



CITY OF PARK RIDGE

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DRAFT MINUTES

COMMITTEE OF THE WHOLE MEETING OF THE PARK RIDGE CITY COUNCIL FINANCE AND BUDGET, PROCEDURES AND REGULATIONS

CITY HALL
COUNCIL CHAMBERS
505 BUTLER PLACE PARK RIDGE, IL 60068

MONDAY, NOVEMBER 28, 2016 AT 7:00 P.M.

I. Roll Call

Acting Mayor Maloney called the meeting to order at 7:00 p.m.

Senior Administrative Assistant Zarlenga read the roll call; the following Elected Officials indicated their presence at the meeting: Ald's. Moran, Mazzuca, Van Roeyen, Milissis, Shubert and Acting Mayor Maloney. Ald. Knight was absent. There was a quorum.

Staff Present: Acting City Manager Joe Gilmore, Acting Finance Director Andrea Lamberg, Acting CP&D Director Jim Brown, and Senior Administrative Assistant Julie Zarlenga.

II. Citizens Who Wish to Comment on a Non-Agenda Item

Santa Claus & Mrs. Claus, North Pole, said they spoke with a little girl at the Library who had told them that she wanted all of the homeless to have homes for Christmas. Mr. Claus said her kindness touched him and that he wanted to present the Kiwanis Club with a donation. He also noted that he wanted to thank the little girl.

Jay Terry, President of the Morning Club, Kiwanis, 244 Columbia, accepted the check and thanked Mr. and Mrs. Claus for their generosity.

Peggy Sherman, 234 Gillick, requested that parking on both sides of the street on Gillick be added as a discussion item for a meeting. Ms. Sherman said it was very difficult to drive down the street since cars park on both sides. She said there are other streets in Park Ridge that have no parking on one side.

Acting Mayor Maloney asked Ald. Shubert if he would take this item under consideration for a future Public Works Committee of the Whole meeting.

Ald. Shubert said that he would take this under consideration.

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III. Finance and Budget

A. Action Items

1.
 - A. Approve the 2016 property tax levy in the amount of \$20,144,529 for the City and Library
 - B. Approve the 2016 property tax abatement for \$455,150 for the payment of General Obligation Bonds, Series 2012A
 - C. Approve the 2016 property tax abatement for \$806,376 for the payment of General Obligation Bonds, Series 2014A
 - D. Approve the 2016 property tax abatement for \$44,206 for the payment of General Obligation Bonds, Series 2016A
 - E. Approve the 2016 property tax abatement for \$47,063 for the payment of General Obligation Bonds, Series 2015A
 - F. Approve the 2016 property tax abatement for \$604,800 for the payment of General Obligation Bonds, Series 2015B
 - G. Approve the 2016 property tax abatement for \$606,500 for the payment of General Obligation Bonds, Series 2006A

Ald. Moran made a motion to approve. Ald. Mazzuca seconded the motion.

Acting City Manager Gilmore said that this item will go to Council twice before it is finalized. He introduced representatives who came to speak on behalf of various boards. Jessica Fain, Lauterbach & Amen, Actuary-Police & Fire Pension Funds, Mike Piotrowski, Financial Advisor, Marquette and Associates-Fire Pension, Mary Tomanek, Financial Advisor, Graystone Consulting-Police Pension, JD Bruchsaler, Secretary-Fire Pension, and Jan Van De Carr, Library Director.

Jessica Fain, Actuary for Lauterbach & Amen, went through a report for the Police and Fire Pension Funds. The highlights included and expected 9.8% increase due to higher increases in pay and a higher retirement rate. Ms. Fain noted that part of the increase was also due to longer life spans, and because the City was funding the pension funds at a rate of 100% instead of the State mandated 90%.

Ald. Mazzuca questioned the return on investments.

Mary Tomanek, Financial Advisor for Graystone Consulting, said the Police Pension fund is running 5.5% ytd returns and the pension board is working on investing in more corporate bonds.

Mike Piotrowski, Financial Advisor for Marquette & Associates, added that returns were slightly positive and though there wasn't much return at that time, the returns are currently improved. He said that particular return is strong compared to others that had a negative return. Fire Pension is looking at 5% of return this year.

Ald. Mazzuca asked about fixed income investments and what would happen when rates went up in the bond market.

Mr. Piotrowski said they ran an asset allocation study and brought down the fixed income allocation, which is State mandated. He said they are doing everything to achieve the higher returns within the State statute.

Ms. Tomanek said that for the Police Pension Fund they are managing types of duration, and they have a manager managing the fixed income portfolio.

Ald. Moran thanked everyone who came to speak.

Acting City Manager Gilmore went through the rest of the levy and highlighted the various funds that impacted the levy. He said that the Municipal Waste fund had a \$695,119 reduction due to the new contract. There were also reductions to Library, IMRF, and the General Fund. Social Security and Medicare was up due to inflation, and there was a change in the Debt Service schedule. He said that overall, there is a 8.14% reduction in the levy from the prior year.

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Ald. Mazzuca requested that for the next meeting he would like to see a bridge as to why staff chose the particular amounts for the levy.

Acting City Manager Gilmore explained that there's a lot of uncertainty since they're just starting the budget. He noted that there is a \$1.8 million reduction in the levy from last year. He said that a specific bridge would be difficult to produce but that he would try his best.

Acting Finance Director Lamberg noted that there is a two year lag in property taxes, and that the fiscal year does not align when they get property taxes. She said that if they reduce the levy even more now, it will not affect the FY18 budget, but will impact the FY19 budget due to the timing of property taxes.

Motion carried, by voice vote, 6-0.

2. Approve a budget transfer from Snow & Storm Control, Snow Removal Supplies to Sidewalk Maintenance, Sidewalk Repairs in the amount of \$11,569.00

Ald. Moran made a motion to approve. Ald. Shubert seconded the motion.

Acting City Manager Gilmore said staff needed to cover a purchase order for brick repairs that were made on Devon Ave.

Motion carried, by roll call vote, 6-0.

3. Approve the contract for the Water and Sewer Rate Study, FN-FY17-01, to Municipal & Financial Services Group (MFSG), in the amount of \$36,800.00

Ald. Moran made a motion to approve. Ald. Shubert seconded the motion.

Acting Finance Director Lamberg said that staff went out to bid in August. There were four bids opened, one bid was deemed non-responsive. She said that staff recommends approving a contract with Municipal & Financial Services Group (MFSG).

Ald. Mazzuca said this was the highest price out of the 3 responsive bidders. He asked if the Procurement Officer normalized the score since all three scorers gave MFSG a perfect score.

Acting City Manager Gilmore said the Procurement Officer does not normalize scores, that he just does the math.

Ald. Mazzuca asked Acting Finance Director Lamberg if she was part of the scoring team, and if so, why she gave MFSG a perfect score.

Acting Finance Director Lamberg said she was part of the scoring team and her reasons for giving the score she gave was because they were the most versatile, and they can handle remote reads, which is something Park Ridge is looking for. She added that they have worked with other municipalities that are the same size and had similar needs to Park Ridge.

Motion carried, by roll call vote, 5-1 (Ald. Mazzuca voted nay).

4. Approve Capital Improvement Plan

Ald. Moran made a motion to approve. Ald. Shubert seconded the motion.

Acting Finance Director Lamberg said the Capital Plan was updated to include the City's HVAC needs.

Acting City Manager Gilmore added that they had HVAC budgeted for FY17, however, a report from Henneman Engineering identified additional work that needed to be done such as full replacement of the cooling tower and replacement of all air handlers. He said these parts are 30 years old and beyond the end of their life. He said that staff is recommending a placeholder in FY18 for 1 air handler.

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Ald. Shubert asked why this wasn't discussed in the strategic planning process.

Acting City Manager Gilmore explained that it's an emergency type expenditure and that staff was able to get the price down from Henneman. He added that they need heat and air, that they are running on borrowed time already, and that this doesn't qualify for a strategic planning item. He said they are receiving the information from Henneman in real-time and staff is relaying the information to Council as they receive it.

Ald. Mazzuca asked if the Capital Plan is addressing the life safety issues.

Acting City Manager Gilmore said it is addressing all the issues that staff knows of as of right now, however, there could be more.

Ald. Mazzuca asked if the Northwest Hwy streetscape was in the plan.

Acting City Manager Gilmore said that the streetscape was never approved by Council, and would not be in the Capital Plan until FY19.

Ald. Mazzuca asked if bodycams for Police were in the plan.

Acting City Manager Gilmore said no, that they didn't meet the dollar threshold.

Motion carried, by roll call vote, 6-0.

5. A. Approve a FY17 Budget Amendment in the Parking Fund

B. Approve a FY17 Purchase Order increase for Duncan Parking Technologies HR

Ald. Moran made a motion to approve. Ald. Shubert seconded the motion.

Acting Finance Director Lamberg said they have been seeing greater activity with Duncan. She noted there would not be an immediate offset in revenue until the revenue is collected.

Ald. Mazzuca asked when the contract with Duncan would be done.

Acting Finance Director Lamberg said it is a month to month contract and that staff is currently putting together an RFP.

Motion carried, by voice vote, 6-0.

6. A. Approve a FY17 Budget Amendment in the General Fund for Legal Services

B. Approve a FY17 Purchase Order increase for Ancel Glink

Ald. Moran made a motion to approve. Ald. Mazzuca seconded the motion.

Acting City Manager Gilmore said that when the budget is created the majority of the funds budgeted for Ancel Glink was for retainer time. Staff is now asking for an increase for Ancel Glink due to certain legal issues outside of retainer time which has now caused an insufficiency in funds.

Karen Sloma, said she was concerned about money being spent on the 400 Talcott lawsuit.

Tom Harris, 316 Talcott, said that the residents have hired their own attorney to oppose Ancel Glink's decision over 400 Talcott. He didn't feel it was right that Ancel Glink was spending taxpayer money on appealing the case against the residents.

Missy Langan, 1924 Canfield, asked if any of the money spent on additional legal fees was for the City Attorneys attending meetings.

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Ald. Moran said that the former City Manager eliminated mandatory attendance at the committee meetings.

Acting City Manager Gilmore said the \$245,000 was in the general ledger already, and noted that amount was not solely for Ancel Glink, but included other law firms.

Ms. Langan said it seemed as though this year's legal fees were higher.

Ald. Moran said they were consistent with previous years.

Ald. Milissis said he was concerned when there are increases later on after they have already approved an amount for Ancel Glink's contract.

Motion carried, by voice vote, 6-0.

B. Discussion Items

1. IT Update from Prescient

Acting City Manager Gilmore said that Prescient Solutions has been the City's IT Provider since August 2015. He introduced Steve Smith, Jay McInerney, and Andy Xheli from Prescient Solutions.

Steve Smith, Prescient Solutions went through the presentation and highlighted their accomplishments, and goals, some of which included updating infrastructure, body cams, and cloud service.

Ald. Milissis asked when online bill pay would be available.

Mr. Smith said it would be soon.

Acting City Manager Gilmore said in the next couple of months they are expecting to have utility billing online.

Ald. Moran asked what type of bills they would be able to pay online.

Mr. Smith said that right now the City doesn't own all the modules, so for now it would only be utility billing.

Acting City Manager Gilmore added that going forward they will eventually get all the modules, but wanted to start with utility billing.

Ald. Shubert asked if the capability to see a stormwater line item would be available online.

Acting City Manager Gilmore said when they get Utility CIS up and running they will have the ability to get the stormwater line item on there.

Ald. Moran asked if there would be an upgrade to audio-visual.

Jay McInerney said the AV items to be purchased in the next fiscal year would be camera changes, and upgrading streaming services, which will have the ability to stream live immediately.

Acting Mayor Maloney asked if Prescient offered website reviews.

Mr. Smith said they offer them from a strategic standpoint.

Ald. Moran asked if they'd be able to give them an unbiased opinion.
Mr. Smith said they would.

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Acting Mayor Maloney said the website needs to be cleaner and the content needs to be easier to find.

2. Ticket/Citation Collection

Acting City Manager Gilmore said this was a standing report.

3. Revenue & Expenditure Report – 2nd Quarter

Acting City Manager Gilmore said the Financial Analyst is up to speed and has included 6 months of activities and 6 months of forecast into the report. He said that they are 6 months into the year and are tracking it well into the budget.

4. Uptown/Summit Parking

Acting City Manager Gilmore said the parking study is still underway and will wrap up around February or March. He said the next step is a public survey that will go out to business owners.

C. Human Resources

1. Review/update on each union body, labor negotiation(s), grievance(s)

No report.

2. Review/update on the non-union body

No report.

3. Staffing Changes

- o Greg Taylor, Police Officer, retired on October 21 with 28 years of service.
- o Laura Soto, Community Service Officer, resigned on October 20.
- o Sue Tunzi was promoted to Police Administrative Assistant (ft). Ms. Tunzi previously worked at a Police Records Technician.
- o Kathy Jozwiak was promoted to Community Service Officer. Ms. Jozwiak previously worked as a Parking Enforcement Officer.
- o Lee Limperatos joins the Finance Department as an Accounting Specialist-Payroll on December 1.
- o We are currently in the process of receiving application and/or interviewing for the following positions: Police Records Technician (pt), Parking Enforcement Officer (pt), School Crossing Guards (pt), and Plans Examiner/Inspectors (pt/on-call).

4. Pension Update

- o The next Police Pension Board quarterly meeting is scheduled for January 25, 2017 at 10:00 a.m. in the 2nd Floor Conference Room at City Hall (505 Butler Place).
- o The next Fire Pension Board quarterly meeting is scheduled for February 7, 2017 at 9:00 a.m. at Fire Station 36 (1000 N. Greenwood Avenue).

D. Department Head Report

Acting City Manager Gilmore said the strategic plan goal ranking is coming together and asked Council to turn in their goal ranking sheets.

IV. Procedures and Regulations

A. Action Items

1. Amending City Health Regulations to Adopt New Illinois Food Code

Ald. Mazzuca made a motion to approve. Ald. Shubert seconded the motion.

Acting Community Preservation & Development Director Brown said the FDA periodically modifies its food code, and in July 2016 the State adopted it. He said the new code will change the thresholds from risk 2 to risk 1. He said that staff attended a conference in Peoria to learn more about the new code. He added that not many municipalities have adopted the new code yet.

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Ald. Moran asked what type of establishments would be affected by the new code.

Director Brown said the food establishments that cook food, cool it down, then reheat to serve it will increase to risk 1, and that the fees will also increase.

Ald. Shubert said he was leery that only two communities have adopted this and felt there may be a benefit to the wait and see approach in case there were any changes made to the new code.

Director Brown said that Park Ridge has always been ahead of other municipalities regarding their food establishments. He suggested that sometimes people don't like change in their workplaces, however it gives staff and the establishments a full year to transition.

Missy Langan said that the health department is pretty diligent in enforcing and it hasn't been a big problem.

Ald. Milissis asked how they are implementing something that hasn't been adopted yet.

Director Brown said the comment was not accurate and that she was referring to something else.

Ald. Milissis felt that due to the fragility of the economy, the upcoming minimum wage act, and new business' opening, it made him nervous that they had to increase the difficulty for business owners.

Ald. Shubert said he was comfortable waiting and seeing in case the FDA makes any changes.

Ald. Moran felt that people who couldn't handle the fee increase shouldn't be in the restaurant business, given the already competitive nature of the industry.

Ald. Mazzuca said he preferred to be in a community on the cutting edge of food safety and liked the idea of having lead time.

Motion carried, by roll call vote, 4-2 (Ald's. Shubert and Milissis voted nay).

B. Discussion Items

Ald. Mazzuca switched the order of the discussion items so that the residents who came to the meeting to speak didn't have to wait too long.

3. Discuss amending 13-13-3 of the Municipal Code, Permit Parking, to allow exceptions

Director Brown said there are restricted parking areas in Park Ridge, and that a resident has a vehicle registered in Michigan but is requesting a waiver so he can park his car on the street.

Acting City Manager Gilmore added that the City Attorney said they'd either have to amend the code or have an appeal or variance process.

John Dombro, 311 Grant Place, said this matter has been going on since April 2016. He said that all the surrounding streets have parking restrictions and is asking Council if there can be an exception made to the code so that he can park his vehicle in front of his house.

Ald. Moran said Mr. Dombro has multiple vehicles and asked why he couldn't park the vehicle with the Michigan plates in the driveway and another vehicle on the street.

Mr. Dombro said he cannot park his truck in the driveway because his mother-in-law cannot get the newspaper. He added that he should be able to park his car in the street.

Acting Mayor Maloney said he realizes what Mr. Dombro is asking but the questions is how does Council change the code. He asked Mr. Dombro why he doesn't just register the vehicle in Illinois.

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Mr. Dombro said because he didn't want to and that it was more practical for him to register it in Michigan.

Ald. Mazzuca suggested a hardship exception to residents and potentially look towards other parts of the code which might create a hardship.

Ald. Van Roeyen felt that the particular hardship being presented by Mr. Dombro are being created by him. He said he could have registered here, and that his mother-in-law could get the newspaper another way.

Ald. Moran asked if they should create the hardship exception which would allow Mr. Dombro to apply for it.

Ald. Mazzuca said yes.

Ald. Shubert asked if other communities have done this before.

Acting Mayor Maloney said that for tonight's purposes, he would favor trying to talk through this item a bit more.

Ald. Milissis said he was for moving this forward with an appeals process, and liked the idea of hardship requests.

Ald's. Mazzuca, Milissis, and Maloney were in favor of moving the hardship exception forward.

Ald's. Moran, Van Roeyen, and Shubert were on the fence about moving it forward.

2. Discuss the City's treatment and regulation of short-term rentals, i.e. "Airbnb" Operations

Director Brown said the zoning code doesn't allow for Airbnb's, which was the basis for the cease order. Other communities have adopted these and treat them like a hotel for inspection purposes. He added that they also regulate home occupations.

Lydia and Simon Lambert, 1861 Manor, said in 2011 they became Airbnb hosts. Ms. Lambert said there are no hotels in Park Ridge, and our Airbnb helps people who are in town for work or who are going to the hospital. There have been no complaints by neighbors, and a lot of communities have accepted Airbnb's and have chosen not to regulate them. Others in Park Ridge are now running them, and Ms. Lambert asked that the cease and desist order be removed.

Mr. Lambert commented that the other Airbnb who had complaints had multiple people staying there, which is not something we do.

Missy Langan commented that this is a growing industry but that regulation needed to be addressed or it could be dangerous.

Ald. Moran added that he approved of the way the Lambert's were running their home as hosts, but that they do need to address it in the code.

Ald. Milissis felt that once they allowed Airbnb's it would be subject to people who would abuse it. He said they would need to regulate them closely.

Acting Mayor Maloney said if they don't regulate it they should send cease and desist orders to the rest of the Airbnb's operating against the code immediately.

Ald's. Shubert and Van Roeyen agreed with Acting Mayor Maloney that they need to be consistent with the cease and desist orders.

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Ald. Mazzuca said the consensus seems to be uniform and that the City should step up on enforcement and staff will come back at a later date with information on how to regulate Airbnb's.

Director Brown said that staff can increase enforcement, however they haven't had many calls coming in about it. He said their process is that when they get a complaint, they go out and investigate, although, he said they can go online to find the locations of the Airbnb's in Park Ridge.

1. Zoning Ordinance Update

Director Brown said the Planning and Zoning Commission focused on 3 items, the first item they wanted purpose statements clarifying between B1 and B2. He said overall he agreed with their recommendations, but did recommend they remove the special use table, and clean up some language. They also addressed site plan review, although they didn't do a specific review. The last item they addressed were plan developments, which are a type of special use, although they are not used much in Park Ridge. He said he felt that plan developments needed stronger conditions of approval.

Ald. Van Roeyen asked why there have been few situations of where we could have classified something as a plan development which would have benefited us, but we didn't.

Director Brown said it was a discretionary decision, and that in some instances, we would have to compromise things the developers would want to do with the building by classifying it as a plan development. He said it takes away the City's negotiating power.

Ald. Moran asked if there was a reason developers haven't chosen this route.

Director Brown said that recent developments have been smaller sized parcels, which could be one of the reasons.

Ald. Moran asked if a plan development was out of the hands of Planning & Zoning (P&Z) and Zoning Board of Appeals (ZBA).

Director Brown said no, that because it is still a special use, it still has to go through a public hearing. He added that it makes it harder for not only the developer, but also the residents to stay engaged in a project when it's spread over several commissions over an 8 month period.

Ald. Shubert asked if Director Brown was comfortable among ZBA, P&Z, and City staff enough for there to be changes made.

Director Brown said the site plan review still needs some clarity.

Ald. Shubert said he'd like to see some discussion and alignment with a joint recommendation to Council from P&Z, ZBA, and staff.

Missy Langan thanked Director Brown for the changes, and felt they were going in the right direction. She said his last memo was very informative and they were now getting the essential information they needed to make decisions on the Board.

Ald. Mazzuca felt that the table needed to be worked on.

Ald. Moran said the work and changes made are helpful.

Director Brown recommended going back to P&Z to have a public hearing on B1, B2, and planned developments.

Ald. Shubert suggested tackling the other items on the list if they are going to have a public hearing.

Ald. Van Roeyen said that Director Brown's suggestions were excellent.

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Ald. Mazzuca said there was a consensus for direction to begin the public hearing.

4. Using Social Media to Discuss City Business

Ald. Mazzuca referred to the item and said that no one is interested in limiting someone's speech, but it shouldn't look like a public discussion among Elected Officials.

Ald. Milissis asked what precipitated the agenda item.

Ald. Mazzuca said there was debate about postings on Facebook that might need a Council Policy Statement.

Ald. Shubert asked if the policy would extend to other boards and commissions.

Ald. Mazzuca said yes, for anyone covered under the Open Meetings Act (OMA).

Ald. Shubert asked if other communities explore social media policies.

Director Brown said yes.

Ald. Shubert requested that the policies from other communities be included when the item comes back.

Ald. Van Roeyen referred to the memo and said the City Attorney seemed to point out that a policy isn't needed since OMA is in place.

Ald. Moran said that he requested the item to be on the agenda because Ald. Milissis commented on Facebook in a group where only he and Ald. Milissis could respond. He said he didn't want to respond and limit someone else's freedom of speech, which left him unable to respond and in turn, went against his own freedom of speech. He felt there should be a policy in place going forward.

Ald. Van Roeyen commented that anyone could discuss anything at the meetings.

Acting Mayor Maloney said they already follow what Ancel Glink put together. He said they don't have a Council Policy Statement (CPS) for email, and that creating one for social media is over kill.

Ald. Milissis said he agreed with Acting Mayor Maloney. He felt that social media is more of an effective tool than the meetings because it's more open and reaches a wider audience. He felt that it would give a negative message if they restricted social media. He said it comes down to self-control and this item is based more on a personal difference.

Ald. Moran said he wanted to dispel the rumor that this was done out of a personal difference. He added that Ald. Milissis comment was not made on his own personal page, but on a public page.

Ald. Mazzuca said there was not a consensus to move forward.

C. Upcoming P&R Items

1. Future P&R agenda recommendations

None.

D. Department Head Report

1. CP&D Activity Report for the Month of October 2016

Director Brown said the list of complaints in the report are just the major ones. He asked Council to look at the report and let him know if there is anything they wanted to delete or add to the report.

Ald. Mazzuca said he would like to see some metrics on how long the permit process takes for residents.

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II. New Business

Acting Mayor Maloney announced there would be a parade on Saturday for the Maine South High School football team at 10:00 a.m.

Ald. Milissis said that bodycams would be on the next Public Safety Committee of the Whole meeting.

III. Adjournment

The meeting was adjourned at 10:43 p.m.