

MEETING NOTICE
VILLAGE OF TINLEY PARK
MEETING OF THE COMMITTEE OF THE WHOLE

NOTICE IS HEREBY GIVEN that a Committee of the Whole Meeting of the Village of Tinley Park, Cook and Will Counties, Illinois will be held on Tuesday, February 26, 2019, 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 COMMITTEE OF THE WHOLE MEETINGS HELD ON FEBRUARY 5, 2019.
3. REVIEW 2020 FISCAL YEAR BUDGET.
4. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION
VILLAGE CLERK

MINUTES
Committee of the Whole
February 5, 2019 – 6:30 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

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

Members Absent: M. Glotz, Village Trustee

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

Staff Present: D. Niemeyer, Village Manager
P. Carr, Assistant Village Attorney
M. Walsh, Police Chief
B. Bettenhausen, Village Treasurer
M. Zonsius, Assistant Village Treasurer
R. Gibson, Senior Accountant
E. Scholz, Senior Accountant
P. Wallrich, Interim Community Development Director
D. Framke, Marketing Director
L. Valley, Executive Assistant to the Manager and Trustees
L. Godette, Deputy Village Clerk
L. Carollo, Commission/Committee Secretary

Item #1 - The meeting of the Committee of the Whole was called to order at 6:33 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON NOVEMBER 20, 2018 – Motion was made by Trustee Pannitto, seconded by Trustee Berg, to approve the minutes of the Committee of the Whole meeting held on November 20, 2018. Vote by voice call. President Pro-Tem Younker declared the motion carried.

Item #3 – RECEIVE PRESENTATION OF AUDIT - Anthony Cerini from Sikich LLP, the Village's auditors, provided a presentation on the Comprehensive Annual Financial Report (CAFR) for fiscal year ending April 30, 2018. Mr. Cerini stated the CAFR goes well above and beyond the minimum reporting requirements. A total of 12 reports were generated from the audit, including the CAFR, in which Mr. Cerini focused his presentation. Section 1 of the CAFR includes the Letter of Transmittal, which is a summary of the overall fiscal year. Mr. Cerini congratulated the Village on the Certificate of Achievement for Excellence in Financial Reporting for fiscal year end April 30, 2017. This certificate is awarded by the Government Finance Officers Association (GFOA), certifying the Village's CAFR financial reporting exceeds the minimum reporting requirements and financial reports were disclosed with full transparency to the taxpayers and residents. Section 2 of the CAFR includes the Independent Auditor's Report, outlining the Village management's responsibility and the auditor's responsibility, along

with the auditor's opinions. The Independent Auditor's Report states that Sikich LLP has issued a clean and unmodified opinion in the Village's financial statements as of fiscal year ending April 2018, which is the highest level of assurance the auditors can provide that the financial statements are fairly presented. Section 2 also includes the Management's Discussion and Analysis. Basic Financial Statements, which include Net Position, Statement of Activities and Governmental Funds are located in Section 3 and lastly Illinois Municipal Retirement Fund (IMRF) and Police Pension Fund. Regarding the Police Pension Fund, Mr. Cerini stated a good funded status overall; however, total pension liability increased to 2% from the previous year. Trustee Curran asked if the increase was due to more retirements than in previous years. Mr. Cerini stated it was due to a variety of factors including retirements, rate of projected salary increase and actual salary increase as well as other demographic assumptions.

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

Item #4 – DISCUSS MGP SERVICE PROVIDER AGREEMENT – GIS CONSORTIUM – In December 2011, The Village entered into an agreement to join a Geographic Information System (GIS) consortium with 17 other communities, which has since expanded to 34 communities. As part of the consortium, the GIS service provider, Municipal GIS Partners (MGP), needs to be approved by the Village Board on an annual basis.

The Committee of the Whole was provided the 2015 contract for reference and annual renewal agreement with MGP. The current agreement will expire on April 30, 2019, which coincides with the Village's fiscal year.

Cost of the renewal agreement will not exceed the amount of \$203,420.55. Funding in the amount of \$262,000 is available for the FY 20/21 budget.

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

Motion was made by Trustee Berg, seconded by Trustee Pannitto, to recommend a renewal agreement with Municipal GIS Partners be placed on the agenda for the next available Village Board meeting for approval. Vote by voice. President Pro-Tem Younker declared the motion carried.

Item #5 – DISCUSS VEHICLE STICKER PROGRAM – Currently, the Village requires residents and businesses to display a vehicle sticker on each registered vehicle. In 2013, revenues from this program exceeded \$780,000, however, they have been on a decline since primarily a large number of residents are eligible for the senior sticker rates. While this revenue source funds the Village's Pavement Management Program (PMP), I.T. and the Clerk's office spend a considerable amount of time annually administering the program; staff time and material costs are estimated to be about \$75,000. The vehicle sticker program potential options to consider include:

- Maintain status quo and continue to administer the program as is - The program is believed to cost the Village approximately \$75,000, including material costs and staff time over a period of four (4) months.
- Outsource most of the functions - Third Millennium quoted the Village \$34,880, which includes software, implementation, annual maintenance, mailings, Secretary of State data management and

online payment hosting. The Clerk's Office staff would still handle much of the processing, but time would be saved in the I.T. Department in relation to data processing and list management.

- Eliminate the program and replace with another revenue source - Revenue generated from the vehicle sticker program supports the annual Pavement Management Program (PMP). Elimination of vehicle stickers would require another revenue source to raise approximately \$700,000 annually. A survey of other municipalities shows that in many instances where no vehicle sticker program is administered utility taxes are imposed. The most common utility taxes imposed are electricity, natural gas and telecommunications. Utility taxes are paid by businesses in addition to homeowners and administrative costs involved are typically reduced.

If a decision is made to eliminate the vehicle sticker program, staff recommends transitioning in the year 2020. The Village Board would then be able to more clearly assess the various revenue options discussed above.

President Pro-Tem Younker asked if the Committee of the Whole had any questions or comments. Trustee Curran asked if a decision could be expected by end of summer and P. Carr, Assistant Village Manager agreed with that timeframe as it would be reasonable to resume discussion without time constraints.

Item #6 – RECEIVE COMMENTS FROM THE PUBLIC - No comments from the public.

ADJOURNMENT

Motion was made by Trustee Pannitto, seconded by Trustee Berg, to adjourn this meeting of the Committee of the Whole. Vote by voice call. President Pro-Tem Younker declared the motion carried and adjourned the meeting at 6:50 p.m.

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Interoffice Memo

Date: February 15, 2019

To: Committee of the Whole

From: David Niemeyer, Village Manager

Subject: Committee of the Whole Budget Meeting

The Committee of the Whole Budget Review Meeting is scheduled for Tuesday, February 26, 2019 at 6:00pm and will continue on Tuesday, March 12, 2019 at 6:00pm. The meeting will kick off with an overview of the budget by the Village Manager and Treasurer. Department Heads will then present, according to the schedule below, an overview of the major budget changes for 2019-20 Fiscal Year followed by questions.

February 26			
Department	Committee	Chair	Staff
Public Works	Public Works	Trustee Younker	Kevin Workowski
Marketing	Econ. Dev. & Marketing	Trustee Berg	Donna Framke
Economic Development	Econ. Dev. & Marketing	Trustee Berg	Paula Wallrich
Community Development	Community Development	Trustee Glotz	Paula Wallrich
Commissions			
Mgr's Office/I.T./HR	Admin & Legal	Trustee Pannitto	David Niemeyer/Pat Carr
Mayor's Office	Admin & Legal	Trustee Pannitto	David Niemeyer
Clerk's Office	Admin & Legal	Trustee Pannitto	Clerk Thirion
Finance	Finance	Trustee Curran	Brad Bettenhausen
TIF	Finance	Trustee Curran	Brad Bettenhausen
Other Funds	Finance	Trustee Curran	Brad Bettenhausen
March 12			
911*	Public Safety	Trustee Brady	Pat Carr
Police	Public Safety	Trustee Brady	Chief Walsh
Fire (including Pay Plan)	Public Safety	Trustee Brady	Chief Reeder
Wrap Up			

Please remember to bring your Budget Binders with you.



**PUBLIC
COMMENT**

ADJOURNMENT