



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 17, 2015 at 7:00 p.m.

I. Roll Call

Ald. Knight called the meeting to order at 7:03 p.m.

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

II. Approval of Minutes

a. March 3, 2015

The minutes were approved.

III. Scorecard Review/Updates

Finance Director Gilmore said there were no scorecard changes. The updates included requests for additional information from the Fire Department for the position of Public Safety Executive Officer, estimated collected percentage for ambulance billing, which is an 80% collection rate, and added detail on miscellaneous revenue for the Library. A question was also asked as to whether parking meter revenue was reflected gross or net in the budget, and the answer is net.

An overtime and payroll report was also requested and that report is in the process of being completed, and will be ready for the next Budget Workshop meeting.

Ald. Sweeney inquired about ambulance billing and if there was anything the City could do to collect the \$200,000 outstanding.

Ald. Knight asked Finance to look into the answers of tracking ambulance billing when they had time.

Director Gilmore noted they have a third party administrator to track ambulance billing.

IV. Elected Official's Requests

City Manager Hamilton said there were no new requests made and staff was still looking into the Holiday Lights program and there was already a placeholder for rat batting.

V. Legislative

City Manager Hamilton said there is a high-level organizational chart along with a headcount total. The headcount total appears to have an increase in people; however, the Police Department has thirty-five crossing guards, some of who are on call. The crossing guards are the extra people that are seen in the headcount total. He went on to say the overtime and payroll report will be updated.

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Ald. Sweeney felt there should be a pay increase for the Alderman.

Ald. Mazzuca noted he was not interested in a salary increase.

Ald. Smith proposed the Alderman be provided with a cell phone and laptop.

Ald. Knight asked for a consensus in favor of the Alderman being provided with a cell phone and laptop.

There was not a consensus.

Ald. Sweeney suggested laptops in lieu of paper, saying that it might save on cost.

Ald. Knight asked staff to see if there was any cost benefits of having laptops over paper.

Ald. Shubert said he thought salaries for the Alderman should be doubled compared to other municipalities. He said he asked the HR Manager previously for some data on the topic.

City Clerk Henneman commented that in the past a portion of the phone bill for the Alderman was reduced. She said the suggestion of having laptops has come up several times in the past but nothing was followed through.

Ald. Mazzuca said when staff looks at this it should be from a cost-benefit analysis perspective.

City Manager Hamilton continued by saying the legislative budget is the same as last years.

VI. City Administration

City Manager Hamilton said all the departments they were talking about tonight fall under Administration. Under salaries it appears that salaries have increased in Administration. However, in place of a full-time Administrative Assistant, a part-time Assistant was hired which is why it looks as though salaries have increased.

The transfer out section is the transfer from the General Fund to the E911 Fund.

A few years ago staff created a contingency amount that is budgeted for liability claims, workers compensation, and settlements. The budgeted amount is \$250,000.

Materials cover copier usage which is now consolidated from the other debts.

Ald. Sweeney asked if the \$250,000 covered the claims the City was presented with last year.

City Manager Hamilton said the budgeted amount of \$250,000 did not cover the claims, so a line item transfer was done to transfer funds to cover them. The Council previously approved this transfer.

VII. Legal

City Manager Hamilton said that Legal is its own department which is why there are separate line items for Legal. He said he did not want to increase the budget due to previous legal services for the unions. This fiscal year if the invoices went over what the budgeted amount is, he will bring the amount back to Council every month for a purchase order increase, which was the direction from Council.

If a new attorney for the City is selected there will be a transitional period for both the current and future attorney, which is why the budgeted amount is slightly higher than the historical average.

Under the Economic Development section there is money budgeted for the reimbursements of the IGA's of the TIF.

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Community Support has money budgeted for the Historic Preservation Commission to pay for the historic plaques.

VIII. IT

City Manager Hamilton said that several months ago he had sent a memo to staff mentioning outsourcing. After reading the memo the first IT employee left in November, with the second following a few months later. As of now the IT Director has given her notice of retirement and will be retiring March 31. There was an RFP put out for outsourcing the IT Department in which the City received over seventy-five responses from various firms. The information for the RFP will be available at the end of March. Since the budget was put together in December, the numbers will change because staff does not yet know the pricing of outsourcing since they have not yet hired a firm. He continued to say they were not looking to hire another IT Director, but was open to seeing what types of packages the firms were offering and that a future employee may be hired. During the transition, the current IT Director agreed to stay as a part-time employee for an additional 3-6 months.

The savings on not having an IT Department is slightly under \$375,000, which makes up the three employee's salaries and benefits. As of now, the IT budget is set as a placeholder until a firm is hired.

There was concern from some of the Alderman as to the scenario of having something break down and not having anyone to fix it.

City Manager Hamilton said they already have vendors in place that are familiar with the City's needs in case something were to break down.

IX. IT Replacement Fund

City Manager Hamilton said this budget was set in December. There is a transfer that occurs every year that is similar to the MERF. The major expenditures coming from this fund are for the upgrades in the CP&D Department software that is budgeted at \$150,000.

X. HR

City Manager Hamilton said the largest piece is the health insurance budget with a 10% increase due to a change of insurance in several weeks. Because of a rate change, employees might change their insurance which is what the 10% budgeted increase is for. The City is self-funded for unemployment. The workers compensation money is decreased from the current year because old claims are being phased out and closed. In addition, the City's performance is improving to ensure that workers compensation claims are low.

Ald. Knight asked where the money came from for unemployment since it was not budgeted for in previous years.

Assistant Finance Director Lamberg said it came out of the employee insurance line item.

Ald. Knight requested a historical breakout for all HR line items.

A Gentleman from the audience asked for clarification on the RFP and wondered if they were looking for something such as a cloud solution.

City Manager Hamilton said he was not yet sure, but was open to suggestions from whatever firm they decided to hire.

XI. Adjournment

The meeting adjourned at 8:15 p.m.

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