

MINUTES
Committee of the Whole
March 10, 2020 – 6:00 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Members Present: M. Glotz, President Pro-Tem
K. Thirion, Village Clerk
C. Berg, Village Trustee (Arrived at 6:10 p.m.)
W. Brady, Village Trustee
W. Brennan, Village Trustee
D. Galante, Village Trustee
M. Mueller, Village Trustee

Members Absent:

Other Board Members Present: J. Vandenberg, Village President (Arrived at 6:47 p.m.)

Staff Present: D. Niemeyer, Village Manager
P. Carr, Assistant Village Manager, EMA/911 Communications Director
M. Walsh, Police Chief
F. Reeder, Fire Chief
D. Riordan, Deputy Fire Chief
B. Bettenhausen, Village Treasurer
A. Brown, Assistant Village Treasurer
J. Urbanski, Assistant Public Works Director
K. Clarke, Community Development Director
D. Framke, Marketing Director
C. Frankenfield, Staff Accountant

Item #1 - The special meeting of the Committee of the Whole was called to order at 6:05 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON MARCH 3, 2020 – Motion was made by President Pro-Tem Glotz, seconded by Trustee Mueller, to approve the minutes of the Committee of the Whole meeting held on March 3, 2020. Vote by voice call. President Pro-Tem Glotz declared the motion carried.

Item #3 – REVIEW 2020 FISCAL YEAR BUDGET – The Committee of the Whole Budget Review Meeting included an overview of the 2021 Fiscal Year Budget and presentations by the Fire Department; Public Works Department; Marketing Department; Community Development; Police Department; EMA/911 Department; Commissions, Manager's Office and Mayor's Office; Information Technology Department, the Clerk's Office and Finance Department.

Andrew Brown, Assistant Village Treasurer, presented an overview of the 2021 Fiscal Year budget (FY budget) A total of \$44,228,920 in capital requests was submitted for FY 2021. For the proposed FY 2021 budget, \$19,971,406 (45.15 percent of the initial requests) has been recommended to be funded. The ability to cash-finance those projects, as has been the long established policy, is predicated on budget capacity. The recommended capital expenditures includes funding the Pavement Management Program (PMP) with a full fiscal year of red light camera and vehicle sticker revenue collection. The elimination of either revenue stream will severely impact the capital funding for the PMP in future years.

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David Niemeyer, Village Manager presented an overview of the Mayor and Trustee fund. Performance measures include maintaining partnerships with intergovernmental agencies, Open Meeting Act (OMA) compliance, and community relations. The Mayor and Trustee fund budget decreased by 37.85% from FY20. The major change to this fund will be to the Executive Assistant to the Mayor position. This position is being moved to the Managers Office fund and retitled Administrative Analyst. The Administrative Analyst will have some of the same duties including the duties of the Village Purchasing Officer. Trustee Glotz asked if the Mayor is eliminating his assistant. He feels that there should be a dedicated assistant to the Mayor and has concerns that without one, current Village employees will be overworked. Mr. Niemeyer clarified that the Mayor stated he would not be filling the position and the new Administrative Analyst position would still be handling many of the same duties. The Administrative Assistant to the Manager and Trustee's will be handling the administrative work, which is currently in practice.

Trustee Mueller stated the realigned responsibilities will be evaluated to be sure there is not an overload of responsibilities.

Trustee Galante does not want to add more employees if the responsibilities can be handled by current staff.

The Assistant to the Mayor position will stay on the organizational chart.

Mr. Niemeyer presented the Office of the Village Manager fund. Highlights include training, and a strategic plan which Management Partners will work on at no cost to the Village. Trustee Mueller noted that there is an increase in the Illinois Municipal Retirement Fund (IMRF). Mr. Brown explained that due to IMRF lowering their interest rate assumption, a larger contribution will be required from the participating municipalities.

Kristin Thirion, Village Clerk, presented the Village Clerk Fund. Noted was decrease in the budget of 35.53% from FY20, due to a reclassification of staff to the finance department. She noted the codification of ordinances would be quarterly as opposed to annual. A capital request was made for OnBase Agenda Citizen Participation Tool.

Trustee Glotz asked if there is a vehicle registration list from the Secretary of State office that could be used to crosscheck vehicles of residents who have not purchased a vehicle sticker. Brad Bettenhausen, Village Treasurer, stated there is, but it takes time to get a clean list as it contains anything that is licensed by the Secretary of State including trailers, boats, etc.

Mr. Brown presented the General Overhead fund. Performance measures included the employee wellness program, employee recognition programs, and review of major contractual services. The budget has a decrease of 5.64% and liability insurances were reduced 20% from FY20.

Mr. Brown presented the Finance Department fund. Performance measures include providing monthly financial reports to department heads and the Village Board, and preparing financial documents that qualify for the Government Finance Officers Association (GFOA) award. The budget has increased 25.99% due to realignment of staff from the Clerk's Office. Capital request include financial software and an enterprise resource system.

Pat Carr, Assistant Village Manager, EMA/911 Communications Director, presented the Information Technology (IT) fund. The personnel costs have increased due to the addition of an IT Manager, and a

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new technician. New capital requests include updates to the cyber security plan, and equipment upgrades and replacement.

Matt Walsh, Police Chief, presented the Police Department fund. Department fundamentals and performance measures were noted, adding that the department was able to fulfill the staffing request from FY20. A request for four (4) spots each, in the three (3) training academies, is requested to keep staffing current, in the event of multiple retirements. The overall budget is up 4.8%, 5.4% of which is salary and benefits. All other requested expenditures are down 1.4%.

Trustee Glotz asked about reducing overtime at the music theater with respect to the amount of time officers are on site, prior to attendees arriving. Chief Walsh will investigate. Trustee Glotz also inquired about the patrol overtime. Chief Walsh explained there were two (2) sergeants and one (1) officer on extended medical leave. Additionally, campaigns including; car burglary, Lock It or Lose It, and distracted driving added to the overtime. Once newly hired officers are released from training, this will help lower those costs.

Trustee Galante asked Chief Walsh if he was comfortable with the number of Police Officers on staff. He stated that while he would like more, the number of officers allotted for in the budget were hired.

Trustee Glotz asked about the benefits of the 3-D Crime Scene Scanner. It was explained that this item was removed as the technology was lacking.

Trustee Galante asked why the 80th Avenue Commuter Lot camera upgrade was removed. It was removed due to budget constraints and Mr. Carr explained that there are new grant funded camera's being installed in the Village. With the savings from the grant, there is a possibility of funding in the camera budget to allow for this replacement. Trustee Brennan asked about repurposing cameras that are being replaced. John Urbanski, Assistant Public Works Director, stated this can be looked into.

Trustee Glotz requested explanation on the replacement of the four (4) Police Interceptor vehicles. Mr. Bettenhausen explained three (3) of the vehicles are included for 3 new hires and one (1) is ongoing fleet replacement.

Forest Reeder, Fire Chief, presented the Fire Department fund Department fundamentals and performance measures were covered. The budget has decreased 1.03%, and commodities reduced 4.22% from FY20. The personnel budget was increased by approximately \$230,000 due to implementation of the step program, from the pay plan, that began in mid-2019. Capital requests include replacement of the entire inventory of breathing apparatus as they have reached their service life. There is a pending grant application for this equipment, therefore the request is listed twice on the budget, once with, and once without the grant funding.

Other highlighted requests include two (2) replacement vehicles; replacement of key secure devices as the technology installed with the current devices no longer exists and/or is no longer supported; replacement of the Records Management System as the software is unsupported due to the company going out of business; and an office area remodel to improve safety and security.

Chief Riordan concurred that that the key secure devices and the records management system both need to be replaced, along with the furniture in the office area. He added that there is a personnel request to increase a fire inspector from a nineteen (19) hour position to a thirty (30) hour position.

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Trustee Galante asked how many daily visitors are received at the Fire Department, noting that Village facilities as whole need updating. Chief Riordan estimated between five (5) and ten (10). President Vandenberg asked if the request was more aesthetics or security. Chief Reeder replied that the bulk of the request is to replace the office furniture.

Mr. Carr presented the Emergency Management Agency (EMA) fund. The Village's EMA is one of approximately thirteen (13) State Accredited agencies in northern Illinois. This designation requires the Village to provide the same level of service, training and reporting as the City of Chicago. Overall there is a 1.46% budget increase from FY20, some of this is attributed to absorbing the auxiliaries. Line item decreases highlighted included ambulance services, and dispatching. Capital request include replacing two (2) emergency warning sirens. The Media Works software cost will be offset with a grant received. Two (2) personnel request were also outlined. President Vandenberg asked if there was supplemental documentation to support the salary for the Emergency Planner position. Mr. Carr stated that this is the going rate and will be lower than that of a larger city, such as Chicago.

Mr. Urbanski presented the Public Works fund. Department fundamentals performance measures were outlined. The total budget increased 8.86% from FY20 which includes an increase in personnel costs by 8.82%. The large increases on the line items are for contract landscaping maintenance which is now combined into one item, and sidewalk maintenance which was previously a capital project. Capital requests were also outlined. President Vandenberg asked why the street lighting in the Odyssey Golf Club subdivision was removed by the Treasurer's office. Mr. Bettenhausen explained the streets in the subdivision are private. The Village has maintenance agreement with the subdivision, however the lighting is not addressed in the agreement. The proposed cost by Public Works was an estimate to replace the lighting to conform to the Village's current standards. To complete this as a bulk project is not possible at this time.

Trustee Mueller asked if there will be any reimbursement from the builder for the 80th Avenue Train Station. The Administration and Legal Committee is handling this issue.

Trustee Brady asked why there are no funds for the ballistic film for the Police Department windows. Mr. Urbanski explained that this is for outside windows, the window in front of the clerks, has ballistic film.

Trustee Brennan asked why there is funding for the shooting range if a new facility is being built and Trustee Brady asked if the repairs are necessary to keep the facility functional. Chief Walsh will find out what repairs are required. Mr. Urbanski clarified that the acoustical walls need to be replaced in order to keep the facility functional. He added that equipment in the current facility can be moved to the new facility. Noting, the original cost was for materials only. The updated cost includes installation and hazardous waste removal.

Kimberly Clarke, Community Development Director, presented the Community Development fund. Fundamentals and performance measures were covered. The total budget increased 25.99 % due to personnel changes. Contractual services were reduced by 22.43%.

Donna Framke, Marketing Director presented the Marketing Department fund. Department fundamentals and performance measures used were noted. The total budget is equal to FY20. The increase in personnel costs were offset by reduction in contractual services. Capital requests include wayfinding, trolley program, and analysis of the Hotel/Motel tax use to increase tourism.

Mr. Carr presented the Village Bus Service, noting that the Pace contract has been terminated. A capital request has been made for a new Village bus. Trustee Glotz asked why gasoline and diesel fuel were over

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budget. Mr. Bettenhausen explained that that termination of the Pace bus contract had the Village utilizing other gasoline and diesel powered vehicles.

Mr. Niemeyer presented the Commission fund. Highlights included; funding for the Business Breakfast for the Economic and Commercial Commission (ECC); increased funding for administrative costs and receptions for the Sister Cities Commission; Discover Tinley Expo is anticipated to take place, run by the Community Resource Commission (CRC).

Mr. Bettenhausen presented the remainder of the General fund, which includes Transfers, Economic Incentives, and Contingency funds.

Mr. Urbanski presented the Water and Sewer fund. Outlining department fundamentals and performance measures. The total budget has decreased 2.96% from FY20. Highlighted line items include a decrease in the meter testing budget at the water meter replacement program is nearing completion, and a decrease in engineering services due to these costs being included in the overall project cost. Capital requests were outlined.

Mr. Brown presented the Commuter Parking lot, Hotel/Motel, 911 fund. Motor Fuel Tax (MFT), Local Raods, Fire Alarm, and Tax Increment Financing (TIF) funds.

President Pro Tem Glotz thanked Mr. Brown, Mr. Bettenhausen, the staff in the Finance Department and department heads for their hard work on the budget.

President Pro Tem Glotz asked if the Committee of the Whole had any other questions. No one came forward.

Item #4 – RECEIVE COMMENTS FROM THE PUBLIC - No comments from the public.

ADJOURNMENT

Motion was made by Trustee Brady, seconded by Trustee Brennan, to adjourn this meeting of the Committee of the Whole. Vote by voice call. President Pro Tem Glotz declared the motion carried and adjourned the meeting at 8:47 p.m.

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