



MINUTES

BUDGET WORKSHOP MEETING

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

Tuesday, February 19, 2013, 7:00 p.m.

I. ROLL CALL

Alderman Knight called the meeting to order at 7:10 p.m.

City Clerk Betty Henneman read the Roll Call and the following Elected Officials indicated their presence at the meeting: Ald. Sweeney, Ald. Di Pietro, Ald. Smith, Ald. Knight, Ald. Mazzuca, Ald. Maloney and Mayor Schmidt. There was a quorum.

Staff Present: Shawn Hamilton, Kent Oliven, Andrea Hatcher, Diane Nelson, Wayne Zingsheim, Tim Testin, Sarah Mitchell, Frank Kaminski, Mike Zywanski

II. UPDATE

Finance Manager Kent Oliven stated that the YTD projections on the Contracting Materials section are not reflected correctly due to the fact that some numbers were not added together. Per Oliven, this does not change any of the information for the FY14 budget from a contracting perspective and will be corrected for the next meeting. Oliven stated that the updated forecast should be out before the next Budget Workshop which is on Thursday, Feb. 28. The Budget Workshop packet for Thursday, February 28 will be given out at the COW meeting on Monday, February 25.

III. MASTER VENDOR CONTRACT LIST

The current updated Master Contract List was discussed. Ald. Knight commented that the Contract List reflects change orders of \$45,000 including one of \$30,000, which are very modest changes. Ald. Mazzuca questioned why the end date on most contracts is 4/3/2013 and if all of these need to be approved in the next 30 or 60 days. Per Acting City Manager Shawn Hamilton, the list was created so that it could be approved in a blanket format and approved for the year in May. Previously, these items were being approved on a case by case basis. Ald. Sweeney asked if contracting would be separate from those that are fixed rates. Ald. Knight asked that these amounts be highlighted so that it would be easier to differentiate between the two.

IV. TIF CONTRACTUAL OBLIGATIONS

Oliven gave a recap of the TIF Contractual Obligation spreadsheet. Ald. Knight questioned the changes that were discussed on the Bredemann contract. Oliven stated that this is still being discussed. A letter has not been sent to Joe Bredemann, Jr. as of yet due to the fact that Mr. Bredemann has requested some sales tax information that Oliven has not been able to get from the State of Illinois yet. Ald. Knight asked if we are obligated to get the data and Oliven stated that he is doing it out of respect. Ald. Knight, asked that this item be added to one of the agendas.

V. CONTRACTING AND MATERIAL DETAIL



MINUTES

a. MEMBERSHIP DUES ALL

Hamilton discussed the membership dues list which is broken down by organization.

Ald. Knight requested Oliven to provide a summary of contractual expenditures in the General Fund which shows a five year trend into the budgeted year, similar to what was provided last year. This list would be very helpful when going through the budget process.

In regard to Membership and Dues, Mayor Schmidt questioned some of the new memberships on the list and asked if these are essential to staff to perform tasks. Per Oliven a few of these are for the Finance Department for Continuing Education, which are inexpensive ways to get CPEs. The Finance Department is also looking into online courses which have been paid for by the City in the past.

Ald. Knight noted that the question of membership and dues came up last year with the former City Manager and he was asked to put together a policy for membership and dues which has not been done. Ald. Knight requested that Hamilton start putting together a membership and dues policy.

Per Chief Zywanski, the MABAs dues are yearly and anticipated. The invoice comes out in March which is why is not on this spreadsheet. MABAs is the Division 3 (local division) of 17 communities. It is broken up into 65 different divisions. Hamilton noted this was listed under training last year.

NIPSTA is a membership fire training academy that allows for discounted training for new hires. It also allows the use of their training facilities which are used for driver certifications and training and live fire training.

Mayor Schmidt would like to see something that would allow us to compare what is budgeted this year against what was expended last year. Ald. Knight suggested that we go through this tonight and suggested that it could be discussed further, perhaps at an additional meeting, after an accurate projection is bumped up against the coming fiscal year.

Chief Jogmen stated that the membership in the NORTAF Burglary Task force is very beneficial and adds more bang for the buck since it is regional and other areas are involved. This task forces deals solely with burglaries. By not participating with the group there would be more overtime for police. The vast majority of membership dues for Police are mutual aid related.

Mayor Schmidt requested to have it made more clear which memberships are new to the list. Hamilton said that he will put together a separate short list of all new memberships and training.

Chief Jogmen also discussed a new membership Called Power DMS which is an accreditation/policy program and is an accountability system. The system is \$9,000 to put in place and \$4,000 a year to maintain. This system also helps maintain a standards management program. Ald. Knight asked if this comes in handy when there is an accusation against an officer. Jogmen said yes and internal complaints also falls under this. This truly helps if we become involved with any litigation.



MINUTES

Ald. Maloney asked what benefits the City receives from being a member of the NW Municipal Conference which costs \$19,000 per year and if there are neighboring communities that are not members. Ald. Sweeney stated that all surrounding neighbors are members. This membership also offers cooperative buying incentives. City Manager Hamilton will put together a packet of the benefits of the conference. Mayor Schmidt explained one of the recent benefits was when local communities banded together against Com Ed. The NW Municipal Conference is a political group that has clout in Springfield and helped in this situation.

Per Ald. Knight, the worksheet needs to be updated due to the fact that there is no past information on the spreadsheet to compare the new information to.

b. ADMINISTRATION

Acting City Manager Hamilton went through the various sources of expenditure in Administration which is broken up into the following: Legislative, Administrative Services, Legal, Human Resources, IT, Economic Development and Community Support. Hamilton went through a brief overview of each section.

Last year Telecommunications was spread out through all departments. This year it will be reflected only in the IT budget. It is a reallocation back to IT where it can be better managed.

Ald. Knight asked if the Healthy Community Survey that is happening in the northern suburbs will have any effect on our budget. Once the results are in, will they be looking for funding of any type. Chief Kaminski suggested waiting until it is complete and if there is anything that is needed, it could be included in next year's budget.

c. CPD

The Community Preservation & Development Director Jim Testin gave a recap of the budget. Testin highlighted some items such as the increase in pest control which includes skunk control. Mayor Schmidt asked what is new this year and Testin stated that the (CP&D) group is fairly consistent with where they were in the FY12/FY13 fiscal year. One of key highlights for training is that we are bringing in an inspector that will deal with storm water management training.

d. FINANCE

A big line item for Finance is liability insurance. There are fewer claims that were budgeted for last year so that number has decreased. It is expected that there will be modest increases compared to previous years. Ald. Sweeney asked if this takes into account current claims that are outstanding. Per Hamilton this has been taken into account and we are currently very happy with our third party administrator CCMSI.

On other notes, post employment benefits are done every other year which is why the item was not in last year's budget. In regard to citation fees, we have put more towards collection with Duncan so those fees will go up. There are also some additional monies for training that has to do with Tyler Technologies who does our accounting software. Since the Finance staff is so new, they will need training in this software. ADP is \$50,000 more than our previous payroll company since we decided



MINUTES

to change companies and upgrade to ADP. The overall effect of all of this is that there is a decrease in the Finance Department.

Ald. Knight asked if we could get a run rate of 3-5 years of citation and red light fees. Per Chief Kaminski, Red Speed will be coming into a future COW meeting to discuss the four year performance for the cameras. They contract is coming up for renewal for March of 2014.

Ald. Knight also asked to remove the \$20,000 for consulting and if it is needed, it could be voted on at a later date. If the amount is needed for a project, it could be handled as a budget amendment.

e. PUBLIC WORKS

Public Works Director Wayne Zingsheim discussed the source of expenditures which shows a very small variance from last year.

Tony Gliot from Forestry explained the 50/50 cost share program to spray elm and ash to prevent decline. This program deals with city parkway trees and the residents would be asked to cost share. The breakdown is not known yet since this hasn't been done in a few years. Whenever a tree is removed, an application will be sent to a resident giving them the opportunity to participate in the cost share program. The last year that this program ran was in 2009. The reward for participating would be getting a tree planted in the next available planting season. The \$50,000 that is in the budget is not solely for cost sharing, the rest would be money spent to preserve trees that are found worthy of preservation. There will probably be 400 trees taken down in the next fiscal year. Ald. Mazzuca asked why some wards do not have the opportunity for cost sharing. Gliot restated that the cost sharing program is not for trees that are on private property. Ald. Maloney and Ald. Mazzuca asked why there is \$150,000 in the budget for tree planting. Gliot said that the \$150,000 is due to the fact that we have been removing far more trees than we are replacing over the last few years. Trees need to be planted every year. Zingsheim brought up the fact that reforestation is a capital project.

Zingsheim went through a brief synopsis of all of the areas in the Public Works budget including Administration, Engineering, Traffic Control, street Lighting, Storm and Snow Control, Street Maintenance, Sidewalk Repairs, Building Maintenance, Grounds Maintenance and Vehicle Maintenance. Salt prices and purchases will not be as high next year since we still have a supply due to the recently mild winters. This is allowing more funds to go into the Forestry program.

f. POLICE

The largest part of the budget is personnel related. There are no new positions or overtime at this time. One new item is the power DMS System and CDS Laso, which is a purchasing collaborative that will be used to look at some equipment which may be needed for the renovation. Also, batteries need to be replaced on a yearly basis. There will also a budget item for a new sign in front of the Police Station.

g. FIRE

About 95% of budget is personnel related. Some of the reductions are in Administrative Training and General Contractual.



MINUTES

There will be an increase to the emergency weather sirens. Another increase this year is in emergency response and training which is developing leadership with current officers. There have also been funds added for emergency equipment that will be used for bench testing. This will shift more of our maintenance functions in house which will be a cost saving.

h. EMERGENCY 911 FUND

The final IGA with Des Plaines was approved for the next two years. In last year's audit the fund was in a deficit and this was designed to clear up that deficit. In subsequent years there should be another decrease.

i. LIBRARY

Ald. Di Pietro asked if Janet Van De Carr could attend a future meeting and go through the items in the Library budget. Shawn Hamilton will request her attendance at a future meeting.

Per Accounting Manager Andrea Hatcher, it is hoped that the next high level budget overview could be available by April 30.

VI. ADJOURNMENT

The meeting adjourned at 9:35 pm.