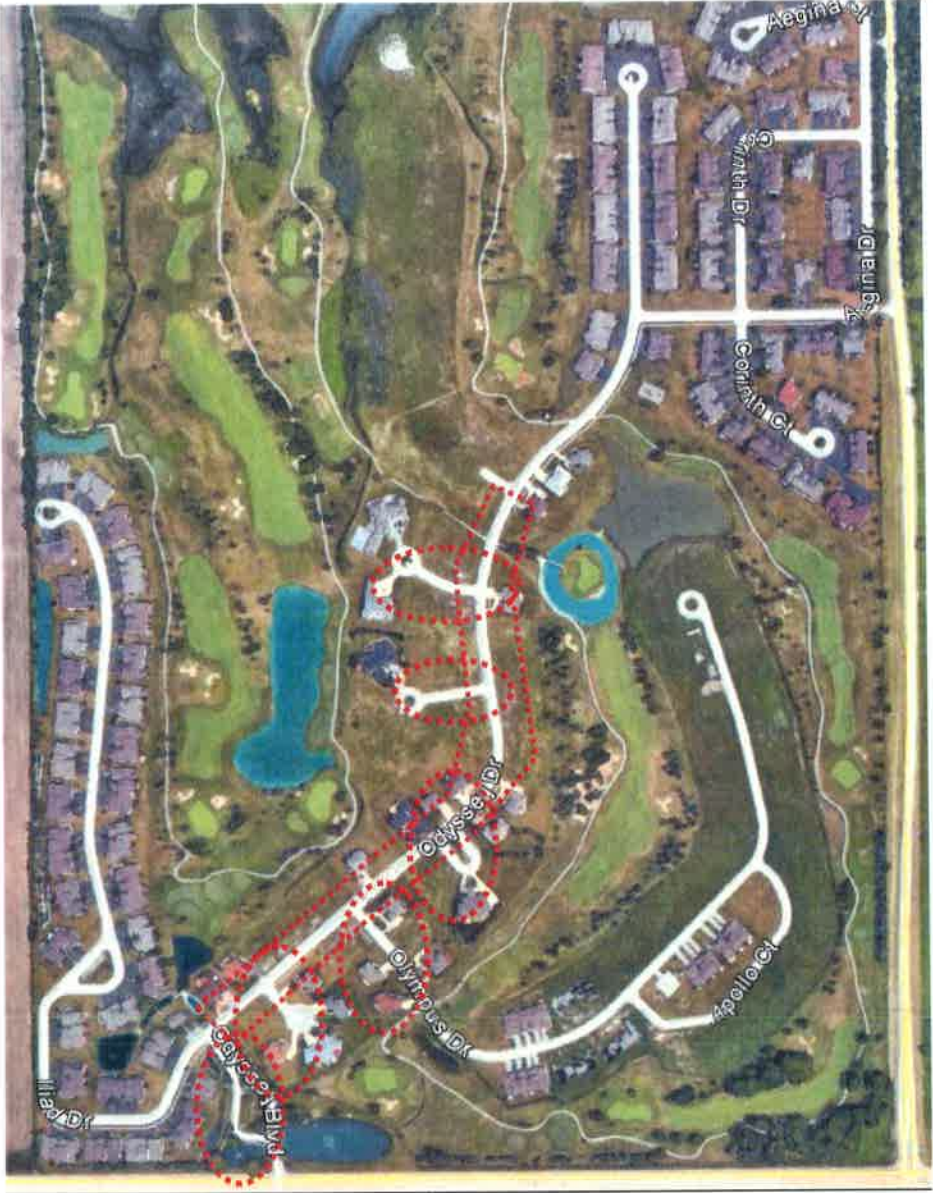
Direction Request:

1. Approve a change order to the existing contract with P.T. Ferro Construction Co., Joliet, IL, for the FY19 Pavement Management Program in the amount of \$215,000.

June 15, 2018

The 7 additional streets which add up to an additional 0.9 miles are:

Street Name	From	To
Entrance	Vollmer Road	Odyssey Drive
Odyssey Drive	Iliad Drive	Athena Court
Delphi Court	Off Odyssey Drive	
Olympus Drive	Odyssey Drive	Completed/occupied East End only
Ithaca Court	Off Odyssey Drive	
Messina Court	Off Odyssey Drive	
Athena Court	Off Odyssey Drive	





Interoffice Confidential Memo

Date: June 15, 2018

To: Village Board

From: David Niemeyer, Village Manager *DN*

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

Subject: The HARP Group – Tinley Park Convention Center/Hotel

The Village has been in discussion with potential new owners of the Holiday Inn for about a year, The HARP Group. The owners of the hotel also manage the Village's convention center. The HARP group has significant experience in hotel development and management in the Chicago area.

They plan on changing the Holiday Inn to a Sheraton or similar brand that will help attract more conventions. There is also a desire at some point to expand the hotel. The increase in conventions will help increase business in all of the Village's hotels and restaurants which will also result in a corresponding increase in tax revenue for the Village.

The Village has an agreement with the current owners that expires in 2028. One of the major challenges of the site is its location in Rich Township and Cook County. The most recent property tax bill for the Holiday Inn is \$1,599,359. I have attached the bills for other hotels in Tinley Park and as you can see the Holiday Inn bill dwarfs the other hotels. The next highest bill is the Hilton Garden Inn at \$229,579.

The Convention Center/hotel was only developed through the creation of one of the most successful TIFs in Illinois. In order to keep the hotel competitive, the Village currently contributes \$675,000 towards maintenance of the Convention Center and approximately \$185,000 towards capital improvements for the Convention Center from

the TIF, for a total tax offset subsidy of approximately \$860,000 per year. However, the TIF expires this year, so this revenue source is no longer available.

The Village was already having discussions with the current owners about how it could keep the hotel and convention center viable once the TIF expired due to the subsidies ending in 2018. The Village made it clear from the beginning of the negotiations that it did not to continue funding capital improvements at the level it had in the past. The agreement that was reached with The HARP Group caps the annual tax offset at \$750,000 per year.

We have come up with a plan where the 2 school districts and the Village all contribute towards keeping the Convention Center and hotel financially viable for at least another 20 years. The Village has developed good relationships with the two school districts in the Convention Center boundaries, High School District 159 and Grade School district 227. Both of these districts will see significant increases in their assessed value and tax revenues collected once the TIF ends.

Under Illinois state law, taxing bodies are allowed to abate real estate taxes as a business incentive for up to 10 years. The 2 school districts, the Village and The HARP Group are working on an agreement that would abate 50% of the property taxes on the property for a period of 10 years or \$4,000,000 from all three taxing bodies, whichever occurs first. We expect the abatements to generate approximately \$675,000 per year and reach the \$4,000,000 ceiling in about 7 years. District 227 approved this agreement on June 14, 2018.

The difference in the abatements and the \$750,000 per year (approximately \$75,000 per year) will be made up by an increase in the Village hotel tax rate. The Village is looking to increase this by 1% for all hotels in Tinley Park. The Village's current rate is 6%, with the total tax rate being 13% in Cook County and 12% in Will County. As you can see from the attached survey, this is a competitive rate and so we do not expect an increase of 1% to hurt the competitiveness of hotel tax rates in the Village. A 1% increase is expected to generate \$250,000 per year, so in the initial years there will be funds available to spend on other tourism related items like branding.

Once the abatements reach the \$4 million cap, the Village and HARP would attempt to work out a new abatement agreement with the other districts. If a new abatement agreement cannot be reached, then the Village would also include the entire 6% hotel tax rate generated only by the Sheraton property until the 20th year of the agreement (currently generating about \$350,000 per year). The details of this are still being worked



out and will be included in the Convention Center Management Agreement being sent out early next week.

This new management agreement with The HARP group will include a number of new provisions. The Village will no longer be responsible for funding the major capital improvements for the Convention Center. The HARP Group will pay 5% of the gross receipts generated from the Convention Center into a capital improvement fund. In addition, as the Board is aware the Village is spending \$400,000 on the Convention Center parking lot resurfacing from the Main Street South TIF funds this year.

The agreement also requires that they convert the hotel to a Sheraton or similar brand within 30 months or the Village will not be obligated to pay the incentives owed HARP. Also, if HARP receives any incentives from Cook County they will be applied as a credit against the tax abatements. Finally, we are working on language that will allow the Village to get reduced rentals at the facility for 10 events per year.

The abatement agreements with the school districts also include HARP providing 3 paid hospitality internships per year, consultation on cooking facilities, and discounted rates on 3 school events per year.

We hope to have all of the agreements ready to be approved by the Board at the July 17th Village Board meeting. The most recent agreements will be sent to the Board early next week.

Village of Tinley Park, Illinois
Hotel Property Tax Information
Tax Year 2016

PIN	Hotel	Address	Assessor Fair Value	Assessment Ratio	Assessed Value	Equalizer	EAV	Tax Rate	Total Tax	Number of Rooms	Tax Per Room
31-06-100-027-0000	Holiday Inn	18501 Convention Center Dr	12,462,820	25.00%	3,115,705	2.8032	8,733,944	18.312	1,599,360	202	7,918
09-01-202-005-0000	Comfort Inn & Suites	18400 Spring Creek Dr	3,575,359	33.33%	1,191,667	1.0000	1,191,667	10.2214	121,805	65	1,874
09-04-201-004-0000	Country Inn & Suites	18315 LaGrange Rd	4,278,056	33.33%	1,425,876	1.0000	1,425,876	9.9817	142,327	99	1,438
09-01-205-018-0000	Fairfield Inn	18511 North Creek Dr	2,451,071	33.33%	816,942	1.0000	816,942	10.2214	83,503	62	1,347
09-01-205-017-0000	Hampton Inn	18501 North Creek Dr	2,536,616	33.33%	845,454	1.0000	845,454	10.2214	86,417	63	1,372
09-04-201-005-0000	Hilton Garden Inn	18335 LaGrange Rd	6,900,690	33.33%	2,300,000	1.0000	2,300,000	9.9817	229,579	117	1,962
09-01-204-004-0000	LaQuinta Inn & Suites	7255 183rd St	3,900,390	33.33%	1,300,000	1.0000	1,300,000	10.2214	132,878	101	1,316
09-01-202-006-0000	Sleep Inn	18420 Spring Creek Dr	2,230,132	33.33%	743,303	1.0000	743,303	10.2214	75,976	72	1,055
09-01-205-002-0000	Wingate by Wyndham	18421 North Creek Dr	2,597,660	33.33%	865,800	1.0000	865,800	10.2214	88,497	86	1,029

EAV = Equalized Assessed Value

OPA TIF receives

98.26% of Holiday Inn taxes - or

1,571,461 This represents

43.11% of the OPA TIF Increment from Rich Township

Village of Tinley Park, Illinois
Illinois Hotel/Motel Accommodations Taxes

Municipality	County	Local Rate	County Rate	State Rate	Total Rate	Comments	Verified Rate
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State and County

Illinois	All			6.00%			x
Cook	Cook		1.00%				x
Kankakee	Kankakee		5.00%				x

Suburban Cook, DuPage, Kane, Lake, Will

Algonquin	McHenry	5.00%		6.00%	11.00%		
Alsip	Cook	6.00%	1.00%	6.00%	13.00%		x
Antioch	Lake	5.00%		6.00%	11.00%		x
Arlington Heights	Cook	5.00%	1.00%	6.00%	12.00%		x
Aurora	Kane	3.00%		6.00%	9.00%		x
Bannockburn	Lake	5.00%		6.00%	11.00%		x
Barrington	Cook	5.00%	1.00%	6.00%	12.00%		x
Barrington	Lake	5.00%		6.00%	11.00%		x
Bedford Park	Cook	10.50%	1.00%	6.00%	17.50%		x
Bloomington	DuPage	6.00%		6.00%	12.00%		x
Bolingbrook	DuPage	11.00%		6.00%	17.00%		x
Bridgeview	Cook	5.00%	1.00%	6.00%	12.00%		x
Buffalo Grove	Cook	6.00%	1.00%	6.00%	13.00%		x
Buffalo Grove	Lake	6.00%		6.00%	12.00%		x
Burr Ridge	Cook	4.00%	1.00%	6.00%	11.00%		x
Burbank	Cook	4.00%	1.00%	6.00%	11.00%		x
Calumet City	Cook	4.00%	1.00%	6.00%	11.00%		x
Carol Stream	DuPage	5.00%		6.00%	11.00%		x
Chicago Heights	Cook	5.00%	1.00%	6.00%	12.00%		x
Countryside	Cook	5.00%	1.00%	6.00%	12.00%		x
Crestwood	Cook	3.00%	1.00%	6.00%	10.00%		x
Crystal Lake	McHenry	5.00%		6.00%	11.00%		x
Darien	DuPage	5.00%		6.00%	11.00%		x
Deerfield	Cook	6.00%	1.00%	6.00%	13.00%		x
Des Plaines	Cook	7.00%	1.00%	6.00%	14.00%		x
Des Plaines BD	Cook	11.00%	1.00%	6.00%	18.00%	O & P	x
Downers Grove	DuPage	4.50%		6.00%	10.50%		x
East Dundee	Kane	10.00%		6.00%	16.00%	O & P	x
East Hazel Crest	Cook	6.00%	1.00%	6.00%	13.00%		x
Elgin	Kane	4.00%		6.00%	10.00%		x
Elk Grove Village	Cook	6.00%	1.00%	6.00%	13.00%		x
Elmhurst	DuPage	4.00%		6.00%	10.00%		x
Evanston	Cook	7.50%	1.00%	6.00%	14.50%		x
Geneva	Kane	5.00%		6.00%	11.00%		x
Glen Ellyn	DuPage	5.00%		6.00%	11.00%		x

Village of Tinley Park, Illinois
Illinois Hotel/Motel Accommodations Taxes

Municipality	County	Local Rate	County Rate	State Rate	Total Rate	Comments	Verified Rate
Glenview	Cook	6.00%	1.00%	6.00%	13.00%		x
Grayslake	Lake	5.00%		6.00%	11.00%		x
Gurnee	Lake	5.00%		6.00%	11.00%		x
Harvey	Cook	6.00%	1.00%	6.00%	13.00%		x
Hannover Park	DuPage	3.00%		6.00%	9.00%		x
Highland Park	Lake	5.00%		6.00%	11.00%		x
Hillside	Cook	5.00%	1.00%	6.00%	12.00%		x
Hoffman Estates	Cook	6.00%	1.00%	6.00%	13.00%		x
Homewood	Cook	5.00%	1.00%	6.00%	12.00%		x
Itasca	DuPage	5.00%		6.00%	11.00%		x
Joliet	Will	7.00%		6.00%	13.00%		x
Lake Forest	Lake	5.00%		6.00%	11.00%		x
Lake Zurich	Lake	5.00%		6.00%	11.00%		x
Lansing	Cook	6.00%	1.00%	6.00%	13.00%		x
Libertyville	Lake	5.00%		6.00%	11.00%		x
Lincolnshire	Lake	5.00%		6.00%	11.00%		x
Lisle	DuPage	5.00%		6.00%	11.00%		x
Lockport	Cook	5.00%		6.00%	11.00%		x
Lombard	DuPage	5.00%		6.00%	11.00%		x
Markham	Cook	6.00%	1.00%	6.00%	13.00%		x
Matteson	Cook	6.00%	1.00%	6.00%	13.00%		x
Mokena	Will	5.00%		6.00%	11.00%		x
Monee	Will	10.00%		6.00%	16.00%		x
Mount Prospect	Cook	6.00%	1.00%	6.00%	13.00%		x
Naperville	DuPage	4.40%		6.00%	10.40%		x
New Lenox	Will	6.00%		6.00%	12.00%		x
Northbrook	Cook	5.50%	1.00%	6.00%	12.50%		x
Oak Brook	DuPage	3.00%		6.00%	9.00%		x
Oak Forest	Cook	10.00%	1.00%	6.00%	17.00%		x
Oak Lawn	Cook	8.00%	1.00%	6.00%	15.00%		x
Oak Park	Cook	4.00%	1.00%	6.00%	11.00%		x
Oakbrook Terrace	DuPage	6.00%		6.00%	12.00%		x
Orland Hills	Cook	5.00%	1.00%	6.00%	12.00%		x
Orland Park	Cook	4.00%	1.00%	6.00%	11.00%		x
Palatine	Cook	5.00%	1.00%	6.00%	12.00%		x
Prospect Heights	Cook	5.00%	1.00%	6.00%	12.00%		x
Rolling Meadows	Cook	8.00%	1.00%	6.00%	15.00%		x
Romeoville	Will	9.00%		6.00%	15.00%		x
Rosemont	Cook	7.00%	1.00%	6.00%	14.00%		x
Schaumburg	Cook	8.00%	1.00%	6.00%	15.00%		x
Schiller Park	Cook	11.00%	1.00%	6.00%	18.00%		x

Village of Tinley Park, Illinois
Illinois Hotel/Motel Accommodations Taxes

Municipality	County	Local Rate	County Rate	State Rate	Total Rate	Comments	Verified Rate
South Holland	Cook	6.00%	1.00%	6.00%	13.00%		x
St Charles	Kane	5.00%		6.00%	11.00%		x
Tinley Park	Will	6.00%		6.00%	12.00%		x
Tinley Park	Cook	6.00%	1.00%	6.00%	13.00%		x
Vernon Hills	Lake	5.00%		6.00%	11.00%		x
Warrenville	DuPage	5.00%		6.00%	11.00%		x
West Dundee	Kane	5.00%		6.00%	11.00%		x
West Dundee CSBD	Kane	5.50%		6.00%	11.50%		x
West Dundee BD1	Kane	6.00%		6.00%	12.00%		x
Westmont	DuPage	5.00%		6.00%	11.00%		x
Wheeling	Cook	6.00%	1.00%	6.00%	13.00%		x
Willowbrook	DuPage	5.00%		6.00%	11.00%		x
Wilmette	Cook	9.75%	1.00%	6.00%	16.75%		x
Wood Dale	DuPage	5.00%		6.00%	11.00%		x
Worth	Cook	5.00%	1.00%	6.00%	12.00%		x
Zion	Lake	5.00%		6.00%	11.00%		x
<u>Downstate</u>							
Alton	Madison	7.00%		6.00%	13.00%		
Bloomington	McLean	6.00%		6.00%	12.00%		x
Normal	McLean	6.00%		6.00%	12.00%		x
Bourbonnais	Kankakee	0.00%	5.00%	6.00%	11.00%		x
Carbondale	Jackson	9.00%		6.00%	15.00%		x
Carlinville	Montgomery	5.00%		6.00%	11.00%		x
Carlyle	Clinton	5.00%		6.00%	11.00%		x
Champaign	Champaign	7.00%		6.00%	13.00%		x
Urbana	Champaign	7.00%		6.00%	13.00%		x
Charleston	Coles	5.00%		6.00%	11.00%		x
Chester	Randolph	5.00%		6.00%	11.00%		
Collinsville	Madison	8.00%		6.00%	14.00%	O & P + BD	x
Columbia	Monroe	5.00%		6.00%	11.00%		x
Danville	Vermillion	6.00%		6.00%	12.00%		x
Decatur	Macon	8.00%		6.00%	14.00%		x
Dixon	Lee	5.00%		6.00%	11.00%		
Dwight	Grundy	5.00%		6.00%	11.00%		
East St Louis	St Clair	10.00%		6.00%	16.00%		x
Effingham	Effingham	6.00%		6.00%	12.00%		
Fairview Heights	St Clair	7.00%		6.00%	13.00%		
Forsyth	Macon	8.00%		6.00%	14.00%		
Freeport	Stephenson	5.00%		6.00%	11.00%		
Galena	Jo Daviess	5.00%		6.00%	11.00%		

Village of Tinley Park, Illinois
Illinois Hotel/Motel Accommodations Taxes

Municipality	County	Local Rate	County Rate	State Rate	Total Rate	Comments	Verified Rate
Galesburg	Knox	7.00%		6.00%	13.00%		
Jacksonville	Morgan	5.00%		6.00%	11.00%		
Lincoln	Logan	5.00%		6.00%	11.00%		
Litchfield	Montgomery	4.00%		6.00%	10.00%		
Loves Park	Winnebago	8.00%		6.00%	14.00%		
Macomb	McDonough	5.00%		6.00%	11.00%		
Manteno	Kankakee	0.00%	5.00%	6.00%	11.00%		x
Marion	Williamson	9.00%		6.00%	15.00%	O & P	x
Mattoon	Coles	5.00%		6.00%	11.00%		
Mount Vernon	Jefferson	5.00%		6.00%	11.00%		
Newton	Jasper	5.00%		6.00%	11.00%		
O'Fallon	St Clair	9.00%		6.00%	15.00%		
Peoria	Peoria	8.00%		6.00%	14.00%		x
Peoria - HIF	Peoria	9.00%		6.00%	15.00%		x
East Peoria	Tazewell	6.00%		6.00%	12.00%		x
Peru	LaSalle	4.00%		6.00%	10.00%		
Pontiac	Livingston	5.00%		6.00%	11.00%		
Quincy	Adams	8.00%		6.00%	14.00%		
Rantoul	Champaign	5.50%		6.00%	11.50%		x
Rochelle	Ogle	5.00%		6.00%	11.00%		
Rock Falls	Whiteside	5.00%		6.00%	11.00%		
Rock Island	Rock Island	7.00%		6.00%	13.00%		
Moline	Rock Island	7.00%		6.00%	13.00%		
Rockford	Winnebago	8.00%		6.00%	14.00%		
Shiloh	St Clair	5.00%		6.00%	11.00%		x
Springfield	Sangamon	7.00%		6.00%	13.00%		x
Stockton	Jo Daviess	5.00%		6.00%	11.00%		
Sycamore	DeKalb	5.00%		6.00%	11.00%		
Whittington	Franklin	5.00%		6.00%	11.00%		

BD = Business District

HIF = Hotel Improvement Fund

O & P = Separate Local Operator/Occupation and Privilege taxes imposed

Sources

State employee Preferred Hotel Listing prepared by IL Central Management Services (CMS)

<https://www.illinois.gov/cms/Employees/travel/Pages/PreferredHotel.aspx>

Chicago Southland Convention and Visitors Bureau

x = local rate verified by online municipal code, website information, or online tax form



Interoffice Memo

Date: June 15, 2018

To: Village Board

From: David Niemeyer, Village Manager *DN*

cc: Pat Carr, Assistant Village Manager
Denise Maiolo, Human Resources Director

Subject: Pay Plan

Background

As you remember, in fall 2016 the Village hired PayPoint to undertake the Village's first comprehensive pay plan revision and market survey in more than 10 years. The study included a review of all employees except for vacant and union positions, as well as some Fire department positions. The study surveyed a number of comparative communities within 30 miles of Tinley Park that were reviewed and approved by the Village Board. The Village Board determined that the Village plan should compensate employees at the 60th percentile of the external market. A draft plan was presented to the Village in mid-2017 that had recommendations for reclassifications and ranked positions above, at, or below the market.

At the same time, the Human Resources Department underwent transition with the Director leaving and a temporary Deputy Director being hired with the task of reviewing and verifying data.

Staff Review and Recommendation

After the Manager's Office and Human Resources did a thorough review of the PayPoint study, there were several concerns and challenges. The amount of steps in the proposed PayPoint plan were considerably more than the Village's current plan; 15 compared to 10, with wider range (lower start and higher top) between each pay grade than current plan. One of the outcomes of this review was further discovery that for some of their recommendations the minimum pay was unusually low or the maximum pay was well above the maximum for the comparable market communities. Also, the increments between each step recommended by PayPoint were decreasing percentages of 4.29% - 2.83%, rather than a consistent percentage between each step.

As was requested in the RFQ, some positions were compared to private sector positions. However, in further review of the data, we found some positions were not sufficient comparables. Additionally, if other positions in the department were not compared to the private sector, it made for inequitable comparisons.

Finally, some of the positions in the survey of other municipalities included data that had an insufficient sample size. If there was a vacancy for the Tinley Park position, PayPoint had not collected any data at all. Human Resources obtained updated survey data in these cases.

We have attached a summary of the plan that shows the current minimum and maximum rate, the proposed new minimum and maximum rate as proposed by staff and also initially proposed min./max. by Paypoint. The revised plan keeps the steps at the same number (10) for most of the positions, and maintains the distance between steps to 3.8% for non-management positions. The Human Resources department's data analysis did not include private sector comparisons.

We have attached a revised chart showing the number of positions that were at, above or below the market, along with the original chart prepared by Paypoint. The estimated cost of retroactive increases to bring some employees closer to market in this plan, in the first year, is estimated to be \$24,209 as is outlined in the chart titled "Cost of Plan In First 4 Years ". Four year costs are estimated to be \$142,459 (This could change as employees will be allowed to appeal their position's classification if they believe there is a data error). We have also included a chart that shows the survey data of the positions where increases are being recommended. In the plan recommended by PayPoint, increases were estimated to exceed \$300,000 in the first year. The 2018-19 budget includes \$50,000 for increases to bring some employees that were below the market closer to the market.

Separately, we are proposing to move the Fire Department to a step based plan for their department staff. This plan has been more challenging because external comparables for part time Fire departments are limited. We are also reviewing the best course of action in regards to continuing the Fire department's Proficiency Pay stipend plan. The final plan will need to meet budget constraints, Village Board approval, and the need to improve recruitment and retention within the department. This will be presented at a later date.

Merit Aspect of Program

Another important aspect of the new pay plan is an increased emphasis on merit pay. The Village's current pay plan system requires that an employee receive a satisfactory performance evaluation before advancing to the new step. In practice, most Village employees receive satisfactory performance evaluations and advance one step per year. Employees can also receive exemplary bonus awards for specific performance criteria. Only a handful of employees receive these bonuses annually, and it has been limited to employees who have maxed out at the top step of their pay grade.

Under the new system, most management employees will be paid only through merit increases, and there will be no automatic market wage adjustments (see attached list). Management will be evaluated on a new evaluation form (attached) that will be specifically tailored for senior management, including factors like communication, planning and organizing, relationships, connection with the Village, resource management, resolution skills, professional development, leadership and a defined set of goals tied into the strategic plan. Each job function will be weighted depending on the importance of that job function to that particular position. The employee will develop the draft evaluation, and then the supervisor will make comments and do the final scoring. Total points will determine the size of the

merit increase. The Village Manager will also be paid only on merit increase, though a form more pertinent to the Manager position will be used.

In order to motivate managers, the top merit pay available should exceed the annual "across the board" increases awarded to other non-union employees. As an example, if the across the board increase for non-union employees is 2.5% (in addition to potential step increases), an appropriate scale for upper management increases would be 0 to 4%. I am proposing that this system be phased in gradually. Beginning May 1, 2019, most management employees will be evaluated solely on merit using the new performance evaluation forms. This will give them the requisite time to adjust performance based on the criteria in the new form. During the current year, they would continue to get an "across the board" increase and also be eligible for a step adjustment if they receive a satisfactory evaluation (and are not at the top of the pay grade).

The Village Manager would immediately be evaluated solely on merit. It is proposed to freeze his pay for a year and he would be eligible for his first merit increase on his anniversary date of June 2, 2019.

After this framework is in place for a year, the Manager's Office and HR would evaluate the program and make appropriate changes. Non-union employees below the department head level going through steps would also have a greater emphasis placed on merit. As mentioned earlier, in the past employees automatically received a step increase if they had a satisfactory evaluation. The new proposal would incorporate a point system where employees could move a half step or full step depending on the evaluation. An employee who is at the top step would be eligible for a performance bonus if their performance met specified criteria. They would also be eligible for up to two (2) performance bonuses while going through steps. This is a more defined approach than the current exemplary bonus system. These employees would also continue to receive annual market wage adjustments as union employees do. The current evaluation system for these employees will also need to be revised. We will be working with management and employees to update the current evaluation form that will incorporate a point system.

Next Steps

I want to thank Human Resources, particularly Denise Maiolo and Paula Wagener who have done an outstanding job to develop this plan that will be a best of class pay plan in the southwest suburban area. Once the Board approves this plan, meetings will be held with employees to explain the plan.

The next step would be to adopt the new pay plan and new merit system as outlined above at the July 17th Village Board meeting. The Board should also approve a market wage adjustment of 2.5% for all non-union employees effective May 1 except for the Village Manager position at its next Village meeting. (The police union has already received a 2.5% increase effective May 1, the public works contract is still being negotiated). Please see the attached survey of what other communities approved for their budget this year (COLA 2018-2019). As a reminder, this is an annual increase that the Board reviews for approval to make sure Tinley Park stays competitive in the market.



DRAFT SIDE-BY-SIDE COMPARISON AS OF 06/14/2018

**Please note proposed max hourly rate remains Step "J" for most, but not all positions*

N/A = Paypoint did not include in study. Rates do not include any additional Market Wage increases

Bolded = Paypoint did not collect data for position in study, but added recommendation based on comparison to other positions.

Position	Current Minimum Hourly Rate	Current Maximum Hourly Rate	Proposed Minimum Hourly Rate	Proposed Maximum Hourly Rate*	Paypoint Proposed Minimum Hourly Rate*	Paypoint Proposed Maximum Hourly Rate*	NOTES
Accountant II	\$ 31.81	\$ 41.50	\$ 31.81	\$ 41.50	\$ 28.81	\$ 43.63	No change to pay rate or paygrade
Accounting Technician	\$ 18.55	\$ 25.95	\$ 18.55	\$ 25.95	\$ 21.86	\$ 33.12	No change to pay rate or paygrade
Administrative Assistant (FT ONLY)	\$ 20.39	\$ 28.51	\$ 21.20	\$ 29.66	\$ 19.05	\$ 28.84	Further analysis into position requirements (KSA) and verification of data from comp communities showed position should be compensated at higher rate.
ED/Clerk/Mktg Admin, Assistant (PT ONLY)	\$ 20.39	\$ 28.51	\$ 20.39	\$ 28.51	\$ 19.05	\$ 28.84	No change to pay rate or paygrade
Assistant PW Director	\$ 47.55	\$ 62.04	\$ 47.55	\$ 62.04	\$ 43.57	\$ 65.99	Data verification with comp communities showed this was appropriate rate.
Assistant Treasurer	\$ 38.60	\$ 50.36	\$ 44.13	\$ 57.59	\$ 43.57	\$ 65.99	Data verification with comp communities showed this was appropriate rate.
Assistant Village Manager	\$ 51.99	\$ 67.83	\$ 51.99	\$ 67.83	\$ 40.67	\$ 61.59	Further analysis into position requirements (KSA) and verification of data from comp communities showed position should be compensated at higher rate.
Auxiliary Officer	\$ 14.22	\$ 14.22	\$ 14.22	\$ 15.32	N/A	N/A	Not included in Paypoint Study. HR located some comparable data, and incorporated position with minimal pay steps, with ability to transition to EMA role
Building Inspector	\$ 30.44	\$ 42.58	\$ 30.44	\$ 42.58	N/A	N/A	Not included in Paypoint Study and data collected by HR of comp communities showed this was appropriate pay range.
Building Official (Grade updated prev)	\$ 35.30	\$ 46.06	\$ 44.80	\$ 58.45	\$ 33.08	\$ 50.08	Not included in Paypoint Study, data from comp communities showed this was appropriate pay range. Position expected to become PART TIME
Building Permit Technician - FT	\$ 23.53	\$ 32.90	\$ 23.41	\$ 32.75	\$ 21.86	\$ 33.12	Current paygrade in HRIS not matching payrates. Corrected paygrade will more closely match existing (unchanged) payrates, changed to nonmgt008a. No loss in current pay
Bus Dispatcher	\$ 11.93	\$ 16.93	\$ 12.61	\$ 17.02	N/A	N/A	Not included in Paypoint Study. HR obtained some comparable data which was referenced to update payscale and payrates
Bus Driver	\$ 11.93	\$ 16.93	\$ 12.61	\$ 17.02	N/A	N/A	Not included in Paypoint Study. HR obtained some comparable data which was referenced to update payscale and payrates
Business Retention Specialist	\$ 25.48	\$ 35.63	\$ 25.48	\$ 35.63	N/A	N/A	Not included in Paypoint Study and data collected by HR of comp communities showed this was appropriate pay range.
CCTV Operator	\$ 11.93	\$ 16.93	\$ 11.93	\$ 16.93	N/A	N/A	Not included in Paypoint Study and HR unable to find sufficient data to change current pay. Incorporated position on to pay plan (non-ordinance role)
Comm. Development Director (m039)	\$ 51.99	\$ 67.83	\$ 50.46	\$ 65.84	\$ 43.57	\$ 65.99	Not included in Paypoint Study and data collected by HR of comp communities showed this was appropriate pay range.
Clerical PT	\$ 11.93	\$ 16.93	\$ 12.86	\$ 17.99	N/A	N/A	Not included in Paypoint Study. Data collected by HR of comp communities showed was appropriate pay range.
Clerk I	\$ 20.39	\$ 28.51	\$ 20.39	\$ 28.51	\$ 19.05	\$ 28.84	No change to pay rate or paygrade
Clerk II	\$ 21.62	\$ 30.25	\$ 21.62	\$ 30.25	\$ 21.86	\$ 33.12	No change to pay rate. Paygrade is currently NonMgmt 004a for one person in the role.
Clerk/Matron - FT	\$ 21.20	\$ 29.66	\$ 21.20	\$ 29.66	\$ 20.41	\$ 30.90	Data verification with comp communities showed this was appropriate rate.
Clerk/Matron - PT	\$ 13.16	\$ 18.16	\$ 14.50	\$ 20.29	N/A	N/A	Not included in Paypoint study. Per duties, PT role has greater complexity of duties commensurate with increase in payrate.
Code Compliance Officer	\$ 30.44	\$ 42.58	\$ 30.44	\$ 42.58	\$ 26.90	\$ 40.72	No change to pay rate or paygrade. Data verification with comp communities showed this was appropriate rate.
Commission Secretary	\$ 16.93	\$ 16.93	\$ 16.93	\$ 16.93	N/A	N/A	Not included in Paypoint Study and HR unable to find sufficient data to change current pay. Incorporating position into Pay plan, with one step
Community Engagement Coordinator	\$ 25.98	\$ 36.34	\$ 25.98	\$ 36.34	\$ 25.10	\$ 38.01	No change to pay rate or paygrade. Data verification with comp communities showed this was appropriate rate.
Community Service Officer - FT and CSO							
Animal Control - PT	\$ 22.51	\$ 31.48	\$ 22.51	\$ 31.48	\$ 21.86	\$ 33.12	No change to pay rate or paygrade. Data verification with comp communities showed this was appropriate rate.
Community Service Officer - PT Field Ops	\$ 18.30	\$ 18.30	\$ 18.30	\$ 18.30	N/A	N/A	Not included in Paypoint study. Considered history of recruitment and nature of role, multiple step pay grade not warranted for position
Computer Technician	\$ 29.26	\$ 40.92	\$ 29.26	\$ 40.92	\$ 33.08	\$ 50.08	Data verification with comp communities, KSAs and responsibilities showed this was appropriate rate.
Crossing Guard	\$ 10.85	\$ 17.80	\$ 10.85	\$ 17.80	N/A	N/A	Not included in Paypoint Study and HR unable to find sufficient data to change current pay. Added intermediate steps and incorporated into pay plan
Custodian	\$ 12.61	\$ 16.81	\$ 12.61	\$ 16.81	\$ 12.60	\$ 19.08	HR unable to find sufficient data to change current pay when conducting data verification.
Deputy Fire Chief - FT	\$ 49.72	\$ 64.87	\$ 49.72	\$ 64.87	\$ 46.69	\$ 70.69	Further analysis into position requirements (KSA) and verification of data from comp communities showed no change needed.
Deputy HR Director	\$ 31.81	\$ 41.50	\$ 31.81	\$ 41.50	\$ 33.08	\$ 50.08	Further analysis into position requirements (KSA) and verification of data from comp communities showed no change needed.
Deputy Police Chief	\$ 49.72	\$ 64.87	\$ 53.56	\$ 69.88	\$ 46.69	\$ 70.69	Further analysis into position requirements (KSA) and verification of data from comp communities showed position should be compensated at a lower rate.
Deputy Village Clerk	\$ 33.76	\$ 44.05	\$ 33.76	\$ 44.05	\$ 33.08	\$ 50.08	No change to pay rate or paygrade
Economic Development Manager	\$ 44.13	\$ 57.59	\$ 44.13	\$ 57.59	\$ 43.57	\$ 65.99	Not included in Paypoint Study and data collected by HR of comp communities showed this was appropriate pay range.
Electrical Inspector	\$ 30.44	\$ 42.58	\$ 30.44	\$ 42.58	\$ 28.81	\$ 43.63	No change to pay rate or paygrade
EMA & Communications Director	\$ 47.55	\$ 62.04	\$ 47.55	\$ 62.04	\$ 46.69	\$ 70.69	No change to pay rate or paygrade
EMA Personnel	\$ 19.90	\$ 19.90	\$ 15.32	\$ 19.90	N/A	N/A	Not included in Paypoint Study. Data obtained, and review of duties indicated that position was best suited as a transitional responsibilities for Auxiliary Officer personnel, based on meeting qualifications.
Executive Assistant	\$ 28.66	\$ 37.39	\$ 28.66	\$ 37.39	\$ 28.81	\$ 43.63	Data verification with comp communities, KSAs and responsibilities showed this was appropriate rate.
Fire Alarm Service Officer -PT	\$ 24.49	\$ 34.26	\$ 24.49	\$ 34.26	\$ 21.86	\$ 33.12	No change to pay rate or paygrade
Fire Chief	\$ 57.70	\$ 75.28	\$ 57.70	\$ 75.28	\$ 53.59	\$ 81.15	Not included in Paypoint Study and data collected by HR of comp communities showed this was appropriate pay range.
Fire Inspector - FT	\$ 30.44	\$ 42.58	\$ 30.44	\$ 42.58	\$ 25.10	\$ 38.01	Data verification with comp communities, KSAs and responsibilities showed this was appropriate rate.
FOIA Compliance and Coordinator	\$ 27.03	\$ 37.80	\$ 27.03	\$ 37.80	\$ 26.90	\$ 40.72	As of 5/2018, position is now full time w/slight title change
Foreman - New Scale	\$ 38.03	\$ 49.62	\$ 39.18	\$ 51.12	\$ 30.87	\$ 46.74	Paypoint did not take into consideration that our Foremen are Exempt while most communities are Non-Exempt so higher rate makes up for it.
Foreman - Old Scale	\$ 40.36	\$ 52.66	\$ 40.36	\$ 52.66	\$ 30.87	\$ 46.74	Paypoint did not take into consideration that our Foremen are Exempt while most communities are Non-Exempt so higher rate makes up for it.
Head Mechanic	\$ 38.03	\$ 49.62	\$ 38.03	\$ 49.62	\$ 30.87	\$ 46.74	Paypoint did not take into consideration that our Head Mechanic is Exempt while most communities are Non-Exempt so higher rate makes up for it.
Health & Consumer Protection Officer	\$ 30.44	\$ 42.58	\$ 30.44	\$ 42.58	\$ 25.10	\$ 38.01	No change to pay rate or paygrade
HR Director	\$ 42.84	\$ 55.90	\$ 44.13	\$ 57.59	\$ 43.57	\$ 65.99	Further analysis into position requirements (KSA) and verification of data from comp communities showed position should be compensated at a higher rate.
Intern	\$ 11.93	\$ 16.93	\$ 11.93	\$ 16.93	N/A	N/A	Not included in Paypoint Study and HR unable to find sufficient data to change current pay. Incorporated role with pay plan

DRAFT SIDE-BY-SIDE COMPARISON AS OF 06/14/2018

*Please note proposed max hourly rate remains Step "J" for most, but not all positions

N/A = Paypoint did not include in study. Rates do not include any additional Market Wage increases

Bolded = Paypoint did not collect data for position in study, but added recommendation based on comparison to other positions.

Position	Current Minimum Hourly Rate	Current Maximum Hourly Rate	Proposed Minimum Hourly Rate	Proposed Maximum Hourly Rate*	Paypoint Proposed Minimum Hourly Rate*	Paypoint Proposed Maximum Hourly Rate*	NOTES
IT Manager	New Position		\$ 42.84	\$ 55.90	\$ 43.57	\$ 65.99	Not included in Paypoint Study and data collected by HR of comp communities showed this was appropriate pay range.
Lead Computer Technician	\$ 35.30	\$ 46.06	\$ 35.30	\$ 46.06	\$ 35.43	\$ 53.66	Not included in Paypoint Study and data collected by HR of comp communities showed position should be compensated at same rate
Lead Telecommunicator	\$ 25.98	\$ 36.33	\$ 27.03	\$ 37.81	\$ 26.90	\$ 40.72	Further analysis into position requirements (KSA) and verification of data from comp communities showed position should be compensated at listed rate.
Management Analyst	New Position		\$ 25.98	\$ 36.34	N/A	N/A	
Marketing Assistant	\$ 20.39	\$ 28.51	\$ 20.39	\$ 28.51	\$ 21.86	\$ 33.12	No change to pay rate or paygrade
Marketing Director	\$ 42.84	\$ 55.90	\$ 42.84	\$ 55.90	\$ 43.57	\$ 65.99	As of 5/2018, position is now full time. No change to paygrade
Midnight Records Clerk	\$ 18.55	\$ 25.95	\$ 18.55	\$ 25.95	\$ 21.86	\$ 33.12	Further analysis into position requirements (KSA) and verification of data from comp communities showed position rate/grade should stay unchanged.
Office Coordinator	\$ 27.03	\$ 37.80	\$ 29.53	\$ 38.52	\$ 26.90	\$ 40.72	Analysis into position requirements (KSA) and verification from comp communities showed position should be compensated at listed rate and exempt.
Operations Coordinator	\$ 32.28	\$ 42.12	\$ 32.28	\$ 42.12	\$ 26.90	\$ 40.72	Further analysis into position requirements (KSA) and verification of data from comp communities showed position should be compensated at listed rate.
Planner I ("Associate Planner")	\$ 24.97	\$ 34.92	\$ 27.57	\$ 38.57	\$ 25.10	\$ 38.01	Further analysis into position requirements (KSA) and verification of data from comp communities showed position should be compensated at a higher rate.
Planner II ("Senior Planner")	\$ 31.81	\$ 41.50	\$ 31.81	\$ 41.50	N/A	N/A	Not included in Paypoint Study and data collected by HR of comp communities showed this was appropriate pay range.
Planning Manager	\$ 47.55	\$ 62.04	\$ 47.55	\$ 62.04	N/A	N/A	Not included in Paypoint Study and data collected by HR of comp communities showed this was appropriate pay range.
Plumbing Inspector	\$ 30.44	\$ 42.58	\$ 30.44	\$ 42.58	\$ 28.81	\$ 43.63	No change to pay rate or paygrade
Police Chief	\$ 57.70	\$ 75.28	\$ 57.70	\$ 75.28	\$ 53.59	\$ 81.15	No change to pay rate or paygrade
PT Patrol Officer	\$ 16.32	\$ 27.28	\$ 16.32	\$ 27.28	N/A	N/A	Not included in Paypoint Study and HR unable to find sufficient data to change current pay. Incorporated role on to pay plan (rather than by ordinance)
PT Accountant	\$ 24.48	\$ 34.24	\$ 24.48	\$ 34.24	N/A	N/A	Not included in Paypoint Study and data collected by HR of comp communities showed this was appropriate pay range.
Public Education Officer (Fire)	\$ 24.49	\$ 34.24	\$ 24.49	\$ 34.24	N/A	N/A	Not included in Paypoint Study and data collected by HR of comp communities showed this was appropriate pay range.
Public Information Coordinator	\$ 25.98	\$ 36.33	\$ 25.98	\$ 36.33	\$ 25.10	\$ 38.01	No change to pay rate or paygrade
Public Works Director	\$ 55.18	\$ 71.99	\$ 55.18	\$ 71.99	\$ 50.02	\$ 75.74	No change to pay rate or paygrade
Quality & Training Coordinator	\$ 27.03	\$ 37.80	\$ 28.68	\$ 40.12	\$ 30.87	\$ 46.74	Further analysis into position requirements (KSA) and verification of data from comp communities showed position should be compensated at a higher rate.
Records Supervisor	\$ 32.28	\$ 42.12	\$ 32.28	\$ 42.12	\$ 25.10	\$ 38.01	No change to pay rate or paygrade
Seasonal I	\$ 11.93	\$ 16.93	\$ 11.93	\$ 16.93	N/A	N/A	Not included in Paypoint Study and HR unable to find sufficient data to change current pay. Incorporating position into Pay plan, with intermediate steps
Secretary	\$ 22.51	\$ 31.47	\$ 22.51	\$ 31.47	\$ 19.05	\$ 28.84	No change to pay rate or paygrade
Senior Accountant	\$ 35.30	\$ 46.06	\$ 35.30	\$ 46.06	\$ 35.43	\$ 53.66	Further analysis into position requirements (KSA) and verification of data from comp communities showed position rate/grade should be unchanged.
Senior Center Assistant	\$ 11.93	\$ 16.93	\$ 12.86	\$ 17.99	N/A	N/A	**Not included in Paypoint Study. Data collected by HR of comp communities showed this was appropriate pay range.
Senior Fire Inspector	\$ 34.96	\$ 48.90	\$ 34.96	\$ 48.90	N/A	N/A	Not included in Paypoint Study and further study of other communities would be needed if this range is not considered acceptable by management/Board.
Special Events Coordinator	\$ 25.47	\$ 35.63	\$ 25.98	\$ 36.34	\$ 25.10	\$ 38.01	Further analysis into position requirements (KSA) and verification of data from comp communities showed position should be compensated at a higher rate.
Staff Accountant - FT	\$ 29.26	\$ 40.92	\$ 29.26	\$ 40.92	\$ 25.10	\$ 38.01	Not included in Paypoint Study and data collected by HR of comp communities showed this was appropriate pay range.
Staff Accountant - PT	\$ 24.49	\$ 34.24	\$ 24.48	\$ 34.24	N/A	N/A	Not included in Paypoint study. Repositioned PT role's paygrade based on duties associated with role, no change to pay rate
Superintendent	\$ 44.13	\$ 57.59	\$ 44.13	\$ 57.59	\$ 37.97	\$ 57.48	No change to pay rate or paygrade, applies to all categories of Superintendent
Telecommunicator - FT	\$ 24.49	\$ 34.26	\$ 24.49	\$ 34.26	\$ 23.43	\$ 35.48	No change to pay rate or paygrade
Telecommunicator - PT	\$ 20.65	\$ 21.32	\$ 20.65	\$ 26.94	N/A	N/A	Not included in Paypoint study, but based on job description the PT position has greater complexity of duties, KSA, and responsibility to warrant higher pay rates. Previously TWO (2) steps in pay range, changed to TEN (10)
Utility Billing Technician FT & PT	\$ 23.53	\$ 32.90	\$ 23.41	\$ 32.75	\$ 21.86	\$ 33.12	Current paygrade in HRIS not matching payrates. Corrected paygrade will more closely match existing (unchanged) payrates, changed to nonmgt008a. No loss in current pay
Videographer	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	N/A	N/A	Not included in Paypoint Study and HR unable to find sufficient data to change current pay.
Village Engineer	\$ 44.13	\$ 57.59	\$ 44.13	\$ 57.59	\$ 37.97	\$ 57.48	Not included in Paypoint Study. Data collected by HR of comp communities showed this was appropriate pay range.
Village Manager	\$ 75.43	\$ 98.42	\$ 75.43	\$ 98.42	\$ 61.51	\$ 93.15	No change to pay rate or paygrade
Village Treasurer	\$ 54.36	\$ 70.93	\$ 54.36	\$ 70.93	\$ 50.02	\$ 75.74	No change to pay rate or paygrade
Work Order Technician - FT	\$ 23.53	\$ 32.90	\$ 23.41	\$ 32.75	\$ 21.86	\$ 33.12	Current paygrade in HRIS not matching payrates. Corrected paygrade will more closely match existing (unchanged) payrates, changed to nonmgt008a. No loss in current pay
Work Order Technician - PT	\$ 11.93	\$ 16.93	\$ 12.61	\$ 17.64	N/A	N/A	**Not included in Paypoint study, but based on job description PT position has greater complexity of duties, requisite KSA, etc to warrant higher rate of pay.
Zoning Administrator -PT	\$ 20.50	\$ 28.66	\$ 21.74	\$ 30.41	\$ 21.86	\$ 33.12	**Per duties, PT role has greater complexity of duties commensurate with increase in payrate.

**06/14/18 POSITIONS COMPARED TO 60TH PERCENTILE OF CURRENT
MARKET AS DETERMINED BY DATA VERIFICATION (**see notes below)**

ABOVE MARKET

EMA/ESDA Personnel** Village Manager	Village Engineer
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NEAR MARKET

Accountant II Accounting Technician Administrative Assistant – PT Assistant Director, Public Works Asst. Village Manager Building Official Building Permit Technician (FT & PT) Bus Driver Bus Dispatcher Clerk I (FT) Clerk II (FT) Clerk Matron (FT) Code Compliance Officer Commission Secretary Community Engagement Coordinator Community Serv. Officer-all positions Computer Technician Deputy Fire Chief (FT) Deputy Director of HR Deputy Village Clerk Director, Emerg. Mgmt. and Communication Director, Public Works Economic Development Manager Electrical Inspector EMA Admin. Assistant (PT) Exec. Assistant (Village Mgr./Mayor's offices) Firefighter Recruit Firefighter – Probationary	Fire Chief – FT Fire Inspector – FT FOIA Coordinator Head Mechanic Health/Consumer Protection Officer Lead Computer Technician Marketing Assistant (PT) Marketing Admin. Assistant (PT) Marketing Director Midnight Records Clerk Operations Coordinator Patrol Officer (PT) Planning Manager Plumbing Inspector Police Chief Public Education Officer (PT) Public Information Coord. (Mktg. – PT) Seasonal I Secretary Senior Accountant Senior Planner Staff Accountant (FT and PT) Superintendent, Public Works (all 3 categories) Telecommunicator – FT Treasurer/Finance Director Utility Billing Technician (FT) Work Order Technician (FT)
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BELOW MARKET

Administrative Assistant (FT) Assistant Treasurer Clerk Matron (PT) Clerk (PT) Deputy Fire Chief (PT) Deputy Police Chief Firefighter (PT) Fire Engineer (PT) Fire Captain (PT) Fire Lieutenant (PT) Fire Shift Commander/Assistant Chief (PT)	Foreman – New Scale HR Director IT Manager Office Coordinator Planner I (not open position) Quality and Training Coord. Senior Center Assistant (PT) Special Events Coord. (Mktg. – PT) Telecommunicator (PT) Work Order Technician (PT) Zoning Administrator
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****ESDA/EMA Member position changed to transitional option/higher steps for Pay Grade starting with Auxiliary Officer**

Positions that are lacking data to rank:

- Auxiliary Officer (PT) – Added additional steps (3 total), and transitioned position to pay plan.
- Bus Driver/Bus Dispatcher – only minimal data available regarding starting rate, transitioned position to pay plan.
- Business Retention/Development Specialist – will stay on same pay grade (nonmgt 019).
- CCTV Operator (PT), small increase to move position on to Pay Plan
- Commission Secretary: insufficient data available to rank, transitioned one-step position to pay plan.
- Crossing Guard - No change to min. and max, transitioned position to pay plan.
- Custodian (PT) - No change to min. and max, transitioned position to pay plan.
- Fire Alarm Services Officer (PT) – will stay on same pay grade (nonmgt 017).
- Intern (various departments) – No change to min. and max, transitioned position to pay plan.
- Part time Patrol Officer: insufficient data available to rank, transitioned position to pay plan.
- SCADA Engineer – No change to pay rate, role remains “ordinance only” position.
- Videographer (Intern) – No change to rate, transitioned position to pay plan.

DRAFT



Village of Tinley Park Compensation and Benefits Plan Review and Analysis

I. External Market Comparison

A summary of the results from the comparison of Tinley Park salaries to the external market is presented in Table 9 through Table 13. Table 14 and Table 15 show the details of the external survey in comparison to compensation at Tinley Park. The Min, 60% Market Level, and Max salary values for each position was taken from the Village Council approved listed of Tinley Park comparators. The % Diff value calculates the percent difference the compensation at Tinley Park differs from the comparators. Values in **green** indicate where Tinley Park is currently paying **less** than market. Values in **red** indicate where Tinley Park is currently paying **more** than market.

Table 9 – Positions Compensated Substantially Below Market (% Diff < -10%)

Administrative Assistant	Marketing Assistant
Zoning Administrator	Planner I
Computer Technician	Fire Inspector
Deputy Director Human Resources	Deputy Clerk
Deputy Fire Chief	Senior Accountant
Human Resources Director	Marketing Director
Treasurer / Finance Director	

Table 10 – Positions Compensated Below Market (-10% < % Diff < -5%)

Accounting Technician	Health & Consumer Protection Officer
Code Compliance Officer	Executive Assistant
Deputy Police Chief	Assistant Village Manager



Village of Tinley Park

Compensation and Benefits Plan Review and Analysis

Table 11 - Positions Compensated Near Market (-5% < % Diff < +5%)

Clerk I	Midnight Records Clerk
Special Events Coordinator	Public Information Communicator
Community Engagement Coordinator	Office Coordinator
FOIA Coordinator	Quality & Training Coordinator
Plumbing Inspector	Electrical Inspector
Facility / Fleet Superintendent	Street Superintendent
Water & Sewer Superintendent	Deputy Fire Chief
Director - Public Works	Police Chief

Table 12 - Positions Compensated Above Market (+5% < % Diff < +10%)

Telecommunicator	Lead Telecommunicator
Accountant II	Foreman - Electric
Foreman - Street	Emergency Management & Communications Director
Village Manager	

Table 13 - Positions Compensated Substantially Above Market (% Diff > +10%)

Clerk Matron	Clerk II
Community Service Officer	Secretary
Utility Billing Technician	Work Order Technician
Building Permit Technician	Operations Coordinator
Records Supervisor	Head Mechanic
Foreman - Street	Foreman - Water Department

DRAFT - COST OF PLAN IN 1ST FOUR YEARS

Last Name	First name	FT or PT	Position Title	Std Hrs	True hourly rate	Step on New Plan	Pay Grade on New Plan	New Hourly Rate	1ST Year: Annual Pay Difference (Comparing New Rate-Old Rate multiplied by Standard Hours)	Year 1 - Percent Change in pay rate compared to old plan	2ND Year: Annual Pay Difference (Comparing New Rate-Old Rate multiplied by Standard Hours)	Year 2 - Percent Change in pay rate compared to old plan	3RD Year: Annual Pay Difference (Comparing New Rate-Old Rate multiplied by Standard Hours)	Year 3 - Percent Change in pay rate compared to old plan	4TH Year: Annual Pay Difference (Comparing New Rate-Old Rate multiplied by Standard Hours)	Year 4 - Percent Change in pay rate compared to old plan	TOTAL \$\$ INCREASE IN PAY OVER FOUR YEARS	Highest possible Pay rate on New Plan	Notes
RONEY	JENNIFER	PT	BUS DISPATCHER	780	\$ 15.76	E	nonmgtD	\$ 15.76	0.00	0.0%	70.20	1.1%	70.20	1.1%	70.20	1.1%	210.62	\$ 17.11	Step F is highest step for role
SKONIECKE	SUSAN	PT	BUS DISPATCHER	1300	\$ 16.93	F	nonmgtD	\$ 17.02	117.00	0.5%	117.00	1.1%	117.00	1.1%	117.00	1.1%	468.03	\$ 17.11	Step F is highest step for role
BECK	MARK	PT	BUS DRIVER	1560	\$ 11.93	A	nonmgtD	\$ 12.61	1,060.80	5.7%	312.00	1.6%	78.00	0.4%	15.60	0.1%	1,466.40	\$ 17.11	Step F is highest step for role
BOGUMIL	JOHN	PT	BUS DRIVER	520	\$ 15.76	E	nonmgtD	\$ 15.76	0.00	0.0%	46.80	1.1%	46.80	1.1%	46.80	1.1%	140.42	\$ 17.11	Step F is highest step for role
COOPER	ROBERT	PT	BUS DRIVER	1300	\$ 16.93	F	nonmgtD	\$ 17.02	117.00	0.5%	117.00	0.5%	117.00	0.5%	117.00	0.5%	468.02	\$ 17.11	Step F is highest step for role
MULQUEENY JR.	THOMAS	PT	BUS DRIVER	910	\$ 13.72	C	nonmgtD	\$ 13.77	45.50	0.4%	9.10	0.1%	0.00	0.0%	81.90	0.5%	136.50	\$ 17.11	Step F is highest step for role
BENNETT	BARBARA	PT	CLERICAL PART-TIME	1560	\$ 16.93	I	nonmgtF	\$ 17.33	\$624.00	2.4%	1653.60	6.3%	1653.60	6.3%	1653.60	6.3%	5,584.80	17.64	
BERAN	DONNA	PT	CLERICAL PART-TIME	1300	\$ 16.93	I	nonmgtF	\$ 17.33	\$520.00	2.4%	1378.00	6.3%	1378.00	6.3%	1378.00	6.3%	4,654.00	17.64	
BOBBITT	CHERYL	PT	CLERICAL PART-TIME	1560	\$ 16.93	I	nonmgtF	\$ 17.33	\$624.00	2.4%	1653.60	6.3%	1653.60	6.3%	1653.60	6.3%	5,584.80	17.64	
COSENTINO	CARY	PT	CLERICAL PART-TIME	1300	\$ 16.93	I	nonmgtF	\$ 17.33	\$520.00	2.4%	1378.00	6.3%	1378.00	6.3%	1378.00	6.3%	4,654.00	17.64	
DINASO	CAROL	PT	CLERICAL PART-TIME	1560	\$ 16.93	I	nonmgtF	\$ 17.33	\$624.00	2.4%	1653.60	6.3%	1653.60	6.3%	1653.60	6.3%	5,584.80	17.64	
GONZALEZ JR	HECTOR	PT	CLERICAL PART-TIME	1300	\$ 11.93	A	nonmgtF	\$ 12.86	\$1,209.00	7.8%	\$728.00	4.4%	\$182.00	1.0%	-\$442.00	-2.3%	1,677.00	17.64	
MC GINNIS	KATHERINE	PT	CLERICAL PART-TIME	1560	\$ 16.93	I	nonmgtF	\$ 17.33	\$624.00	2.4%	\$1,653.60	6.3%	\$1,653.60	6.3%	\$1,653.60	6.3%	5,584.80	17.64	
ROT	LAURA	PT	CLERICAL PART-TIME	1300	\$ 12.79	C	nonmgtF	\$ 13.86	\$1,391.00	8.4%	\$858.00	4.8%	\$273.00	1.4%	-\$338.00	1.4%	2,184.00	17.64	
ZAVALA	SHARON	PT	CLERICAL PART-TIME	1300	\$ 16.93	I	nonmgtF	\$ 17.33	\$520.00	2.4%	\$1,378.00	6.3%	\$1,378.00	6.3%	\$1,378.00	6.3%	4,654.00	17.64	
ARDAGH	PAMELA	PT	CLERK MATRON-PART TIME	1300	\$ 16.99	F	nonmgtH	\$ 17.48	637.00	2.9%	-26.00	-0.1%	871.00	3.7%	1807.00	7.7%	3,289.00	20.29	Chg from 6 to 10 step pay
GAMBLA	EVELYN	PT	CLERK MATRON-PART TIME	1300	\$ 16.99	F	nonmgtH	\$ 17.48	637.00	2.9%	-26.00	-0.1%	871.00	3.7%	1807.00	7.7%	3,289.00	20.29	Chg from 6 to 10 step pay
HUMENIK	ANMARIE	PT	CLERK MATRON-PART TIME	1300	\$ 18.16	H	nonmgtH	\$ 18.83	871.00	3.7%	1807.00	7.7%	2769.00	11.7%	2769.00	11.7%	8,216.00	20.29	Chg from 6 to 10 step pay
SCHMECKPEPER	ALEXANDRA	PT	CLERK MATRON-PART TIME	1300	\$ 16.00	E	nonmgtH	\$ 16.84	1,092.00	5.3%	637.00	2.9%	-26.00	-0.1%	871.00	3.7%	2,574.00	20.29	Chg from 6 to 10 step pay
YOUNKER	PAMELA	PT	CLERK MATRON-PART TIME	1300	\$ 18.16	H	nonmgtH	\$ 18.83	871.00	3.7%	1807.00	7.7%	2769.00	11.7%	2769.00	11.7%	8,216.00	20.29	Chg from 6 to 10 step pay
FARICELLI	CHARLES	FT	DEPUTY POLICE CHIEF	2080	\$ 64.87	H	mgt043	\$ 65.87	2,080.00	1.5%	On Merit Pay Structure	Can range from 0-4%	On Merit Pay Structure	Can range from 0-4%	On Merit Pay Structure	Can range from 0-4%	2,080.00	\$ 69.88	
GALATI	DAVID	FT	FOREMAN-ELECTRIC	2080	\$ 45.41	F	mgt022	\$ 45.42	0.00	0.0%	20.80	0.0%	20.80	0.0%	20.80	0.0%	62.40	51.12	
GROSSI	STEVEN	FT	FOREMAN-STREET	2080	\$ 45.41	F	mgt022	\$ 45.42	0.00	0.0%	20.80	0.0%	20.80	0.0%	20.80	0.0%	62.40	51.12	
FITZPATRICK	JOSEPH	FT	FOREMAN-WATER DEPARTMENT	2080	\$ 39.17	A	mgt022	\$ 39.18	0.00	0.0%	20.80	0.0%	0.00	0.0%	20.80	0.0%	41.60	51.12	
BRAZITIS	NICOLE	FT	LEAD TELECOMMUNICATOR	2080	\$ 36.34	I	nonmgt022	\$ 36.42	166.40	0.2%	3057.60	4.0%	3057.60	4.0%	3057.60	4.0%	9,339.20	41.74	
FLOWERS	JANE	FT	LEAD TELECOMMUNICATOR	2080	\$ 36.34	I	nonmgt022	\$ 36.42	166.40	0.2%	3057.60	4.0%	3057.60	4.0%	3057.60	4.0%	9,339.20	41.74	
STALEY	JENNIFER	FT	LEAD TELECOMMUNICATOR	2080	\$ 36.34	I	nonmgt022	\$ 36.42	166.40	0.2%	3057.60	4.0%	3057.60	4.0%	3057.60	4.0%	9,339.20	41.74	
BRUNO	JEAN	FT	OFFICE COORDINATOR - BUILDING	2080	\$ 37.80	I	mgt003	\$ 38.52	1,497.60	1.9%	On Merit Pay Structure	Can range from 0-4%	On Merit Pay Structure	Can range from 0-4%	On Merit Pay Structure	Can range from 0-4%	1,497.60	38.52	
FLOWERS	CLAUDETTE	FT	OFFICE COORDINATOR - FIRE DEPT	2080	\$ 33.79	F	mgt003	\$ 34.23	915.20	1.3%	On Merit Pay Structure	Can range from 0-4%	On Merit Pay Structure	Can range from 0-4%	On Merit Pay Structure	Can range from 0-4%	915.20	38.52	
GOMOLKA	WILLIAM	FT	OFFICE COORDINATOR - PW	2080	\$ 28.85	A	mgt003	\$ 28.85	0.00	0.0%	On Merit Pay Structure	Can range from 0-4%	On Merit Pay Structure	Can range from 0-4%	On Merit Pay Structure	Can range from 0-4%	0.00	38.52	Employee hired in April 2018
ROMANOW	JACLYN	FT	QUAL/TRAINING COORDINATOR	2080	\$ 37.81	I	nonmgt025	\$ 38.65	1,747.20	2.2%	On Merit Pay Structure	Can range from 0-4%	On Merit Pay Structure	Can range from 0-4%	On Merit Pay Structure	Can range from 0-4%	1,747.20	40.12	
SULLIVAN	LINDA	PT	SENIOR CENTER ASSISTANT	1040	\$ 16.93	I	nonmgtF	\$ 17.33	416.00	2.4%	1102.40	6.3%	1102.40	6.3%	1102.40	6.3%	3,723.20	17.99	
SANCHEZ	VICKI	PT	SPECIAL EVENTS COORDINATOR	1300	\$ 31.86	G	nonmgt020	\$ 32.49	819.00	2.0%	858.00	2.0%	897.00	2.0%	923.00	2.0%	3,497.00	36.34	
DOLLIVER	KAREN	PT	TELECOMMUNICATOR-PT	910	\$ 21.32	C	nonmgtN	\$ 21.91	536.90	2.8%	1128.40	5.8%	1747.20	9.0%	2384.20	12.3%	5,796.70	26.94	
LAUDANT	ERIN	PT	TELECOMMUNICATOR-PT	1040	\$ 20.65	B	nonmgtN	\$ 21.27	644.80	3.0%	613.60	2.8%	1289.60	5.8%	1996.80	9.0%	4,544.80	26.94	
ST. JOHN	ANNETTE	PT	TELECOMMUNICATOR-PT	1040	\$ 21.32	C	nonmgtN	\$ 21.91	613.60	2.8%	1289.60	5.8%	1996.80	9.0%	2724.80	12.3%	6,624.80	26.94	
RECRUIT	RECRUIT	PT	TELECOMMUNICATOR-PT	1040	\$ 20.65	B	nonmgtN	\$ 21.27	644.80	3.0%	613.60	2.8%	1289.60	5.8%	1996.80	9.0%	4,544.80	26.94	
RECRUIT	RECRUIT	PT	TELECOMMUNICATOR-PT	1040	\$ 20.65	B	nonmgtN	\$ 21.27	644.80	3.0%	613.60	2.8%	1289.60	5.8%	1996.80	9.0%	4,544.80	26.94	
HUGHES	BETH	PT	WORK ORDER TECHNICIAN	1300	\$ 16.93	I	nonmgtE	\$ 16.99	78.00	0.4%	923.00	4.2%	923.00	4.2%	923.00	4.2%	2,847.00	17.64	
SMART	WALTER	PT	ZONING ADMINISTRATOR	1560	\$ 20.50	A	nonmgt011	\$ 21.74	967.20	6.0%	748.80	2.3%	764.40	2.2%	795.60	2.2%	3,276.00	32.27	Plan to bring EE in line with STEP A of recommended paygrade in incremental method, over 2 years
									24,209		34,332		39,400		44,519		\$142,459		
									Total - 1st year of plan		Total - 2nd year of plan		Total - 3rd year of plan		Total - 4th year of plan		TOTAL - Cost over 4 Years		

INCREASES ONLY - Total Number of Employees - LAST UPDATED: 6/14/2018			
Title	Department	Number of Employees in Position	NOTES
Bus Driver	PACE	4	
Bus Dispatcher	PACE	2	
Starting pay rate increased based on comparable community (Oak Lawn) which has higher starting rate than Tinley Park, and has lower requirements			
Zoning Administrator	CDD	1	
Increase recommended as Tinley Park pay is more than 23% below market. Position is part time, so will not match closely to market pay scales.			
Lead Telecommunicator	EMA	3	
Increase recommended as Tinley Park pay is more than 18% below market. This position is expected to acquire greater importance as workload and responsibilities of the department increase in near future.			
Quality & Training Coord.	EMA	1	
Increase recommended as Tinley Park pay is more than 15% below market. This position is expected to acquire greater importance as workload and responsibilities of the department increase in near future.			
Telecommunicator - Part time	EMA	5	
Changing paygrade from two(2) steps to ten (10) steps			
Special Events Coordinator	Marketing	1	
Placing this position in same paygrade as Comm. Engagement Coord. and Public Info. Coord (all three positions in Marketing)			
Clerk Matron - Part Time (under 35 hrs/wk)	Police	5	
Changing paygrade from five (5) steps to ten (10) steps			

INCREASES ONLY - Total Number of Employees - LAST UPDATED:			6/14/2018
Title	Department	Number of Employees in Position	NOTES
Foreman	Public Works	4	Raised paygrade to keep pay more closely in line with market pay ranges. Increase for current staff will not be experienced until employees reach top step of paygrade.
Office Coordinator	PW, BLDG, & FIRE	3	Changed paygrade to reflect management level responsibility (also changed position to exempt) and to align with market pay ranges
PART TIME Clerk, Work Order Tech	Clerk, Pub Works, etc	10	Changing paygrade from five (5) steps to ten (10) steps
Senior Center Assistant	Village Manager	1	Changing paygrade from five (5) steps to ten (10) steps
TOTAL:		28	

Samantha's Verification Data (Admn. Asst.)			PublicSalary Verification Data (Admin. Asst.) **	
\$	21.95	Westmont	\$	20.41 Shorewood
\$	21.96	Tinley Park	\$	21.47 Frankfort
\$	23.66	Tinley Park	\$	22.16 Plainfield
\$	24.59	Lockport	\$	22.96 Plainfield (min)
\$	27.24	Bolingbrook	\$	24.64 North Chicago
\$	27.57	New Lenox	\$	25.31 Orland Park
\$	27.60	Oak Lawn	\$	25.59 Geneva (60th %)
\$	28.51	Tinley Park	\$	27.28 Lemont
\$	28.91	Shorewood	\$	27.36 Palatine (Max)
\$	29.10	Oak Lawn	\$	27.60 Orland Park
\$	29.82	New Lenox	\$	28.34 Downers Grove
\$	30.15	Addison		
\$	31.82	Mokena	** aging of data applied (2.5%) based on Eff. Date in report.	
\$	31.99	Addison		
\$	32.10	Woodridge	**Some Non-Comparable communities included	
\$	32.10	Woodridge		
\$	32.10	Woodridge		
\$	32.95	Addison		
\$	33.08	Woodridge		
\$	33.08	Woodridge		
\$	37.08	Orland Park		

One Employee Currently in this position as of May 2018, and additional position in recruiting phase

MIN \$27.24
60TH \$31.82
MAX \$32.10

	HR verf. Data	TP pay w/2.5%	PublicSal Data
MIN	\$ 27.24	\$ 20.39	\$ 22.96
MID	\$ 27.46	\$ 24.45	
MAX	\$ 31.76	\$ 28.51	\$ 27.36
60th PCTL	\$31.82		\$ 25.59
	-23.2%		-4.5%

Tinley Park Pay is below Market compared to both data sets.

Full Time Admin Asst has been recommended to be moved to a higher paygrade: from nm001a to nm003a
TP plan has Admin. Asst. and Clerk I in identical pay grade.
HR Verification and Public Salary data seem to support having these positions in separate pay grades.

DEPUTY POLICE CHIEF 2.5% MWA			Samantha's Verification Data (Dep. Police Chief)	
Oak Forest	\$49.15	\$50.38	Oak Forest	\$ 50.38
Oak Forest	\$49.15	\$50.38	Oak Forest	\$ 50.38
Shorewood	\$50.25	\$51.51	Shorewood	\$ 52.79
Villa Park	\$51.22	\$52.50	Shorewood	\$ 53.82
Shorewood	\$51.24	\$52.52	Flossmoor	\$ 56.06
Villa Park	\$52.24	\$53.55	Mokena	\$ 56.27
Lockport	\$54.45	\$55.81	Lockport	\$ 56.93
Homewood	\$54.47	\$55.83	Lockport	\$ 56.93
Brookfield	\$54.67	\$56.03	Mokena	\$ 59.64
Flossmoor	\$54.69	\$56.06	New Lenox	\$ 60.24
Romeoville	\$55.96	\$57.36	New Lenox	\$ 62.79
Romeoville	\$55.96	\$57.36	Westmont	\$ 64.64
Romeoville	\$55.96	\$57.36	Tinley Park	\$ 64.87
Romeoville	\$55.96	\$57.36	Tinley Park	\$ 64.87
Romeoville	\$55.96	\$57.36	Berwyn	\$ 65.42
Mokena	\$56.82	\$58.24	Orland Park	\$ 65.63
Orland Park	\$58.65	\$60.12	Addison	\$ 70.08
Addison	\$58.77	\$60.24	Addison	\$ 70.08
Romeoville	\$59.24	\$60.72		
Tinley Park	\$59.65	\$61.14		
Westmont	\$59.71	\$61.20		
New Lenox	\$59.76	\$61.26		
New Lenox	\$59.76	\$61.26		
Orland Park	\$59.82	\$61.32		
Orland Park	\$59.82	\$61.32		
Orland Park	\$60.54	\$62.05		
Westmont	\$60.87	\$62.39		
Woodridge	\$60.89	\$62.41		
Tinley Park	\$61.44	\$62.98		
Woodridge	\$61.48	\$63.02		
Evergreen Park	\$61.50	\$63.04		
Evergreen Park	\$61.50	\$63.04		
Bolingbrook	\$62.07	\$63.62		
Bolingbrook	\$62.07	\$63.62		
Addison	\$62.35	\$63.91		
Addison	\$62.35	\$63.91		
Bolingbrook	\$63.75	\$65.34		
Berwyn	\$64.14	\$65.74		
Berwyn	\$64.36	\$65.97		
Berwyn	\$64.36	\$65.97		
Berwyn	\$64.36	\$65.97		
Berwyn	\$64.36	\$65.97		
Addison	\$64.44	\$66.05		
Oak Lawn	\$64.53	\$66.15		
Oak Lawn	\$64.56	\$66.18		
Oak Lawn	\$64.78	\$66.40		
Oak Lawn	\$64.94	\$66.56		
Oak Lawn	\$65.07	\$66.70		
Oak Lawn	\$65.45	\$67.09		
Addison	\$66.38	\$68.04		
Oak Lawn	\$68.08	\$69.78		
Oak Lawn	\$68.08	\$69.78		
Oak Lawn	\$68.33	\$70.04		

Raw data calc w/2.5% TP plan w/2.5%				
MIN	\$ 57.36	\$ 49.71	MIN	\$53.82
MID	\$ 62.39	\$ 57.30		
MAX	\$ 66.05	\$ 64.87	MAX	\$65.42
60th PCTL	\$63.02	-9.08%	60TH	\$62.79

BELOW

HR verification supports the higher range in PayPoint data. Recommend increase of range.

FOREMAN		2.5% MWA	
Westmont	\$29.89	\$30.63	
Westmont	\$30.39	\$31.14	
Evergreen Park	\$30.58	\$31.34	
Villa Park	\$32.79	\$33.61	
Villa Park	\$32.79	\$33.61	
Villa Park	\$33.08	\$33.91	
Villa Park	\$33.08	\$33.91	
Westmont	\$34.52	\$35.38	
Brookfield	\$35.16	\$36.04	Min.
Brookfield	\$35.58	\$36.47	
Berwyn	\$36.02	\$36.92	
Woodridge	\$36.61	\$37.53	
Flossmoor	\$36.76	\$37.68	
Shorewood	\$37.03	\$37.95	
Shorewood	\$37.03	\$37.95	
Addison	\$39.22	\$40.20	
Berwyn	\$40.54	\$41.55	
Tinley Park	\$40.54	\$41.55	
Mokena	\$41.08	\$42.11	
Tinley Park	\$41.76	\$42.80	
Orland Park	\$42.31	\$43.36	
Orland Park	\$42.31	\$43.36	
Orland Park	\$43.15	\$44.23	
Addison	\$45.47	\$46.61	
Woodridge	\$46.72	\$47.89	60th Perc.
Woodridge	\$46.72	\$47.89	
Woodridge	\$46.72	\$47.89	
Bolingbrook	\$47.81	\$49.00	
Bolingbrook	\$47.81	\$49.00	
Bolingbrook	\$47.81	\$49.00	
Bolingbrook	\$47.81	\$49.00	
Bolingbrook	\$47.81	\$49.00	
Bolingbrook	\$47.81	\$49.00	
Bolingbrook	\$47.81	\$49.00	
Berwyn	\$47.94	\$49.14	Max.
Addison	\$49.69	\$50.93	
Addison	\$49.69	\$50.93	
Addison	\$49.69	\$50.93	
Addison	\$49.69	\$50.93	
Addison	\$49.69	\$50.93	
Addison	\$49.69	\$50.93	
Tinley Park	\$51.38	\$52.66	
Tinley Park	\$51.38	\$52.66	

Raw data calc w/2.5%		Foreman TP w/2.5%	H.R. Verification
MIN	\$ 36.04	\$ 38.03	\$ 39.30
MID	\$ 43.36	\$ 43.83	
MAX	\$ 49.14	\$ 49.62	\$ 48.90
60th PCTL	\$47.89		\$ 47.77
		-8.48%	-8.2%
Comparison: TP Midpoint to Market 60th Perc.	BELOW	BELOW	
	vs. Paypoint	vs. HR verf.	

Recommend small change to pay grade for Foreman position based on Paypoint and Public Salary data

HR Director		2.5% MWA	Samantha's Verification Data (HR Director)	PublicSalary Verification Data (HR Director) **	
Brookfield	\$ 40.63	\$ 41.64	\$ 39.84	Lockport	\$ 40.17 North Chicago
Romeoville	\$ 45.53	\$ 46.66	\$ 50.64	Oak Lawn	\$ 52.89 Westmont
Villa Park	\$ 47.68	\$ 48.87	\$ 51.60	Westmont	\$ 55.15 Bensenville
Oak Lawn	\$ 50.54	\$ 51.80	\$ 52.69	Tinley Park	\$ 56.71 Orland Park (MIN)
Orland Park	\$ 53.55	\$ 54.89	\$ 54.65	Woodridge	\$ 57.02 Wheaton
Tinley Park	\$ 54.53	\$ 55.90	\$ 54.83	Orland Park	\$ 57.03 Skokie
Woodridge	\$ 54.65	\$ 56.02	\$ 65.14	Addison	\$ 58.57 Downers Grove
Addison	\$ 63.55	\$ 65.14	\$ 67.79	New Lenox	\$ 59.32 Carol Stream
New Lenox	\$ 64.40	\$ 66.01			\$ 61.22 Palatine
					\$ 61.24 Crystal Lake (60th Perc.)
					\$ 61.65 Elk Grove
					\$ 62.31 Elmhurst
					\$ 63.40 Streamwood
					\$ 63.57 Algonquin (Max)
					\$ 66.77 Addison
					\$ 68.89 St. Charles
					\$ 72.22 Elgin

Paypoint calc w/2.5%	TP w/2.5%	PS w/2.5%	HR Verification
MIN	\$46.66	\$42.83	\$56.71
MID	\$54.89	\$49.36	\$61.22
MAX	\$65.14	\$55.89	\$63.57
			\$54.65
60th Pctl	\$ 55.90	-11.69%	-19.4%
Tinley Park pay below Market	BELOW	BELOW	BELOW

I.T. Manager (HR Verification Data)	
Lockport	\$ 22.53
Villa Park	\$ 39.90
New Lenox	\$ 41.22
Bolingbrook	\$ 43.50
Westmont	\$ 46.74
Woodridge	\$ 54.65
Tinley Park	\$ 54.78
Berwyn	\$ 58.22
Addison	\$ 63.24

PublicSalary Verification Data (IT Manager) **	
McHenry	\$36.93
Geneva	\$41.82
Orland Park	\$43.71
West Chicago	\$47.15
Westmont	\$47.91
Plainfield	\$49.91
Downers Grove	\$46.94
Downers Grove	\$51.02
Glen Ellyn	\$53.92
Mt. Prospect	\$54.62
Addison	\$57.31
Mundelein	\$62.80

	Sam's data calc w/2.5%	TP w/2.5%	Public Salary.com
MIN	\$ 39.90	\$38.60	\$43.71
MID	\$ 56.65	\$44.44	
MAX	\$ 58.22	\$50.28	\$54.62
			\$46.94
60th Pctl	\$ 54.65	-18.68%	-5.3%
		BELOW	BELOW

60th Perc. (P.S.)

DATA VERIFICATION: LEAD TELECOMMUNICATOR CONFIDENTIAL / DRAFT

LEAD TELECOMMUNICATOR (Paypoint & Publ. Sal. Data)		2.5% MWA	
North Chicago**		\$ 31.80	
Geneva**		\$ 34.62	Min.
Tinley Park	\$35.44	\$ 36.33	
Tinley Park	\$35.44	\$ 36.33	
Tinley Park	\$35.44	\$ 36.33	
Elgin**		\$ 37.39	60th %
Aurora**		\$ 38.06	
McHenry**		\$ 38.10	
Romeoville	\$38.46	\$ 39.42	Max.
Vernon Hills**		\$ 44.15	

** aging of P.S. data applied (2.5%)
based on Eff. Date in report.

**Some Non-Comparable
communities included

**Paypoint data combined with PublicSalary data
to obtain sufficient data set size

Raw & P.S. data calc w/2.5%		TP plan w/2.5%
MIN	\$ 34.62	\$ 25.98
MID	\$ 36.33	\$ 31.15
MAX	\$ 39.42	\$ 36.33
60th PCTL	\$37.39	-16.69%
		BELOW

Recommend increase in payrange,
based on Paypoint and PublicSalary
data.

DATA VERIFICATION: OFFICE COORDINATOR

CONFIDENTIAL / DRAFT

OFFICE COORDINATOR			PublicSalary Verf. (Best Comparable position)	
		2.5% MWA		
Lockport	\$19.17	\$19.65	Niles	\$ 24.69
Berwyn	\$21.54	\$22.08	Prospect Heights	\$ 26.58
Berwyn (Min)	\$21.77	\$22.31	Homer Glen (Mid)	\$ 26.77
Oak Forest	\$25.25	\$25.89	Crest Hill	\$ 29.47
Lockport	\$30.36	\$31.12	Westmont (60th)	\$ 29.68
Tinley Park	\$30.62	\$31.38	O'Fallon	\$ 30.58
Tinley Park	\$31.77	\$32.57	Antioch	\$ 31.97
Orland Park (60 Perc.)	\$32.00	\$32.80	Hinsdale	\$ 32.03
Oak Lawn	\$32.12	\$32.93	West Chicago	\$ 33.35
Romeoville	\$32.27	\$33.08	Skokie (Max)	\$ 34.67
Bolingbrook	\$32.69	\$33.51	Palatine	\$ 35.35
Orland Park (Max.)	\$35.13	\$36.01	Orland Park	\$ 43.71
Tinley Park	\$35.53	\$36.42		
Oak Lawn	\$41.33	\$42.36		

	Raw data calc w/2.5%	TP 2018 Public Salary.com
MIN	\$22.31	\$ 27.03 \$ 26.77
MID	\$32.57	\$ 32.42
MAX	\$36.01	\$ 37.81 \$ 34.67
60th PCTL	\$32.80	-1.16% \$ 30.58

AT MARKET ** aging of data applied (2.5%)
based on Eff. Date in report.

Position is "At Market" with Paypoint data, but above pay of comparable position. Since this position is a management role, move to management paygrade

**Some Non-Comparable communities included
NOTE: Survey for best comparable role used.

Clerk I /Admin. Assistant 2.5% MWA

Romeoville	\$8.83	\$9.05
Berwyn	\$13.66	\$14.00
Westmont	\$19.47	\$19.96
Hickory Hills	\$19.47	\$19.96
Romeoville	\$19.50	\$19.99
Tinley Park	\$19.89	\$20.38
Orland Park	\$20.27	\$20.78
Westmont	\$20.44	\$20.95
Tinley Park	\$21.42	\$21.96
Villa Park	\$23.41	\$23.99
Lockport	\$23.54	\$24.13
Westmont	\$23.75	\$24.34
Villa Park	\$24.35	\$24.96
New Lenox	\$24.45	\$25.06
Woodridge	\$26.09	\$26.74
New Lenox	\$26.24	\$26.90
New Lenox	\$26.24	\$26.90
Westmont	\$26.34	\$27.00
New Lenox	\$26.45	\$27.11
Bolingbrook	\$26.57	\$27.24
Tinley Park	\$26.79	\$27.46
Berwyn	\$26.93	\$27.60
Westmont	\$27.00	\$27.68
Bolingbrook	\$27.09	\$27.77
New Lenox	\$27.29	\$27.98
Shorewood	\$27.52	\$28.21
Woodridge	\$28.04	\$28.74
New Lenox	\$28.60	\$29.32
Bolingbrook	\$28.71	\$29.43
Addison	\$28.88	\$29.60
Bolingbrook	\$29.31	\$30.04
Mokena	\$30.30	\$31.06
Bolingbrook	\$30.61	\$31.38
New Lenox	\$30.94	\$31.71
New Lenox	\$30.94	\$31.71
Oak Lawn	\$30.99	\$31.76
Oak Lawn	\$32.22	\$33.03
Westmont	\$33.30	\$34.14
Westmont	\$33.38	\$34.21
New Lenox	\$33.46	\$34.30
Homewood	\$34.07	\$34.92
Tinley Park	\$34.24	\$35.09
Orland Park	\$36.21	\$37.11
Bolingbrook	\$38.99	\$39.96

Samantha's Verification Data (Clerk I)

\$12.00	Hickory Hills
\$14.30	Hickory Hills
\$14.93	Romeoville
\$15.30	Berwyn
\$17.46	Romeoville
\$17.62	Berwyn
\$18.45	Berwyn
\$18.54	Villa Park
\$18.99	Villa Park
\$20.17	Villa Park
\$21.13	Villa Park
\$21.56	Oak Forest
\$21.57	Oak Forest
\$21.77	Villa Park
\$21.84	Berwyn
\$22.19	Villa Park
\$22.39	Orland Park
\$22.41	Bolingbrook
\$22.42	Addison
\$22.42	Addison
\$22.83	Romeoville
\$22.83	Romeoville
\$23.22	Villa Park
\$23.22	Villa Park
\$23.92	Villa Park
\$24.50	Addison
\$24.50	Addison
\$25.23	Addison
\$25.99	Addison
\$26.61	Lockport
\$26.79	Tinley Park
\$27.81	Tinley Park
\$27.81	Tinley Park
\$27.81	Tinley Park
\$27.81	Tinley Park
\$28.40	Addison
\$28.40	Addison
\$28.40	Addison
\$28.40	Addison
\$28.40	Addison
\$28.40	Addison
\$28.40	Addison
\$28.40	Addison
\$28.40	Addison
\$28.40	Addison
\$29.10	Oak Lawn

Raw data calc w/2.5%

MIN	\$	21.96		\$	20.17
MID	\$	27.46			
MAX	\$	31.76		\$	28.40
60th PCTL		\$27.98		\$	24.50

HR Verf.

Clerk 1

In examining this data further, to improve recruitment capability and maintain pay equity, HR also recommends changes to Part time Clerical and Part time Work Order Technician pay grade(s). Both positions are recommended to move to paygrade nonmgtF (Min: 12.86, Max: 17.99)

DATA VERIFICATION: QUALITY TRAINING COORD. CONFIDENTIAL / DRAFT

QUALITY & TRAINING COORD. - (No Paypoint data)**			
Orland Park	Min.	\$	32.36
Geneva		\$	34.50
Elgin	60th %	\$	37.39
Tinley Park	Max.	\$	37.81
Addison		\$	38.35

** aging of P.S. data applied (2.5%)
based on Eff. Date in report.

**Some Non-Comparable
communities included

Job Description indicates this is
supervisory position

	P.S. data calc	TP w/2.5%
MIN	\$32.36	\$ 27.03
MID		\$ 32.42
MAX	\$37.81	\$ 37.81
60th PCTL	\$37.39	-13.29%

BELOW

Due to difference between comparison factors (TP mid
and Data 60th), recommend raising position's paygrade
Position will increase in importance based
on expansion of workload in EMA-911 center

SPECIAL EVENTS COORDINATOR		2.5% MWA	
Brookfield	\$21.70	\$22.24	
Evergreen Park	\$22.45	\$23.01	Min
Homewood	\$22.93	\$23.50	
Evergreen Park	\$27.23	\$27.91	
Tinley Park	\$28.85	\$29.58	
Orland Park	\$32.00	\$32.80	\$0.60
Brookfield	\$32.36	\$33.16	
Romeoville	\$34.27	\$35.13	Max
Addison	\$34.70	\$35.57	

PublicSalary Verification Data (Spec. Events Coordinator) **	
Bensenville (Min)	\$23.20
St. Charles	\$32.98
Wheeling (60th)	\$34.21
Crystal Lake (Max)	\$35.33
West Chicago	\$37.47

** aging of data applied (2.5%)

based on Eff. Date in report.

**Some Non-Comparable communities included

	Raw data calc w/2.5%	TP w/2.5%
MIN	\$0.00	\$ 25.48
MID	\$0.00	\$ 30.56
MAX	\$0.00	\$ 35.63
60th PCTL	\$ 32.80	-6.85%
		BELOW

PublicSalary data provides a lower 60th percentile than Paypoint, but still much higher than Tinley Park's midpoint of range.

Recommend moving this position to SAME Paygrade as Public Info. Coordinator and Community Engagement Coordinator. One (1) pay grade move up.

TELECOMMUNICATOR			Garvintha's Verification Data (Telecomunicator)		
Location	2018 MWA	2019 MWA	2018 MWA	2019 MWA	2020 MWA
Romeoville	\$13.75	\$14.09	\$ 20.65	Tinley Park	
Hickory Hills	\$14.75	\$15.12	\$ 21.32	Tinley Park	
Hickory Hills	\$14.75	\$15.12	\$ 21.32	Tinley Park	
Berwyn	\$15.30	\$15.68	\$ 25.41	Tinley Park	
Romeoville	\$16.03	\$16.43	\$ 26.33	Orland Park	
Forest View	\$17.78	\$18.22	\$ 26.37	Tinley Park	
Forest View	\$17.78	\$18.22	\$ 26.37	Tinley Park	
Forest View	\$17.78	\$18.22	\$ 26.37	Tinley Park	
Forest View	\$17.78	\$18.22	\$ 26.37	Tinley Park	
Westmont	\$18.88	\$19.15	\$ 27.60	Addison	
Westmont	\$18.88	\$19.15	\$ 27.60	Addison	
Berwyn	\$19.45	\$19.94	\$ 27.60	Addison	
Berwyn	\$19.45	\$19.95	\$ 27.60	Addison	
Berwyn	\$19.48	\$19.85	\$ 28.02	Orland Park	
Berwyn	\$19.48	\$19.85	\$ 28.02	Tinley Park	
Berwyn	\$20.57	\$21.08	\$ 28.43	Addison	
Berwyn	\$20.57	\$21.08	\$ 28.43	Addison	
Berwyn	\$20.57	\$21.08	\$ 28.43	Addison	
Berwyn	\$20.57	\$21.08	\$ 28.43	Addison	
Berwyn	\$20.57	\$21.08	\$ 28.43	Addison	
Forest View	\$20.90	\$21.42	\$ 28.43	Addison	
Hickory Hills	\$21.12	\$21.65	\$ 28.43	Addison	
Westmont	\$22.56	\$23.12	\$ 28.43	Addison	
Berwyn	\$23.22	\$23.80	\$ 28.43	Addison	
Berwyn	\$23.22	\$23.80	\$ 28.43	Addison	
Berwyn	\$23.22	\$23.80	\$ 28.43	Addison	
Forest View	\$23.35	\$23.93	\$ 29.20	Oak Forest	
Forest View	\$23.46	\$24.05	\$ 29.20	Oak Forest	
Forest View	\$23.56	\$24.17	\$ 29.20	Oak Forest	
Tinley Park	\$23.89	\$24.49	\$ 29.20	Oak Forest	
Tinley Park	\$23.89	\$24.49	\$ 29.20	Oak Forest	
Berwyn	\$24.58	\$25.19	\$ 29.20	Oak Forest	
Tinley Park	\$24.79	\$25.41	\$ 29.20	Oak Forest	
Tinley Park	\$24.79	\$25.41	\$ 29.20	Oak Forest	
Romeoville	\$25.61	\$26.25	\$ 29.28	Addison	
Tinley Park	\$25.73	\$26.37	\$ 29.28	Addison	
Romeoville	\$25.78	\$26.42	\$ 29.28	Addison	
Orland Park	\$26.05	\$26.70	\$ 29.28	Addison	
Bolingbrook	\$26.13	\$26.79	\$ 29.28	Addison	
Berwyn	\$26.14	\$26.79	\$ 29.28	Addison	
Addison	\$26.93	\$27.60	\$ 29.28	Addison	
Berwyn	\$27.55	\$28.24	\$ 29.28	Addison	
Berwyn	\$27.55	\$28.24	\$ 29.48	Tinley Park	
Tinley Park	\$27.73	\$28.42	\$ 29.49	Tinley Park	
Tinley Park	\$27.73	\$28.42	\$ 30.16	Addison	
Addison	\$27.74	\$28.43	\$ 30.16	Addison	
Addison	\$27.74	\$28.43	\$ 30.16	Addison	
Addison	\$27.74	\$28.43	\$ 30.16	Addison	
Addison	\$27.74	\$28.43	\$ 30.16	Addison	
Romeoville	\$28.31	\$29.02	\$ 30.00	Addison	
Romeoville	\$28.31	\$29.02	\$ 30.01	Tinley Park	
Romeoville	\$28.31	\$29.02	\$ 33.20	Orland Park	
Romeoville	\$28.31	\$29.02	\$ 33.20	Orland Park	
Brookfield	\$28.40	\$29.11	\$ 33.20	Orland Park	
Brookfield	\$28.40	\$29.11	\$ 33.20	Orland Park	
Oak Forest	\$28.49	\$29.20	\$ 33.61	Orland Park	
Oak Forest	\$28.49	\$29.20	\$ 33.95	Addison	
Oak Forest	\$28.49	\$29.20	\$ 33.96	Orland Park	
Oak Forest	\$28.49	\$29.20	\$ 33.96	Orland Park	
Oak Forest	\$28.49	\$29.20	\$ 33.96	Orland Park	
Oak Forest	\$28.49	\$29.20	\$ 33.96	Orland Park	
Oak Forest	\$28.49	\$29.20	\$ 33.96	Orland Park	
Oak Forest	\$28.49	\$29.20	\$ 33.96	Orland Park	
Oak Forest	\$28.49	\$29.20	\$ 33.96	Orland Park	
Oak Forest	\$28.49	\$29.20	\$ 34.26	Tinley Park	
Addison	\$28.57	\$29.28	\$ 34.26	Tinley Park	
Addison	\$28.57	\$29.28	\$ 37.10	Addison	
Addison	\$28.57	\$29.28	\$ 38.21	Addison	
Addison	\$28.57	\$29.28	\$ 38.21	Addison	
Hickory Hills	\$29.36	\$30.10	\$ 38.21	Addison	
Hickory Hills	\$29.36	\$30.10			
Hickory Hills	\$29.36	\$30.10			
Romeoville	\$29.73	\$30.48			
Romeoville	\$29.73	\$30.48			
Addison	\$30.31	\$31.07			
Addison	\$30.31	\$31.07			
Tinley Park	\$31.01	\$31.76			
Addison	\$31.22	\$32.00			
Orland Park	\$31.98	\$32.78			
Orland Park	\$31.98	\$32.78			
Orland Park	\$31.98	\$32.78			
Orland Park	\$31.98	\$32.78			
Tinley Park	\$33.42	\$34.25			
Tinley Park	\$33.42	\$34.25			
Tinley Park	\$33.42	\$34.25			
Addison	\$34.11	\$34.97			
Addison	\$34.11	\$34.97			
Addison	\$36.19	\$37.10			
Addison	\$36.19	\$37.10			
Addison	\$37.28	\$38.21			
Addison	\$37.28	\$38.21			

Raw data w/2.5%	TP plan w/2.5%	No increase recommended for FT
\$21.08	\$ 24.48	Telecommunicators (TCO) As PT
\$28.43	\$ 29.38	TCO currently start at 20.66, and
\$30.48	\$ 34.26	cannot earn more than \$21.32 per
		hour (two 2 step paygrade), HR
60th PCTL	\$29.02	1.23% recommends move to 10
FT Telecommunicator	At Market	step paygrade.
\$ Rtnell	MIN	\$28.42
DATA	80TH	\$29.49
Verification	MAX	\$33.95

If cost is considered too high by Board/Mayor, number of steps in paygrade can be reduced as needed

ZONING ADMINISTRATOR

2.5% MWA

Villa Park	\$24.52	\$25.13	
Mokena	\$27.69	\$28.38	Min
Flossmoor	\$28.50	\$29.21	
Oak Lawn	\$31.30	\$32.09	60%
Romeoville	\$34.27	\$35.13	
Addison	\$34.97	\$35.85	Max
Bolingbrook	\$36.06	\$36.96	

Raw data calc w/2.5%		TP w/2.5%
MIN	\$28.38	\$ 20.50
MID	\$32.09	\$ 24.58
MAX	\$35.85	\$ 28.66
60th PCTL	\$ 32.09	-23.40%

BELOW

PublicSalary data provides a lower 60th percentile than Paypoint, but still much higher than TP plan. Recommend increasing payrange for this position.

However, will not fully match market as this is a part time position

PublicSalary Verf. (Zoning Admin.) **

Orland Park	\$25.31
Orland Park (Min)	\$27.60
Wood Dale (60th)	\$29.10
St. Charles	\$33.80
Wheeling (Max)	\$35.07
Crystal Lake	\$36.22

** aging of P.S. data applied (2.5%)
based on Eff. Date in report.

**Some Non-Comparable
communities included

NOTE: Survey for comparable
role used.

Merit Review Positions

1.	Village Manager
2.	Assistant Village Manager
3.	Director, HR
4.	Deputy Director, HR
5.	Director, Finance/Treasurer
6.	Assistant Director, Finance
7.	Director, Marketing
8.	Director, Public Works
9.	Assistant Director, Public Works
10.	Director, Community Development
11.	Manager, Economic Development
12.	Manager, Planning
13.	Building Official
14.	Chief, Police
15.	Deputy Chief, Police
16.	Commander
17.	Chief, Fire
18.	Deputy Chief, Fire
19.	Assistant Chief, Fire
20.	Office Coordinator, Public Works
21.	Office Coordinator, Building
22.	Office Coordinator, Fire
24.	Superintendent, Water
25.	Superintendent, Fleet & Facilities
26.	Superintendent, Street
27.	911 Operations Coordinator (TCO Supervisor)
28.	911 Training & Development Coordinator
29.	Deputy Village Clerk



2018 Performance Evaluation for Management Employees

<input type="checkbox"/> Probationary Review <input type="checkbox"/> Annual Review <input type="checkbox"/> Special Review <input type="checkbox"/> Other (specify)	
Review Period From:	To:
Name:	Department:
Job Title:	Name of Evaluator:
DEFINITION OF SCORES	

DISTINGUISHED = 4 = Performance at this caliber is rare, reflecting a high performer who clearly goes above and beyond the stated job requirements and expectations. This rating may also be earned for excellent performance in response to an unusual occurrence that would not normally constitute the employees' regular duties and responsibilities, or may also be the result of additional work allocations, outstanding quality over a long period of time, exceptional effort or a combination of both. Examples of the employee's particular achievements must be submitted with the Performance Evaluation Form.

EXCEEDS STANDARDS = 3 = Performance at this level exceeds all Department standards and is represented by outstanding achievements over and above the normal work assigned, and a higher level of productivity than is routinely expected. The employee demonstrates a clear and obvious willingness to go beyond what is required and is a strong, solid performer that is the mainstay of our organization. Examples of outstanding achievements must be documented and submitted with the Performance Evaluation Form with an appropriate statement as to how the achievements favorably impacted the department.

MEETS STANDARDS = 2 = Performance at this level reflects a competent employee with adequate contributions. Duties and responsibilities are met consistently and in a satisfactory and acceptable manner.

NEEDS IMPROVEMENT = 1 = Performance at this level indicates need for development, training, more skills or experience in the job to attain a level of competency. While some job requirements are met, some improvement is necessary to fully meet all job requirements. This employee shows promise if the performance can be brought up to expectations. Performance as expected during early periods on a new job, as well as during the training phase of an individual's employment. Usually the individual develops and moves beyond this level at the average rate set by the supervisor based on the standards of performance. It should be used when an employee is in a training phase as well as when the experienced employee's performance has dropped from a previous higher level. Supervisors must set written action plans for each employee who is rated as "needs improvement" in each area where the rating applies as well as timetables and deadlines for the improvement to occur.

UNACCEPTABLE = 0 = Performance at this level is below the minimum acceptable requirement for the position. Duties and responsibilities are not met and performance indicates a serious deficiency in a specific area. This rating indicates that the employee must improve or face demotion or possible termination.

1.COMMUNICATION SKILLS:**SCORE**

Relates appropriate information to the employees, supervisors and the public. Gives and receives written and verbal information and ideas clearly and accurately; is able to clearly communicate with subordinates with little or no misunderstanding of instructions and /or information. Evaluate also the employee's oral and written expression of thoughts, ideas, including the timeliness and quality of reports and other written documentation for clarity, organization, accuracy, grammar and form.

0-1-2-3-4

GENERAL COMMENTS:

2. PLANNING AND ORGANIZING**SCORE**

Structures the work of the department and plans/organizes its work to effectively and efficiently meet the municipal services needs of the citizens; ties together work units, departmental and Village goals; involves subordinates in goal development and achievement. Evaluate the employee's ability to effectively plan assignments, coordinate the work force and ability to use resources, equipment, and personnel in an efficient and effective manner while considering the fiscal impact when making decisions.

0-1-2-3-4

GENERAL COMMENTS:

3. TASK/PROJECT MANAGEMENT**SCORE**

Prepares and implements clear short and long term plans. Projects are completed in a thorough and timely manner; perseverant and accomplished employee who stays focused and motivated. Can be relied upon to have accurate and complete information to address new issues and difficult problems; produces efficient workflow and incorporates professional standards of excellence.

0-1-2-3-4

GENERAL COMMENTS:

4. RELATIONSHIPS/CUSTOMER SERVICE**SCORE**

Treats all people with respect and dignity; handles and resolves conflict maturely and professionally; establishes teamwork and maintains effective relationships with all workers, supervisors, departments, organizations and other agencies; promotes good public relations; is cooperative and polite; responds appropriately to fulfill the needs, requests and interest of the public.

0-1-2-3-4

GENERAL COMMENTS:**5. CONNECTION WITH THE VILLAGE****SCORE**

Shows commitment, awareness, acceptance and active participation in the organization and community. Participates in extra curricular community events in a significant capacity and promotes networking opportunities; addresses quality of life issues through open and accessible governmental practices; increases sense of partnership between Village and community.

0-1-2-3-4

GENERAL COMMENTS:**6. WORKPLACE ENVIRONMENT****SCORE**

Takes actions to improve practices and procedures to avoid future problems. Follows adopted/accepted policies, procedures, state and federal laws and requirements. Promotes a healthy and safe working atmosphere; reduces work hazards.

0-1-2-3-4

GENERAL COMMENTS:

7. RESOURCE MANAGEMENT**SCORE**

Assembles and assumes a clear perspective of the department's budget that realistically meets the Village's needs; proposes policies and management procedures that will protect short and long term departmental requirements. Effectively allocates manpower, time and material. Evaluate the degree of adaptability to change demonstrated by the employee when confronted with new policies, procedures and/or technologies along with willingness to accept suggestion, adaptability to changing priorities and new technology when required.

0-1-2-3-4

GENERAL COMMENTS:**8. BEHAVIOR AND BEARING****SCORE**

Displays poise and confidence; sets example for positive behavior and exudes a professional demeanor and appearance; behavior is responsible, ethical and reliable; retains emotional control, possesses productive spirit and upbeat attitude; makes and keeps commitments. Evaluate the employee's degree of commitment to the job and the Village, the willingness with work assignments and job duties are accepted and carried out and overall demonstrated ability to withstand stress or pressure while remaining calm in difficult situations.

0-1-2-3-4

GENERAL COMMENTS:

9. RESOLUTION SKILLS**SCORE**

Is fair and impartial; exercise sound problem solving abilities in the decision making process; utilizes consistent and objective criteria in work performance appraisals; maintains/creates harmony; is creative and innovative; consults/empowers other staff when applicable; seeks to understand and then to be understood. Evaluate the degree of reasoning, thinking and interpretation exercised by the employee in carrying out assignments and duties and the effectiveness of sound decisions made and conclusions reached. The ability to delegate tasks within areas of responsibility, knowledge of the employee's capabilities so that delegation of responsibility aids in the efficiency and effectiveness of the departmental operations; ability to demonstrate control over workforce with sufficient and appropriate control, while inspiring and facilitating the activities of subordinates and peers.

0-1-2-3-4

GENERAL COMMENTS:**10. PROFESSIONAL DEVELOPMENT****SCORE**

Seeks opportunities to improve job-related knowledge and skills. Stays current in areas of expertise and emerging technologies. Actively pursues learning opportunities in formal or informal settings that enhance personal standing; maintains/pursues licensing/certification status.

0-1-2-3-4

GENERAL COMMENTS:

11. PROACTIVITY**SCORE**

Takes initiative and responsibility without direction to implement positive action; value driven; works in areas that need accomplishment; takes calculated risks to improve performance, trying something new or innovative; conducts/contributes productively in meetings. Evaluate the degree to which the employee demonstrates interest, enthusiasm and ingenuity in carrying out the work assignments, the quality of work produced under normal conditions, the ability to learn new duties, accept responsibility and perform duties timely and effectively.

0-1-2-3-4

GENERAL COMMENTS:**12. LEADERSHIP****SCORE**

Seeks agreements or solutions that are mutually beneficial and satisfying; creates a cooperative and unified atmosphere; inspires confidence and empowers others toward individual and departmental goals; acts decisively in a crisis.

0-1-2-3-4

GENERAL COMMENTS:

13. ACHIEVEMENT OF GOALS

Summarize last year's goals briefly and indicate how well they were met. Explain the possible reasons why some goals were exceeded and others were not achieved. Attach additional sheets if necessary.

GOALS	RESULTS ACHIEVED
1.	
2.	
3.	
4.	
5.	

13. GENERAL COMMENTS

Note any pertinent facts that should be known about the employee's performance or development not covered by another section of this evaluation form. Comment on employee's strengths, areas you feel the employee should improve, training suggestions you believe would improve the employee's ability to do their job.

--

14. NEW GOALS

List the goal to be achieved in the next evaluation period. Indicate specific plans for accomplishing these goals. Attach additional sheets if necessary.

GOALS	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

15. EMPLOYEE COMMENTS

Indicate any comments that you may have on this performance evaluation. Note any areas of disagreement or incidents of importance. State what you will do to maintain or improve performance.

--

SIGNATURE BLOCK #1 – EMPLOYEE

EMPLOYEE states: My signature indicates that I have read and discussed this performance review with my supervisor. It does not necessarily mean that I agree with the comments. If I disagree with this review, I can explain either in the space above or on a separate page the specific areas of disagreement. I understand I may request a copy of the performance review from my supervisor.

EMPLOYEE SIGNATURE

DATE

SIGNATURE BLOCK #2 – SUPERVISOR/EVALUATOR

SUPERVISOR states: My signature indicates that I have discussed this performance review with my employee. necessarily

SUPERVISOR / EVALUATOR

DATE

SIGNATURE BLOCK #3 – VILLAGE MANAGER

VILLAGE MANAGER states: I have reviewed this Performance Evaluation AND given the ORIGINAL to Human Resources.

VILLAGE MANAGER

DATE

SIGNATURE BLOCK #5 – HUMAN RESOURCES

HUMAN RESOURCES DIRECTOR states: I have reviewed this Performance Evaluation AND filed the ORIGINAL in the Employee's Personnel File.

HUMAN RESOURCES DIRECTOR

DATE

For Office Purposes

Merit Increase? Yes ____ No ____

WEIGHTED AVERAGE / SCORE SHEET

Assess the importance of the various job elements and performance standards using the scale.

WEIGHT FACTOR:
 0 = Not Acceptable
 1 = Needs Improvement
 2 = Important
 3 = Highly Important

SCORE:
 0 = Unsatisfactory
 1 = Needs Improvement
 2 = Meets Standards
 3 = Exceeds Standards
 4 = Distinguished

Employee Name:

Job Title:

Reviewer:

	PRIMARY JOB ELEMENTS	WEIGHT FACTOR	SCORE	POINTS
1	Communication Skills			
2	Planning and Organizing			
3	Task/Project Management			
4	Relationships/Customer Service			
5	Connection with Village			
6	Workplace Environment			
7	Resource Management			
8	Behavior and Bearing			
9	Resolution Skills			
10	Professional Development			
11	Proactivity			
12	Leadership			
	TOTALS:			
TOTAL POINTS/TOTAL WEIGHT FACTOR = WEIGHTED AVERAGE			EVALUATOR SIGNATURE	
_____ / _____ = _____				

COLA - MARKET WAGE INCREASE SURVEY 2018

MUNICIPALITY	MARKET/ COLA INC. PERCENT	NOTES	Blue & italicized = not usual comparable
Addison	2.5		
Brookfield	2.3		
Burbank	2.75		
Downers Grove	2.5		
<i>Elgin</i>	<i>2.5</i>		
<i>Elmhurst</i>	<i>2.0</i>		
Frankfort	2.0		
<i>Glenview</i>	<i>2.0</i>		
Homewood	2.75		
Lockport	1.5		
Lombard	2.0		
Mokena	2.5		
<i>Mt. Prospect</i>	<i>2.0</i>		
Oak Forest	2.5	Anticipated	
Oak Lawn	2.5		
<i>Oakbrook Terrace</i>	<i>2.5</i>		
Orland Park	2.25		
<i>Palatine</i>	<i>2.5</i>		
<i>Warrenville</i>	<i>2.0</i>		
Westmont	2.5		
<i>Wheeling</i>	<i>2.5</i>		
Woodridge	2.0		
Average of Comparables:	2.32		
Average of all Communities:	2.30		



Interoffice Memo

Date: June 15, 2018

To: Village Board

From: David Niemeyer, Village Manager

cc: Pat Carr, Assistant Village Manager
Denise Maiolo, Human Resources Director
Paula Wagener, Interim Deputy Human Resources Director

Subject: Tentative Pay Plan Implementation Schedule*

June 5	Present to Department Heads
June 19	Present at COW meeting
July 17	VB approval anticipated
July 18-31	Notify staff, Appeals Process
August-September	Internal processing, Edens updating
October 1	New Pay Plan effective date

*subject to change



Interoffice Memo

Date: June 19, 2018

To: Dave Niemeyer, Village Manager

From: Paula J. Wallrich, AICP
Community Development Director

Subject: Harmony Square Profession Design Services- The Lakota Group

BACKGROUND

As part of the Business, Programming and Marketing Action Plan initiated in May of 2017, The Lakota Group led a yearlong collaborative effort between staff, leadership, key stakeholders and Tinley Park residents that resulted in a concept for a 40,000 SF plaza located on North Street east of Oak Park Avenue including an operational business plan for year round programming of the plaza. Scott Freres, Principal, will present his final plaza concepts at the Village Board meeting (attached) along with his recommendations for managing the proposed year-round venue with over 250 days of programming.

With the completion of the concept design and business plan for the plaza the next step is to refine the design and proceed to construction drawings. Staff is expecting 'shovels in the ground' for Phase 1 by early spring 2019. Phase 1 will involve the redesign and development of North Street as the new Festival Street; Phase 1A will involve the design refinement of the plaza. (phasing plan attached)

REQUEST

The Agreement with Lakota (attached) provides for the design refinement of the concept, field verification and team coordination resulting in final construction documents ready for bidding purposes. Lakota's Agreement also provides for assistance with the bidding process, construction administration, observation and close-out. A not-to-exceed amount has been provided at \$180,000 (estimate \$9,000 in expenses) for Lakota's work and an estimated range of \$260,000--\$335,000 for specialty services of the sub consultants for the ice ribbon, water features, AV, lighting and architectural structural assistance. This does not include civil engineering.

Staff has spoken with Brad Bettenhausen, Village Treasurer, who has confirmed that there is adequate money budgeted in the Capital Fund (\$8,000,000) for the planning and construction of the Plaza.

THE VILLAGE OF TINLEY PARK

Cook County, Illinois

Will County, Illinois

**RESOLUTION
NO. 2018-R-038**

**A RESOLUTION APPROVING THE PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE VILLAGE OF TINLEY PARK AND THE LAKOTA GROUP**

**JACOB C. VANDENBERG, PRESIDENT
KRISTIN A. THIRION, VILLAGE CLERK**

**MICHAEL J. PANNITTO
BRIAN H. YOUNKER
CYNTHIA A. BERG
WILLIAM P. BRADY
MICHAEL W. GLOTZ
Board of Trustees**

Published in pamphlet form by authority of the President and Board of Trustees of the Village of Tinley Park

RESOLUTION NO. 2018-R-038

**A RESOLUTION APPROVING THE PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE VILLAGE OF TINLEY PARK AND THE LAKOTA GROUP**

WHEREAS, the Village of Tinley Park, Cook and Will Counties, Illinois, is a Home Rule Unit pursuant to the Illinois Constitution of 1970; and

WHEREAS, the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois, have considered entering into an Agreement with The Lakota Group, a true and correct copy of such Agreement being attached hereto and made a part hereof as **EXHIBIT 1**; and

WHEREAS, the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois, have determined that it is in the best interests of said Village of Tinley Park that said Agreement be entered into by the Village of Tinley Park;

NOW, THEREFORE, Be It Resolved by the President and Board of Trustees of the Village of Tinley Park, Cook and Will Counties, Illinois, as follows:

Section 1: The Preambles hereto are hereby made a part of, and operative provisions of, this Resolution as fully as if completely repeated at length herein.

Section 2: That this President and Board of Trustees of the Village of Tinley Park hereby find that it is in the best interests of the Village of Tinley Park and its residents that the aforesaid "Agreement" be entered into and executed by said Village of Tinley Park, with said Agreement to be substantially in the form attached hereto and made a part hereof as **EXHIBIT 1**.

Section 3: That the President and Clerk of the Village of Tinley Park, Cook and Will Counties, Illinois are hereby authorized to execute for and on behalf of said Village of Tinley Park the aforesaid Agreement.

Section 4: That this Resolution shall take effect from and after its adoption and approval.

ADOPTED this ____ day of _____, 20____, by the Corporate Authorities of the Village of Tinley Park on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this ____ day of _____, 20____, by the President of the Village of Tinley Park.

Village President

ATTEST:

Village Clerk

EXHIBIT 1

THE LAKOTA GROUP AGREEMENT

STATE OF ILLINOIS)
COUNTY OF COOK) SS
COUNTY OF WILL)

CERTIFICATE

I, KRISTIN A. THIRION, Village Clerk of the Village of Tinley Park, Counties of Cook and Will and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 2018-R-038, "A RESOLUTION APPROVING THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE VILLAGE OF TINLEY PARK AND THE LAKOTA GROUP," which was adopted by the President and Board of Trustees of the Village of Tinley Park on _____, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Tinley Park this _____ day of _____ 2018.

KRISTIN A. THIRION, VILLAGE CLERK

June 14, 2018

**Harmony Square
Professional Design Services
Tinley Park, Illinois**

116 West Illinois Street
Floor 7
Chicago, Illinois 60654
p 312.467.5445
t 312.467.5484
thelakotagroup.com

**Professional Services Agreement between THE LAKOTA GROUP and THE VILLAGE
OF TINLEY PARK**

PROJECT UNDERSTANDING:

The Lakota Group (Lakota) is pleased to provide our professional design services proposal to The Village of Tinley Park (Client) to assist with preparation of landscape and site design documents for Harmony Square in downtown Tinley Park.

This proposal is based on the Harmony Square concept plan for the 1.2-acre plaza located at North Street and Oak Park Avenue. With this proposal we are moving in to the next phase of the design and implementation process, continuing the development of the community-supported schematic design. This design was the result of a 10-month long collaborative process, working with staff, leadership, and key community stakeholders. This plaza will be home to year-round programming and will be anchored and framed by new and existing transit oriented mixed use and commercial development opportunities. We understand that, as part of this project, we will be refining the design for both Harmony Square and North Street Festival Street, for which we have preliminarily estimated as an \$8 million project.

The project area is illustrated in Exhibit B - Phasing Plan, attached. Phase 1 is the North Street Streetscape, which is approximately 37,200 SF. Harmony Square is identified as Phase 1A, and is approximately 40,000 SF. If acquired, Phase 1B will be included in the overall site design, to expand the plaza to 49,000 SF. While the schematic design and planning reflects the 67th Court extension and east plaza expansion, the design and engineering of these areas are not included in this proposal.

FOCUS AREAS AND ELEMENTS

Our work will focus on the following areas within and around Harmony Square, as outlined below:

- Artificial Turf Lawn Area(s)
- Ice Rink and Skating Ribbon
- Splash Pad / Interactive Water Feature
- Seat Walls
- Site Furnishings
- Site Lighting
- Art and Interpretive Elements
- Performance Stage Structure
- Storage Structure for Utilities and Maintenance Equipment
- Concessions Kiosk / Restroom Building
- Overhead Shade Structures
- Festival Street Streetscape (North Street)
- Design grading
- Signage and Wayfinding within and around plaza

- Hardscape layouts and material options related to the playground and site elements, such as the water feature/ice, buildings, surrounding perimeter walks
- Site and foundation landscape planting character

Please note it is anticipated that we may need to engage the following services and subconsultants for this project, depending on the design direction. Lakota will be responsible for contracting and coordinating with sub-consultants. Sub-consultant selection will be directed by Lakota and approved by Village.

- Streetscape design for the North Street Festival Street (Robinson and Lakota)
- Water feature design or details (Fountain Technologies)
- Ice Trail details or layout (Stantec)
- Site Grading/Drainage Plans and related details (Robinson Engineering)
- Architecture/structural (TBD)
- Electrical engineering (TBD)
- Signage (TBD)

PROJECT SCOPE:

Lakota will perform the following tasks/responsibilities for all Phases as outlined below:

PHASE 1: REFINED SCHEMATIC DESIGN

Task 1.1: Preliminary Schematic Site/Landscape Design

Starting from the preferred design, refine the overall site and landscape plan, including refinements to the ice ribbon and rink (alignment only), plaza, water features, artificial lawn areas, interface with the North Street Festival Street, and key specialty gathering areas and garden spaces. *It is assumed that we will be provided a detailed topographic survey for the study area from the Village's civil engineering consultant.*

Task 1.2: Preliminary Site Elements, Products, and Materials Palette

Develop a preliminary Site Elements, Products, and Materials Palette, including hardscape, site furniture, and lighting options. This will be refined from what has been developed and approved to date.

Task 1.3: Develop Cost Opinion and Phasing Plan

Task 1.4: Team Review Meetings with Team

Present Preliminary Schematic site/landscape options, Planting Palette, Site Element Materials Palette, and costs in meeting(s) with the Village of Tinley Park. Refine schematic plan direction after meeting(s). This phase includes 4 meetings.

PHASE 2: DESIGN DEVELOPMENT

Task 2.1: Field Verification

Visit the site as needed to confirm site topographic survey and refine site/landscape design.

Task 2.2: Refine and Finalize Design

Based on Village comments, the Lakota team will further refine the size, horizontal and vertical geometry, structure, materials and finish, as appropriate for the proposed improvements. The team will develop more detailed landscape plans, site grading, site lighting, architectural features, and details/material choices for specific site elements. Drawings will include dimensions and quantities to the site features and provide a basis for establishing a more detailed estimate of construction costs, which will also be prepared as part of this task.

Task 2.3: Refine Cost Opinion

Based on refinement and design development plans, refine the cost opinions for the overall project.

Task 2.4: Coordinate with Product Manufacturers

Coordinate with ice, water feature, turf, and other product and equipment manufacturers to further the site design and provide options and details.

Task 2.5: Progress Review Meetings

During the Design Development Phase, the Lakota team will conduct six (6) working meetings with Team and Village representatives to review progress and design direction/budgets at the 75% and 100% design development milestones. Revisions will be made based on comments. This phase includes 6 meetings.

Task 2.6: Design Development Package

Submit Design Development set, outline specifications, preliminary plant lists, materials palette, product data, cost opinions, and quantities to the Village for review and approval prior to initiating the Construction Document and Specifications Phase.

PHASE 3: CONSTRUCTION DOCUMENTATION

Task 3.1: Field Verification

Visit the site as needed to refine site/landscape design.

Task 3.2: Team Coordination Meeting

Meet with the Team to further refine details of the site/landscape plan, specific site elements, and refine planting design/palette. Further identify specific landscape and site issues involving plant material, hardscape, and site features. This includes coordination with Robinson Engineering.

Task 3.3: Graphic Documentation

Develop Graphic Construction Documents for site and all focus areas. Several drawings will be prepared which address all site element locations, sizes, and quantities. The Construction Documents will be used to bid and construct improvements and will include:

1. Cover Sheet, notes, legend
2. Existing Conditions Plans
3. Site Preparation and Removals Plans
4. Tree Preservation Plan (as needed)
5. Stormwater Pollution Prevention Plans (SWPPP)
6. Grading and Drainage Plans and related details
7. Site Utility/Street/Foundation Plans and related details

8. Site Electrical/Lighting Plans and related details.
9. Layout and Materials Plans and related details
10. Site Enlargement Plans and related details
11. Landscape Plans and Planting Schedule and related details
12. Site Construction Details

Plans, sketches, elevations, and sections will be prepared to further define the character of individual elements such as, but not limited to:

- Ice rink / ribbon
- Interactive Water Features
- Stage Structure
- Prefabricated Structures (e.g., concession stand, storage structure, overhead shade structure)

Task 3.3: Specifications and Documentation

The Lakota team will develop written Specifications and Documentation that will be used to bid and construct the improvements. These specifications will include general and supplementary conditions and technical specifications.

Task 3.4: Refined Cost Opinions

Revise Construction Cost Opinions to reflect any adjustments to Final Construction Documents.

Task 3.5: Team/Village Coordination Meetings

Meet with Team and Village to present final plans, sketches, and costs at the 50% and 100% milestones. This phase includes 2 meetings.

Task 3.6: Internal Quality Management Review

Task 3.7: Construction Submittals/Village Review (as necessary)

Submit Final Construction Document set to Village for review (as necessary).

Task 3.8: Final Construction Document Revisions

Make revisions based on Team and Village input.

Prepare minor revisions to Final Site Plan prior to any resubmission to Village. Minor revisions to Final Plans and detail drawings are included as part of this work scope and fee proposal. *Substantial changes to the general design intent, site plan, or its related elements/features shall be considered outside of the work scope of this proposal. Lakota will be pleased to provide a more specific fee estimate/proposal for any additional services as requested by the Village as determined necessary due to project conditions.*

PHASE 4: PERMITTING AND BID ASSISTANCE

The goal of Permitting and Bid Assistance is to help package and distribute construction drawing sets and specifications to selected contractors for pricing. Bids will be reviewed, assessed, and clarified with the Village to assist in the selection of a contractor(s). Time tables and schedules for construction will be established with selected contractors.

- Meet with Village and Design Team to review construction set.
- Coordinate with Village to distribute bidding documents and prepare legal notice to publicize bid.
- Issue addenda as appropriate to interpret, clarify, or expand the construction documents.
- Recommend reputable contractors for consideration.
- Attend and facilitate a pre-bid meeting.

- Attend bid opening and record results.
- Prepare bid tabulation spreadsheet.
- Perform reference checks for the apparent low bidder's references.
- Issue a bid results summary letter.
- Attend Village Board meeting to present bid package and award.

PHASE 5: CONSTRUCTION ADMINISTRATION, OBSERVATION, AND CLOSE-OUT

The goal of Construction Observation and Administration is to provide on-site review and observation of site/landscape construction related to the target area landscape construction package and related specifications to observe that the plan intent is adhered to by the selected contractor(s).

▪ ADMINISTRATION

- Assist in preparation of an Owner / Contractor Agreement.
- Conduct a pre-construction meeting with Client and contractor to review:
 - Contractor mobilization and staging
 - Contractor schedules
 - Contractor submittals
 - Responsibilities
 - Communications
 - Payment procedures
- Provide interpretations and clarifications for the construction documents as needed.
- Review and approve submittals, including samples of materials and shop drawings, and assess change order requests.
- Review and respond to contractor's requests for information.
- Review contractor's request for payments.
- Review testing procedures and data provided by independent testing services.

▪ OBSERVATION

- Provide on-site observation of site construction. Visit site at intervals appropriate to the stage of site/landscape construction to review construction methods (Assumes a total of 12 site visits).
- Make visits to plant nurseries located by landscape contractor to approve selected plant materials (Assumes 2 visits).
- Make written reports regarding site construction progress.

▪ CLOSE-OUT

- Conduct a final on-site observation/inspection of site construction with Village.
- Prepare a final punch list prior to final acceptance of job.
- Review contract close-out submittals including, but not limited to:
 - Operating and maintenance manuals
 - As-built record drawings
 - Labor and material lien waivers
 - Payment applications
- Establish final acceptance.
- Prepare final payment recommendations regarding the contractor's request for acceptance of substantially or finally completed work.

The Lakota Group will manage the performance of our own work through the term of the contract by providing General Project Administration. This includes, but is not limited to:

▪ COMMUNICATIONS

- Coordinate and prepare for meetings and summarize highlights from each meeting.
- Attend public forums identified.
- Collect and disseminate communications from subconsultants and other parties.

- Coordinate regularly with Client representative.
- **SCHEDULES**
 - Create, update, and distribute project timelines.
 - Coordinate subconsultants.
- **STAFFING**
 - Select and assign staff members and subconsultants to appropriate tasks and services.
 - Prepare and administer subconsultant agreements.

PROJECT SCHEDULE:

It is our understanding that project implementation for Phase 1 - North Street improvements and ancillary components of Phase 1A will commence in the Spring 2019 construction season. Final construction sequencing will occur over one or more seasons based on final plaza plan direction, budget parameters, and adjacent development planning.

Phase 1 Schematic Design work scope will commence upon execution of this contract and be coordinated with other consulting team members. It is our expectation that working Phase 1 documents will be completed and in for permit by late Fall of 2018.

PROJECT TERMS:

The above services will be provided on an hourly rate basis with a not to exceed fee of **\$180,000** per the firm's current rates, based on the current estimated Harmony Square budget of \$8 million for the preferred plan, plus reimbursable expenses. Exhibit A highlights estimated professional fee ranges for potential sub-consultants

Total Estimated Fees are as follows:

Professional Fees by Expertise:	
The Lakota Group:	\$180,000
<u>Expenses:</u>	<u>\$ 9,000</u>
Total:	\$189,000

Any additional services requested of Lakota beyond those listed above will be conducted on an hourly basis and billed according to Lakota's current billing rates. If requested, a fee estimate will be provided for a task or an assignment based on a defined work scope.

Lakota Billing Rates (2018):

Principal	\$265
Associate Principal	\$235
Vice President	\$210
Senior Associate	\$185
Project Planner/Designer/Manager	\$160
Planner/Urban Designer/Landscape Architect	\$120 - \$130
Research/Operations Staff	\$90

Reimbursable expenses will be billed at 1.1 times direct expense to cover administration and will include:

- **Travel** for field work/site visits to review landscape installation
- **Delivery** (postage/messenger/express)

- *Copying/Reproduction*
- *Computer Plots*
- *Long Distance Communication*
- *Renderings/3D Models (if requested by client)*
- *Miscellaneous (municipal documents, special reports, data)*

ADDITIONAL TERMS

This proposal does not include the following tasks:

- Irrigation design (by others)
- Property or legal surveys (by surveyor)
- Professional 3D marketing renderings/illustrations (additional services, if requested)
- Geotechnical testing services (by others)

Professional fees and expenses will be billed monthly for work completed.

Either party may terminate this agreement 15 days after written notice. Lakota shall be compensated for all services performed up to this date.

Please indicate acceptance of this agreement by signing one copy and returning it to our office listed above. Lakota will begin work after receiving written authorization to proceed via fax, mail or email.

The Lakota Group appreciates the opportunity to provide The Village of Tinley Park with Professional Design Services.


 Scott Freres, PLA, ASLA
 Principal
 The Lakota Group

 Signature

 Printed Name

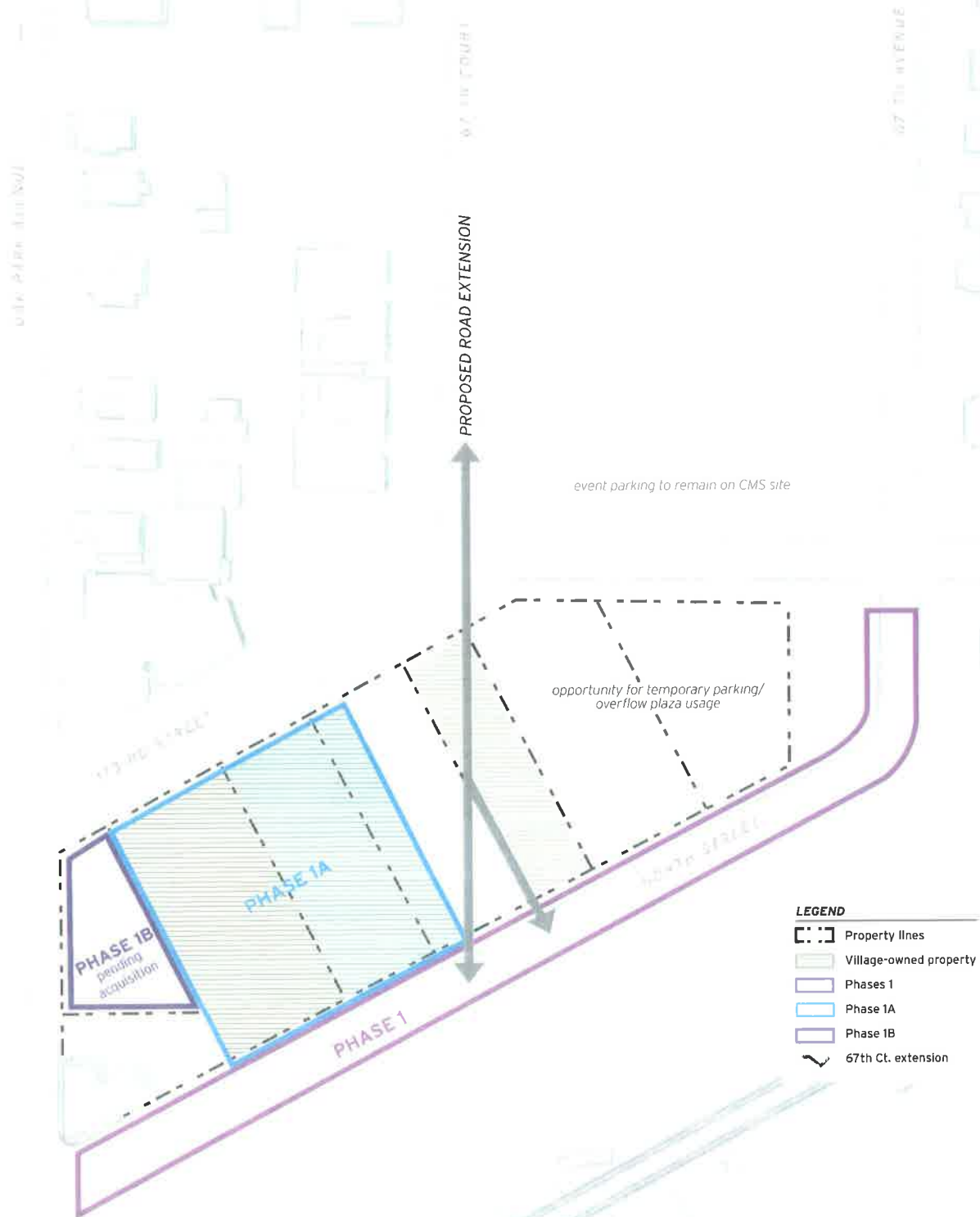
 Title

 Date

EXHIBIT A

In addition to civil engineering services, it is anticipated that we may need to engage the following services as subconsultants for this project, depending on the design direction. Estimated ranges for these services are listed below:

Ice Rink / Ribbon Engineering:	\$150,000 - \$180,000
Water Feature Design/Engineering:	\$20,000 - \$30,000
AV / Specialty Engineering:	\$20,000 - \$25,000
Lighting / Electrical Engineering:	\$30,000 - \$50,000
Architect / Structural:	\$40,000 - \$50,000
<hr/>	
Total	\$260,000 - \$335,000



DRAFT
April 19, 2018

STAGE
800 SF

CONCESSION
STAND

BOSQUE

PLANTER BEDS
WITH ORNAMENTAL
VEGETATION

SPLASH PAD
2,000 SF

TERRACES
1,370 SF

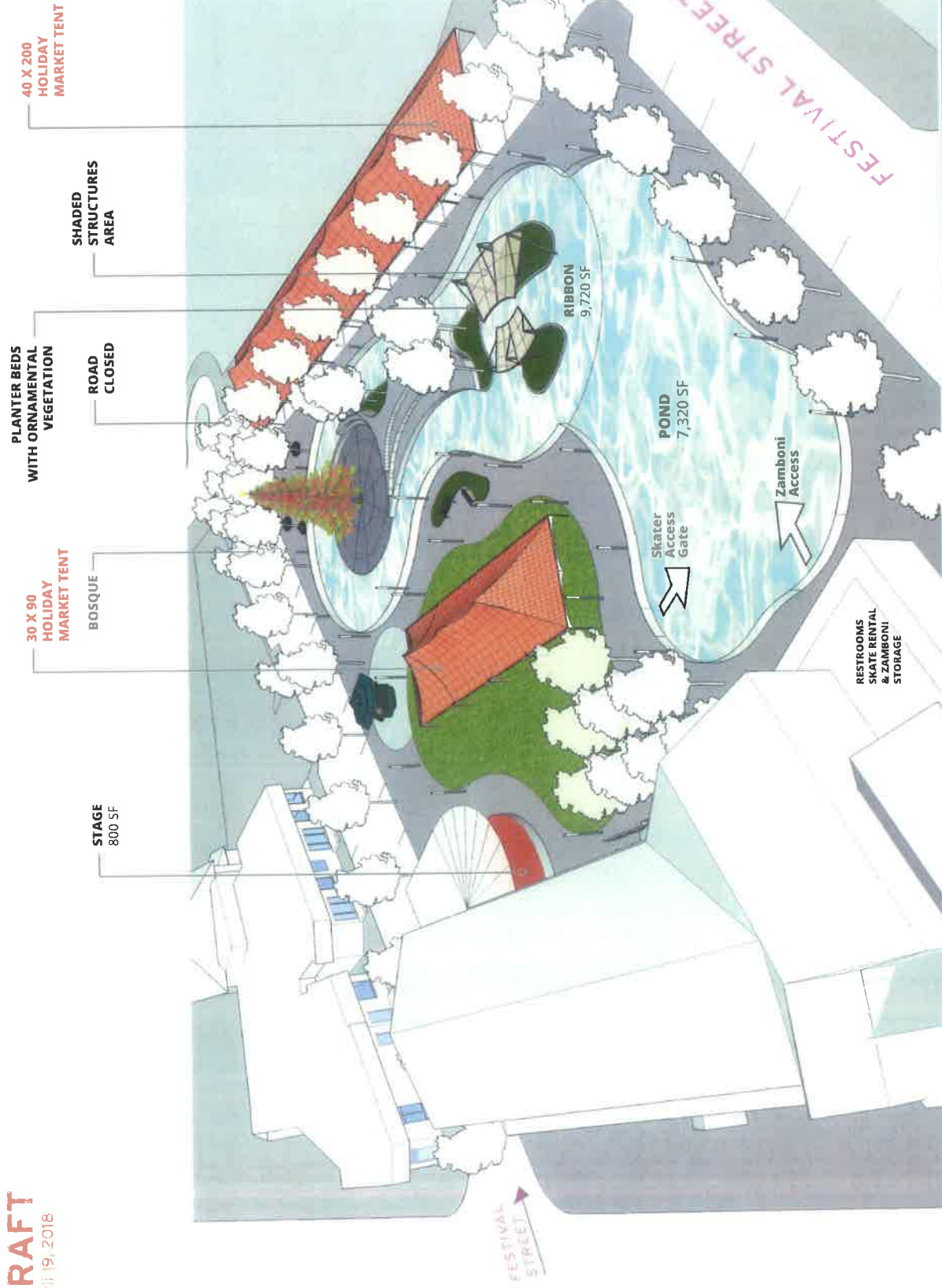
SHADED
STRUCTURES
AREA





DRAFT

April 19, 2018





BUSINESS PLAN

116 West Illinois Street
Floor 7
Chicago, Illinois 60654
p 312.467.5445
f 312.467.5484
thelakotagroup.com

DATE: June 15, 2018

STAFFING AND OPERATIONS

Staffing

To adequately manage a year-round venue with 250+ days of programming, we would recommend that in addition to the Marketing Director and Special Events Coordinators, that (2) 30 hour per week positions be added to work on-site during days that Harmony Square is actively programmed. Additionally, to manage the volume of events, it is also recommended that a "Harmony Square Squad" Program be established to recruit volunteers to assist at events as well. This is a great way to engage the local community, generate word-of-mouth buzz about your venue and to build community buy-in for Harmony Square. Executing 250+ days of programming is a very ambitious schedule to meet and this effort will not be successful unless it is given adequate staff and volunteer support from the start.

In addition to establishing two new staffing positions and a volunteer base, a staffing plan should outline and establish clear roles and responsibilities for the Marketing Director and Special Events Coordinator as it relates to Harmony Square. Mears Park in St. Paul Minnesota is a 2.0-acre park with performance pavilion, plaza, terraced stream water feature, site furnishes and lawn owned and operated by the City of St. Paul and funded through the City Parks Department General Appropriations.

Another consideration for operations, would be allowing the plaza to fall under the operations of a non- or for-profit organization, and utilize Village staff for marketing and support. Examples of downtown plazas and parks operated in this manner include Campus Martius Park in Detroit (1.6 acres) and Discovery Green in Houston (12.0 acres). These two plazas sit atop land owned by the city, but are both operated and managed by non-profit organizations. In Houston, the City has established a "local government corporation" specifically for the parks as the development arm of the city. This sort of operational setup dictates how the plaza is funded as well. Campus Martius is operationally funded through private funding while Discovery Green is funded through a City maintenance stipend of \$750,000 per year with the remaining operational funding coming from fundraising and enterprise revenue.

Security

There will be need for security on all days, whether programmed or not. As the venue grows in popularity, the level of security needed will increase. At this point, the Village has not approached the Police Department to gauge their level of interest and/or capacity to take on this task and to give an estimated cost to provide services. The Marketing Director should review this document and the plan itself with the Police Department to confirm the most appropriate security approach. In our experience, it would be valuable for the Police Department to have at least a courtesy look prior to any final decisions being made so they can weigh in on any programming concerns they might have before any events are presented in a public forum.

If the Police Department does not have interest or capacity to take on security of this venue, then a third-party security provider must be contracted for actual event days. Perhaps a hybrid model of local police support during daily, normal activities and increase private security during event days. In either case, a budget number for these services must be accounted for in the overall operations budget.

Planning
Urban Design
Landscape Architecture
Historic Preservation
Community Engagement

MARKETING

Initial Marketing Campaign

While the big event will be the opening day of Harmony Square, the marketing of the project and venue should begin the day of the official groundbreaking.

Groundbreaking Event

1. Start reinforcing the brand early with branded hardhats.
2. Transform the shovel handles into a guitar head and tuning pegs.
3. Print 24 x 36 boards of all elements of Harmony Square for the media to see.
4. Create media kits with branded flash drive that includes media release and renderings.
5. Have the groundbreaking kicked-off by local marching band or another home-grown musical team.
6. Have post-groundbreaking reception downtown with all music-themed foods.
7. Coordinate newspaper article / press release and public radio appearances.

Marketing - Between Groundbreaking and Opening Day

1. Identify key milestones during the construction; create press releases and social media posts for each.
2. Take photos every week and post on social media - people love to see progress. Consider a live-stream of the groundbreaking and even live-streaming construction so people can stay up-to-date on the plaza's progress.
3. Once you have a firm date for opening day, start a countdown 30 days out and each day showcase on the website and social media sites a different thing you can do every day at Harmony Square, both active and passive activities. This will reinforce the messaging that there is always something to do at Harmony Square.

Media fam tour

1. About a week prior to opening day, schedule a media fam tour.
2. The event should include a complete tour of all elements of the venue.
3. It should conclude with lunch or appetizers at a local restaurant where media can ask questions about the project.
4. All media should leave with a media kit and a piece of branded Harmony Square merchandise.

Opening Day

1. Schedule the opening on a Saturday so that the entire community can be a part of the grand opening.
2. Get branded ribbon for the official ribbon cutting; cut pieces for visitors to take as a remembrance of the day.
3. Schedule opening day on one of the major event days, or create a standalone event.
4. Pack as much music as is possible into that one day - this is their first experience at Harmony Square and the goal is to start generating that all-important word-of-mouth advertising this day.

Ongoing Marketing Strategy

Website

While the existing village of Tinley Park website currently houses all the special event information, it is important to establish and reinforce the brand of Harmony Square. To that end, it is recommended that a domain name such as www.harmony-square.com or www.harmonysquaretinleypark.com be obtained. This domain name can then be integrated into the existing village of Tinley Park website for the short term, to avoid any up-front investment costs.

in a new website. It will also help to avoid any confusion as the community is accustomed to locating their event information on this website.

In the long-term, it would be advisable, once the Harmony Square brand is established, to create a stand-alone website. This will make it clearer, from a communications standpoint, and will also allow for full social media and sales platform integrations without confusion of message with the village of Tinley Park. It will also support the future addition of the indoor music venue in conjunction with Harmony Square.

Social Media (requires a dedicated staffer)

Social media will be the primary driver of visitors to Harmony Square. Usernames should be obtained for all primary social media platforms, regardless if you will use them immediately, to ensure that third-parties cannot reserve them and use them as their own information pages about your venue. Recommended social media platforms include Facebook, Instagram and snapchat.

While twitter is losing its market share and is not recommended as a primary social media platform for Harmony Square, you should still reserve the username.

For an effective social media campaign, posts must be created daily and should be tailored to the individual platforms:

Facebook

Facebook is the platform where people get information, find out what's happening in their community and buy products. Facebook events should be created for all Harmony Square events within 6 weeks of their start date. Once created, the events should be re-shared by the primary page on a weekly basis. When an event is happening, the page should go live from the event to show everyone what's happening. Live videos are the primary type of media that is being consumed by Facebook users at a breakneck pace and that trend is not going to change. Any opportunity to add live video to your page will be a win with your fans. Once an event has concluded, photos of the event should be posted. This is another way to (1) document your event, (2) drive traffic to your page, and (3) serve as the final piece for each event's marketing campaign.

Instagram

Harmony Square was made for Instagram. Highly visual, documenting life happening around us, Instagram will become a great marketing tool for Harmony Square. Unlike Facebook, this is not where people go to find out what time the concert starts, but rather to engage with the brand. 1-2 posts per day is enough to make sure that your brand is present, but it's not enough to hit those high engagement numbers. When posting a photo, don't post the big sweeping shots of the concert with the sea of people. Instead, get the close-up of the band in the foreground, the crowd blurred in the background. Or instead of the wide shot of all the trick-or-treaters at boo bash, focus on one or two listening intently at witch's storytime. Don't think about documenting the event, try telling a story.

And speaking of storytelling, two more Instagram tools to use for the marketing strategy - Instagram stories and microblogging. Instagram stories are a way to give users a quick view of what's happening right now through photos, videos, boomerangs and even going live. It's highly engaging and will leave followers wanting more. As for microblogging, it's not as cumbersome as it might sound. Instead of just posting the name of the event, write a paragraph giving background of the entertainer, maybe some history about the event, fun or curious facts, anything that will make people stop and read. By taking the time to write a few sentences more, your engagement numbers will increase by almost double.

And then there are hashtags. Develop a series of hashtags that will be included on every single post. For instance, a standard string could be #harmonysquare #tinleypark #lifeamplified

For additional hashtags, add the event name, the musical genre, the instruments being played, etc. The ideal number of hashtags per post is 11. Why hashtag? People can search by hashtag, and many times find and interact with brands that they didn't even know existed.

Snapchat

Snapchat is a great way to engage a younger demographic with cool posts and videos. Snapchat users are loyal to the brands they follow. The easiest way to engage followers is by the creation of a snapchat filter. It's easy to create and the cost is minimal, but it gives your visitors the opportunity to post snaps using your custom filter (that should include the Harmony Square logo). Additional money can be spent on geofilters (filters based on a specific duration and geographic designation) and should be considered for some the major events once the Harmony Square brand is well-established.

Printed Marketing Materials

While digital strategies will serve as the foundation of the Harmony Square marketing effort, printed materials are still desired by the community at large. The creation of several printed pieces is recommended:

Annual Harmony Square Guide

A printed booklet that will include all major events, as well as advertising opportunities for local retailers and restaurants and added value ads for major sponsors. The guide could also include a layout of the square, list of passive programming events, social media sites and contact information. The guide could be produced annually and distributed through the village, chamber, downtown businesses, local hotels, train stations and more.



Bi-Monthly Event Flyer

With the volume of programming at Harmony Square, it is advised that a schedule of events be created and distributed every other month. In printed format, it can be distributed through the village, chamber, downtown businesses, local hotels, train stations and more. The digital format can be used on the website and on social media channels

Event Posters

Major events (multi-day or month-long events) should have their own event posters than can be distributed to downtown businesses. Additionally, small light pole banners could be created to help drive awareness and traffic to select major event.



Plaza Event Signage/Kiosk

On-site signage is key for Harmony Square. It helps the visitors that are already there know what is happening next. It also assists the person attending yoga in the park to know what is coming up next weekend. With the volume of events, the signboard should have a changeable panel that is changed every other month. The same graphic used on the signboard should be duplicated on the website, social media channels and a hard copy version.

If possible, adding a weatherproof compartment would create another location for placement of the annual Harmony Square event guide. An electronic, Village-programmable kiosk would be the most effective and efficient kiosk tool but will require potential sign ordinance variations. See example kiosk below.



Branded Merchandise

With the popularity of Harmony Square, it is only a matter of time before branded merchandise could be a possibility. Wearables can also become an additional source of revenue for the venue.

Before diving in, test the waters with some logo giveaways at events (guitar keychains, branded earbuds, etc.) Then move on to smaller items such as water bottles, coolers and picnic blankets. Focus on items that relate back to the brand and the venue. Wearables are a natural want and require a significant initial investment for the adequate stock and size run. There are companies that will stock and fulfil orders in house for a percentage of sales. A great logo and design will drive "want-sales."

PROGRAMMING

Overview

The program offerings allow people to engage on their own level with Harmony Square. Whether they want to catch every concert all summer long, or just watch their grandkids play in the Splash Pad, Harmony Square will be exactly that, a place where people can find their harmony or balance. The list of active programming includes a variety of events that will appeal to a wide range of audiences, using the flexible layout of the space to create memorable unique events that will do more than engage. They will immerse the visitor in an experience that offers memory making moments every time they come to Harmony Square. It is third place. It is experiential. It is their place.

Movies in the Plaza

Weekly movie in Harmony Square. Village already owns screen & projector and will utilize on-site sound system. Expenditures include weekly movie license, pre-show materials/giveaways and marketing. Revenue from weekly food vendor fees and/or movie sponsors.

Taste of Tinley Park/Food Fair

Includes live music/entertainment, food booths and cook-off competition (cuisine TBD). Expenditures for entertainment, rental items, signage, health department licensing and marketing. Revenue from food vendor fees and event sponsors.

Fall Festival

Elements could include Downtown Trick-or-Treat and Costume Parade; Halloween Treat Stations around Harmony Square; Live Entertainment; Halloween Outdoor Movie in the Square. Expenditures for treats, signage, entertainment, movie licensing & pre-show materials and marketing. Revenue from food vendors & event sponsors.

Art Fair

In addition to artists market, elements could include live entertainment, live art creation, art classes on the lawn and food vendors. Could take a new spin and make it a Maker Faire or Vintage Market. Expenditures are for rentals, entertainment and marketing. Revenue is from vendor fees. This could be a one-time event or a rotating "gallery without walls" where art and sculpture rotates seasonally.

Holiday Lights Show

The range of light show is vast - Laser Light - \$15,000 - \$20,000 nightly (through third-party; Projection Show - \$50,000 to \$100,000 (cost to own plus yearly maintenance) or traditional Christmas light show (\$50,000+ depending on number of surfaces covered (cost to own plus ongoing maintenance and yearly replacement lights). It was mentioned that the Village has a source that does projection lighting.

Disney Musicals (Movie or Live Performance)

To show Disney Movies, a license must be obtained and will cost approximately \$550 - \$650 depending on the movie selected. Also, Disney changes their restrictions on when movies can be shown depending on the titles available and what Disney movies are currently in theatres. They have also been known to restrict availability on the number of Disney titles that can be shown at a single venue. It would be recommended to keep with a tight timeline, 4-6 weeks if you want the best chance at a consistent line-up of Disney titles.

To produce/perform a Disney Musical, you must purchase a license from MTIShows.com. The license cost varies on several factors including number of performances, number of attendees and if tickets will be sold. The maximum duration for a performance license is 4 weeks. Assuming that it will be a free show, the range for the license varies, depending on title, from \$2,200 - 2,900 for 1 weekly performance for 4 weeks to \$2,500 - \$3,400 for 2 weekly performances for 4 weeks. If tickets are sold, the license cost increases approximately 50%.

New Interactive Music Event (Name TBD)

A hands-on, get on out there and awaken the music inside you kind of event. Live music, hands on classes, interactive al fresco dance classes, buskers, kids' music making area, etc., plus great food and drink. The sky would be the limit as you bring all types of music to Harmony Square for those from 4 to 104 and everything in between. Expenditures include temporary dance floor, live entertainment, kids' activities, signage, rental items and marketing. Revenues include food vendors and sponsors of the overall event and specific event elements.

Music Genre Nights

Selecting a different musical genre for each week and broadcasting that genre through the sound system. Can be eventually expanded to include live entertainment each week. Can help to fill in days where programming is light, but still reinforces the Harmony Square brand.

Drum Circles/Yoga in the Park

Interactive wellness and mindfulness classes are extremely popular and a great way to program the space in the morning/early afternoon hours. Rather than creating your own classes and opportunities, it would be advised to partner with local studios that already have classes and work with them to add a weekly session for the spring/summer season at Harmony Square. The expenditures will vary depending on the instructor and if they will ask for a stipend to offset the cost of creating the new class.

Marching Bands/Student Compositions/Dance Recitals

By broadening the view of this concept, it could evolve into a partnership with the local and regional schools and universities to become a venue where students regularly perform at Harmony Square. Could expand beyond music to include dance recitals, student theatre performances, temporary student art installations, poetry slams, etc. It could prove to be an enormous draw to Harmony Square and a way to promote community buy in for the venue.

Passive Programming

Passive programming activities may include the following:

- Splash Pad
- Ice Rink / Ribbon
- Sonic Sculptures
- Sound system
- Video Projection
- Interactive Public Art / Gallery without walls
- Outdoor Jukeboxes
- Outdoor Pianos

These activities come with capital and recurring maintenance costs.

MAINTENANCE

Much like security, ongoing maintenance is going to be a key issue for Harmony Square. As year-round attraction, activities including street/sidewalk sweeping, trash removal, restroom maintenance, landscape maintenance, lawn services, electrical issues, snow removal & salting must be done on a regular and consistent basis.

The Marketing Director will need to approach and work with the Department of Public Works to see if this is something they would like to take on and what the estimated costs will be. If they are unable or not interested, then a third-party source must be located. But based on the variety of the projected daily maintenance activities, it is unlikely that a single third-party source could handle all the daily duties required to maintain the venue, so multiple contractors would have to be engaged. As a daily venue it will receive more wear-and-tear than other venues, so it is crucial that Harmony Square be clean and well-maintained at all times.

PROBABLE PARTY RESPONSIBILITIES - DRAFT, for discussion

Maintenance Activities	Tinley Park DPW	Third-party Landscape Contractor	Third-party Event Contractor	Electric, Plumbing, PA
Salting / De-icing	X			
Landscape Maintenance		X		

Street / Sidewalk Sweeping	X			
Trash Removal	X		X	
Restroom Maintenance	X			
Lawn Services		X		
Electrical Issues				X
Event Setup / Clean up			X	

FUNDING MECHANISMS

To create and maintain a successful public space, Harmony Square will require two types of funding: capital funding for development and construction and operational funding for ongoing maintenance, management, and programming. Fortunately for the Village, most of the land is already under Village ownership. Development costs are in progress, and will range between and estimated \$6.0 and \$10.0 million. This estimate will include additional streetscape improvements due to the nature of the plaza program, utilizing streets as overflow plaza areas for large events. On average, downtown destination parks cost an estimated \$229,000 to \$884,000 per acre per year to maintain and program (source: Trust for Public Land) and typically, parks with performance venues require more programming and operations funding. Combining public and private sources serves to be the most successful strategy for these types of projects, and will require collaboration between Village Council, Village Staff, and the private marketplace.

Capital	Operational	Funding Source
General Appropriations		
X	X	Property Tax Levy
X	X	Sales and Use Tax
X	X	Income Tax
Borrowing		
X		General Obligation Bonds: Capital Investment
X		General Obligation Bonds: Voter Referendum
X		Revenue Bonds
Special Taxing Districts		
X	X	Special Assessment Districts
X	X	Special Service Districts / Areas
X	X	Business Improvement Districts
X		Tax Increment Financing
Tax Exactions from Development		

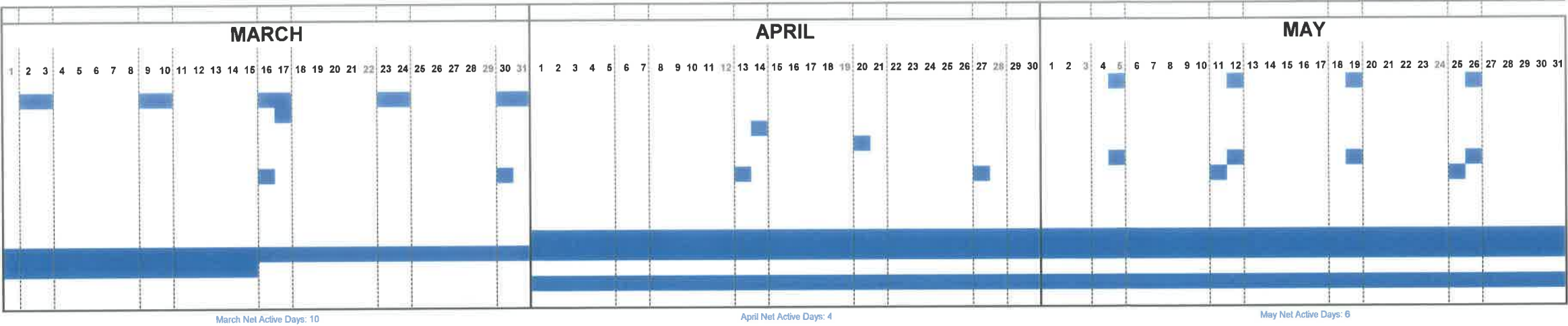
X		Real Estate Transfer Tax
X		Park Dedication Fees (i.e. Impact Fees, Developer Exactions, or System Development Charges)
X	X*	Incentives or Negotiations with Developers
User Fees and Contractual Revenue		
	X	User Fees (parking, etc.)
	X	Concessionaire (concession stand, pushcarts, food trucks, etc.)
	X	Leasing Agreements
	X	Merchandise Sales
	X	Advertising (Corporate Ads on-site, Co-op advertising, program guide ads)
Private Contributions		
X	X	Direct Donations: Funds and Time
X	X	Park Conservancies and Trusts
X	X	Naming Rights and Sponsorships
X	X	Annual Fundraising Event
State & Federal Sources		
X		Capital Investment
X		Lottery Proceeds
X		Land and Water Conservation Fund

Source: Trust for Public Land

2019
SPRING (MARCH-MAY)

Program	Occurance	Program Days
Active Programs and Events		
Outdoor Farmer's Market	weekly	4
Carraige Rides	weekly	10
Irish Parad	one-time	1
Photos with Bunny	one-time	1
Bridal Showcase	one-time	1
Drum Circles / Yoga in the Park	weekly	4
Garden / Flower Walks	bi-weekly	6
Total ACTIVE events		27

Passive Programs and Events		
Splash Pad	ongoing	61
Spring Public Art	ongoing	92
Skating Ribbon (end of season)	seasonal	15
Roller Skating / Scooters in Skating Ribbon	seasonal	61
Total PASSIVE events		229



COMMENTS FROM THE PUBLIC

ADJOURNMENT