



CITY OF PARK RIDGE

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MINUTES

BUDGET WORKSHOP MEETING

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

Tuesday, March 3, 2015 at 7:00 p.m.

I. Roll Call

Ald. Knight called the meeting to order at 7:08 p.m.

City Clerk Henneman read the roll call; the following Elected Officials indicated their presence at the meeting: Aids. Sweeney, Milissis, Smith, Knight, Mazzuca, Maloney, and Mayor Schmidt. Ald. Shubert was absent. There was a quorum.

II. Approval of Minutes

a. February 17, 2015

Ald. Knight made a motion to approve. Ald. Sweeney seconded the motion with a stipulation to make a change.

Ald. Sweeney noted on page one that the roll call in the minutes said Mayor Schmidt called the meeting to order, then listed him as being absent. He asked for the correction to be made.

Ald. Smith noted the word "descending" at the bottom of page one was grammatically incorrect.

The motion carried with the minutes as amended.

III. Scorecard Review/Updates

Finance Director Gilmore said there was one change made to the Library which was a \$2,000 adjustment. Rat batting was added as a \$3,000 expense, and a placeholder was added for the holiday lights with a figure to be added later.

Director Gilmore continued to say they added the Payroll Bridge for the Finance Department that shows the addition of the Purchasing Agent. FY13 and FY14 were understaffed during certain times of the year. Both the addition of the purchasing agent and now having a fully staffed department explains the increase in payroll.

Director Gilmore said the Parking Fund Analysis document shows the revenue and the addition of two part-time Enforcement Agents. This shows revenue levels that are similar to revenue in FY13.

Ald. Mazzuca said there is some embedded write-off that is not shown here. He said that should be shown.

Director Gilmore discussed the CP&D Revenue document saying the document shows the positions, salaries, and associated revenue. This was asked for when building permit revenue decreased in the FY16 budget.

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Ald. Knight asked that documents for any future meetings be provided and posted on the City's website ahead of time. If the material is posted late we should postpone the discussion to a future meeting.

IV. Elected Official's Requests

City Manager Hamilton said that nothing new had been received.

Ald. Mazzuca said he had requested to see Community Preservation & Development Director Testin's review.

City Manager Hamilton said that Ald. Mazzuca sent his request separately via email. He felt it was his job to oversee staff and did not know why his decision to increase the salary of an employee was being questioned particularly since it was already budgeted.

Ald. Knight disagreed saying he felt it was not out of line for an Elected Official to see an employee's performance review given the extent of the salary increase.

Ald. Sweeney said that an employee's review becomes part of their personal file. He felt that Council should not have the privilege of looking at employee's personal files.

Mayor Schmidt felt it was their job to oversee staff since the taxpayer's money is being spent on an increase to a department head.

Ald. Milissis said the City Manager is responsible for staff. He continued to say that this is our form of government and we cannot act as managers, we can however hold the City Manager responsible if we do not approve of his decisions. Looking into the everyday aspects of employee's work is going too far.

Ald. Mazzuca asked City Clerk Henneman if the Elected Officials have ever participated in the reviews of department heads.

City Clerk Henneman said they used to.

Ald. Mazzuca proposed asking the City Attorney whether or not they could look at personal files.

Ald. Knight asked if Shawn would consider their request to look at Director Testin's personal file.

V. Library

Joe Egan, President of the Library board said they wanted to restore the operating budget for FY16 back to the way it was in FY14. He said they wanted to restore the library hours that were cut, restore the material budget, bring back certain programs, and in the capital budget they wanted to finish maintenance on the building including the completion of replacing the windows.

There was a debate on why the Library has a six month fund balance listed, to which Library Board President Egan said when the Library has little revenue they could be spending the Cities money, so they plan for the months that they have to wait for property tax revenue to come in, so they have a six month reserve to prepare for the lag in revenue.

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VI. Public Safety

a. Police

Police Chief Kaminski said there is only one vacancy in their department which is in parking enforcement. Funds such as in administration, training, and membership dues were consolidated.

There was added money for a volunteer coordinator to help with recruitment. The money in Crime Prevention was also increased for the volunteers.

The Police Department is trying to go paperless and convert to the CAD system in one year. By doing this all the orders will be automated.

• **Asset Forfeiture**

Police is budgeting \$60,000 for reimbursements for certain cases. On certain cases the department gets a percentage on vehicle repossessions, DUI's, and fines. All three of these revenues get put into Asset Forfeiture. The money is budgeted, and when the time comes to collect for the three items, the money is run through the account.

b. Fire

Fire Chief Sorenson said there is a total of 50 employees in the department, most of who are on operations. On the organization chart there is no longer the full-time position of the Senior Administrative Assistant who will not be replaced.

A part-time employee was added to help with administrative duties. There is also a posting for a Public Safety Executive Officer position which would act in replacing the Deputy Chief position which currently does not exist. The Public Safety Executive Officer position would save money since the salary is lower than what a Deputy Chief makes. This person would help in administrative duties to allow Chief Sorenson to concentrate on operations.

Chief Sorenson continued to say several areas are now consolidated into a three program area.

Ald. Knight asked if they have applied for any grants.

Emergency Preparedness Coordinator Lisowski said they have applied for several grants to pay for education programs, vehicles, and gear.

c. E911

City Manager Hamilton said this is not a fund that is fully funded and that it comes from Springfield. The biggest goal is to maintain the expenditure budget while transitioning over to Red Center.

Ald. Maloney suggested they do a referendum in Park Ridge to increase the surcharge.

EP Coordinator Lisowski commented that it's penalizing people with land lines which now tend to be senior citizens who have less income.

IV. Adjournment

The meeting adjourned at 8:58 p.m.