



## 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, FEBRUARY 27, 2017 AT 7:00 P.M.

#### I. Roll Call

Acting Mayor Maloney called the meeting to order at 7:01 p.m.

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

Staff Present: Acting City Manager Joe Gilmore, Community Preservation & Development Director Jim Brown, Public Works Director Wayne Zingsheim, Fire Executive Officer Paul Lisowski, and Senior Administrative Assistant Julie Zarlenga.

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

John Dombro, 311 Grant Place, wanted to know what the status of his request was to be able to park his vehicle (which is registered out of State and does not have a City sticker) on the street.

Acting Mayor Maloney said the topic was discussed at the January Committee of the Whole meeting and was voted down.

Mr. Dombro asked what the next step would be to approve his request, which would allow him to park his vehicle on the street and change the City's code. He asked how he could set up a meeting with the City's Attorney, adding that since he was unable to attend last month's meeting, that perhaps Council did not understand his request to park on the street. He explained that the person who delivers his newspaper does not deliver it to his front door, but that he throws it on the driveway near where his vehicle is parked. He said that his elderly mother-in-law has trouble getting to the newspaper because his vehicle is parked in the driveway and that because he is a resident of Park Ridge, he felt he should be able to park on the street, regardless of where his vehicle is registered.

Ald. Mazzuca said he understood the problem the first time Mr. Dombro presented his case to Council. He felt that Mr. Dombro had something to gain by keeping his vehicle registered in another state.

Mr. Dombro said he had nothing to gain, that it was a matter of the vehicle spending more time at his property in Michigan. He added that he already has 2 other vehicles registered to his Park Ridge address.

Ald. Moran commented that he could still register additional vehicles, and added that if the topic came up again, Mr. Dombro would be notified.

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Acting Mayor Maloney said the reason he voted the item down was because if the code changed it would be more of a burden for other residents if they changed the code. He added that this wasn't a city-wide problem, that it is a problem that only Mr. Dombro had.

Ald. Melidosian suggested that he and Mr. Dombro speak after the meeting to see if they could possibly come up with a solution.

Mr. Dombro thanked Council, and Ald. Melidosian.

### **III. Procedures and Regulations**

#### **A. Action Items**

##### **1. Approve Revision to Council Policy Statement #19 (Residential Permit Exceptions to Parking Ordinances) to include medical exception**

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

Public Works Director Zingsheim said that this was discussed at January's Committee of the Whole meeting, and staff has brought back the changes that Council had requested to see. He said that his revision to CPS 19 would allow a caregiver or anyone taking care of a resident of Park Ridge to be issued a special sticker to allow them to park on the street.

Ald. Melidosian asked Director Zingsheim if he was in favor of this revision.

Director Zingsheim said he was not in favor because there had been no demand for it.

Ald. Melidosian said that the amendment doesn't completely work. He said that in a typical situation where care of a person is involved, there is usually numerous people involved in taking care of the person. He said there may be several caretakers, family members, and nurses coming and going who would all need to have a sticker in order to be able to park on the street. He added that this revision would create more of a burden for staff as there is no way to account for every person taking care of someone at a property.

**Motion failed, by roll call vote, 3-3 (Ald's. Shubert, Melidosian, and Van Roeyen were the nay votes).**

#### **B. Discussion Items**

##### **1. Modifications of an Ordinance amending Article 12, Chapter 6 of the Municipal Code and Regulations applicable to Package Liquor Licenses (Class P) and the Gourmet Beverage Endorsement**

Community Preservation & Development Director Brown said that Beer on the Wall is requesting the following changes:

1. Allow the sale of single bottles of chilled beer for off-premises consumption;
2. Increase the volume of flights to 12 oz. of wine or 16 oz. of beer; and
3. Increase the total volume of alcohol which may be served for on-premises consumption per customer per day to 24 oz. of wine and 48 oz. of beer.

Ald. Van Roeyen asked if Beer on the Wall was serving food.

Director Brown said they have to serve snacks.

Ald. Moran noted that their hours are different than a restaurant's hours.

Director Brown confirmed that they do have different hours.

Ald. Melidosian asked why there was a distinction on flights versus total volume of alcohol.

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Director Brown said the owner found out that the patrons want to be served more.

Ald. Melidosian asked if customers could buy two bottles.

Director Brown said no, that they can either buy one bottle or a six pack.

Ryan Tracy, Owner & Operator of Beer on the Wall, said he is not able to sell less than 750 ml off the premises. He said that Metra commuters are looking to buy beer. He said he wanted to know if his business should or should not be selling beer to the commuters. He added that he is just trying to close the loophole and needed clarification from Council.

Ald. Van Roeyen asked if Mr. Tracy's need to sell a higher volume of alcohol would increase over time.

Mr. Tracy said that he didn't want to open a bar, and that he liked the restrictions of the City's code. He added that they are required to have food on the premises, and the customers have the option of having food delivered.

Emily Wilderman, Owner & Operator of Winestyles, said that she has the same license as Mr. Tracy and that she has similar issues with the amount of alcohol being served. She added that she hasn't experienced any customers becoming out of control from drinking too much.

Ald. Mazzuca asked if there was consensus to move forward with changes 1, 2, and 3.

Ald. Van Roeyen said he is in support of all three.

Ald. Shubert said he was generally supportive of all three items, but said that increasing the volume of alcohol is something that Council originally didn't want to do in the past. Although he felt that 48 oz. was too much, he said he was fine with it if Council wanted to increase the amount of alcohol served.

Ald. Mazzuca said he personally thought that 48 oz. was too much to be served. He also wanted to see the language for item 2 "volume of flights" removed.

Acting Mayor Maloney said he would like to see all three advance to the committee level as an action item. However, he was still not sure if 48 oz. was the number they should go with.

Ald. Moran said he too was okay with all three, but that the flight language should be eliminated. He said he shared the same concerns with Ald. Mazzuca on the number of 48oz., however, he said they could always debate the amount later.

Ald. Mazzuca said there was a consensus to move forward with all three, but to eliminate the flight language.

Acting Mayor Maloney suggested they check with the City Attorney before eliminating the flight language.

Ald. Shubert suggested they have the City Attorney look at the language and the laws of other municipalities regarding regulations on flights of alcohol.

## **2. Discuss Potential Regulations for Short-Term Rentals – Update**

Director Brown said that this item was discussed at the November and January Committee of the Whole meetings. He said that staff brought back information regarding what other municipalities are doing with Airbnb's. He said that creating the forms and internal procedures would take 15-20 hours of staff time, along with the 6 hours for licensing fees. He said they will be discussing short-term rentals at tomorrow night's Planning and Zoning Commission meeting and will discuss the definition of short-term rentals and specific use in certain zoning districts.

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**C. Upcoming P&R Items**

**1. Potential Procedures & Regulations Agenda Items**

Ald. Mazzuca said there is an Aldermanic request to add Martin Luther King Day as a parking holiday. Another topic would be to possibly reduce the number of the members of the O'Hare Airport Commission.

**D. Department Head Report**

**1. CP&D Activity Report for the month of January 2017**

Director Brown said this is their quiet period now. He said they are looking at changing the way they perform their plan review process to add more accountability. He said they also put documents into storage.

Ald. Melidosian asked if the storage facility was offsite.

Director Brown said it was a City owned site at the Public Works Service Center.

Ald. Mazzuca asked Director Brown to elaborate on the meeting with the potential Economic Developer for the City.

Director Brown said they met with the person and talked about potential arrangements for the City since there was discussion about economic development during the strategic planning process. He added that this potential position would be part-time.

Ald. Mazzuca asked if Council would be discussing this position during the Budget Workshops.

Acting City Manager Gilmore said there was a placeholder in the budget for an Economic Developer and they will discuss it during the Budget Workshops.

Ald. Mazzuca asked Director Brown to elaborate on his meeting with a commercial real estate broker.

Director Brown said he met with a few of them and asked them to provide him with a list of available space. He said they occasionally get inquiries regarding search for office space around a train station so if staff made a log of the open spaces they could connect people with the realtors. He added that this would be good for networking and bringing new businesses to Park Ridge.

**IV. Finance and Budget**

**A. Action Items**

**1. Approve the purchase order for one Multi-Force Door Forcible Entry Door Simulator from Firehouse Innovations Corp., Seaford, NY in the amount of \$6,880.15**

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

Executive Officer Lisowski said that since this is a sole source item that is over \$2,500.00, staff has to bring it to Council for approval. He said that this item is a unique training device that is a portable door simulator used to train fire fighters to open/knock down different types of doors both residential and commercial.

Ald. Mazzuca asked if there could be a share cost involved with other cities since the simulator is portable.

Executive Officer Lisowski said it is something they could look into.

**Motion carried, by voice vote, 6-0.**

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**2. Approve a one (1) year extension for Ambulance Billing and Management Reporting Service (FN-FY16-01) to PST Services, Inc., Alpharetta, GA**

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

Executive Officer Lisowski said that ambulance billing is done out of the Finance Department. He added that the 3.4% of the PST Services cost is very low for the area.

Ald. Mazzuca asked if price discovery was done this year or last year.

Executive Officer Lisowski said that Naperville conducts an annual survey of around 100 suburban departments and Park Ridge was the second lowest of the departments.

**Motion carried, by voice vote, 6-0.**

**3. Approve a 3-year contract for Audit Services, FN-FY17-02, to BKD, LLC of Oakbrook Terrace, IL**

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

Acting Finance Director Lamberg said the City exhausted its previous contract for audit services in FY16. Staff issued an RFP and six bids were received. Based on the scoring, staff recommends the bid be awarded to BKD who was the City's previous audit provider.

Ald. Mazzuca asked if it was best practice to not keep the same auditors for a prolonged period of time.

Acting Finance Director Lamberg said he was correct, but that the public sector didn't necessarily have any restrictions on how long they continued with the same auditing firm. She said that typically it is the auditors that are rotated and not the firms. She added that BKD came in with the lowest cost due to continuity. She said that typically a lot of time is spent during the first year with a new firm.

Ald. Mazzuca felt it would be prudent to exclude BKD from the second round of bids after the three year contract is over.

Ald. Melidosian asked how the last five years with BKD have been.

Acting Finance Director Lamberg said that BKD found material weaknesses that the previous firm did not and that they were more than acceptable.

Ald. Melidosian asked if she would be okay going with any of the other firms on the list.

Acting Finance Director Lamberg said she would, but that BKD came in with the lowest price and with a new firm there would be cost related to establishing a working rapport.

**Motion carried, by voice vote, 6-0.**

**4. A. Approve a purchase order increase for Delta Dental in the amount of \$29,000.00  
B. Approve a budget transfer in the amount of \$29,000.00**

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

Acting City Manager Gilmore said this item is for employee dental insurance. He said when staff forecasts how many people will take the insurance, we estimate, and that estimate was on the low side.

Ald. Melidosian asked why there was a difference between the purchase order increase amount and the budget transfer amount.

Acting Finance Director Lamberg said that Delta Dental also provides vision insurance, which is part of the increase.

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

**5. Approve a budget amendment to the Motor Fuel Tax Fund**

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

Acting Finance Director Lamberg said that the budget amendment is for the streetscapes program. She said staff waited to do a budget amendment after all the invoices came in. She noted there were adequate funds to cover the difference.

**Motion carried, by voice vote, 6-0.**

**6. Approve a budget transfer from IT Materials to Administration General Contractual Services**

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

Acting City Manager Gilmore said the City contracted with the Municipal Code Corporation to upload the City's code. He said this is a budget transfer of \$5,000.00.

Ald. Mazzuca asked if this was an old contract under the previous City Manager's authority at the time.

Acting City Manager Gilmore said yes, and that making revisions to ordinances had increased the amount.

**Motion carried, by roll call vote, 5-1 (Acting Mayor Maloney abstained).**

**7. Approve Financial Support Agreement with Advocate Lutheran General Hospital from May 1, 2017 to April 30, 2020**

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

Acting City Manager Gilmore said the City entered into an agreement with Advocate Lutheran General Hospital because the hospital didn't want to charge for parking, however, the City didn't want to lose out on revenue. The City worked with Paula Bessler from Lutheran General Hospital and agreed that the hospital would pay the City \$50,000 per month until 2020 in place of revenue lost by not charging for parking.

Ald. Mazzuca said that Lutheran General Hospital has expanded. He wanted to know if staff had done any kind of analysis to see if having a flat payment would be best for the City.

Acting City Manager Gilmore said they did not.

Ald. Mazzuca felt that the fees payed by Lutheran General should escalate with inflation, but wanted to see an analysis done.

Acting City Manager Gilmore questioned what, if any mechanism the City had to make them pay taxes.

Ald. Mazzuca said that doing an analysis would just be due diligence.

Acting City Manager Gilmore said he could talk to the City Attorney about this.

Ald. Moran asked for the item to be kept off consent for the City Council meeting.

**Motion carried, by voice vote, 6-0.**

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**8. Approve a purchase order increase for Prescient Solutions**

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

Acting City Manager Gilmore said the contract allowed for an annual increase, however this increase was not budgeted.

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

**9. Approve a purchase order for six Panasonic Toughbooks and one Panasonic Toughpad from CDS Office Technologies in the amount of \$27,014**

Ald. Moran made a motion to approve. Ald. Van Roeyen seconded the motion.

Acting City Manager Gilmore said this item is from the FY17 Capital Plan. He said they are taking a phased-in approach with the items that are budgeted and approved. He said they are working with the Illinois Joint Purchasing Program for the purchase of the items.

**Motion carried, by voice vote, 6-0.**

**10. Approve the sole-source procurement of EnerGov software package from Tyler Technologies**

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

Director Brown said that the Community Preservation & Development Department had been looking at new software since 2014, however, price was always an issue. Energov made significant improvement that now met all the department's needs. This new software package has been budgeted for 3 years.

Ald. Mazzuca asked about the \$24,920 for training staff.

Director Brown said that is the vendor's maximum estimate. He said they can also do training on a case by case basis to reduce travel and save money.

Ald. Mazzuca added that remote training is also a good option because if other staff have not been trained, they can view the training video.

Ald. Melidosian asked how many staff members would be using the program.

Director Brown said between 18-21 users. He said however, that there is not a limit as to how many can use the program.

Ald. Melidosian was concerned that the current servers the City had would not be able to adequately run the new program.

Director Brown said he spoke with IT on the matter and they said that the servers they had would work with the software they are planning on purchasing.

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

**B. Discussion Items**

**1. Seeking consensus on the Park Ridge Bike Routes Report and Grant Application**

Public Works Director Zingsheim said that staff was directed by Council to obtain quotes for a refresh of the City's bike plan. The winning bid was Ride Illinois in the amount of \$8,302.50. In addition staff is

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seeking direction for obtaining a grant through the Cook County Department of Public Transportation to cover some of the expenses for the comprehensive bike plan.

Jim O'Donnell, Chairman, Bike Task Force, 310 N. Western, said that when the task force was formed, they were asked to create a new plan for the community to make it more bike-friendly. He said the plan they came up with was initially from 2005 and is something they can accomplish for little money.

Acting Mayor Maloney asked what the comparison was between Ride Illinois and Alta Planning & Design.

Melissa Hulting, Bike Task Force, 521 N. Western, said that both proposals from Alta and Sam Schwartz had large teams, excellent visuals, and that they focused on public outreach. She said that Ride Illinois' proposal was written with the sense that they were getting the biggest bang for their buck.

Mr. O'Donnell said that Joe DeYoung from the Bike Task Force was also a scorer, and that his conclusions were the same as Ms. Hulting's.

Ald. Shubert said that Procurement Officer McGuire surfaced a grant opportunity from Cook County which has a deadline in March. He said that grant is one that other municipalities are going to apply for and that it is beyond the scope of what they want to do. He added that the Bike Task Force does not want to pursue the grant for this particular project.

Ald. Moran asked if there were any professionals involved in the walk audit.

Mr. O'Donnell said there was one professional involved, however his ideas were more on the opportunistic side rather than the realistic side. He added that his ideas went beyond the scope of what they were looking for.

Ms. Hulting added that the grant that Procurement Officer McGuire found is more about active transportation such as road transportation for communities that are at a disadvantage. She felt that they didn't have a good chance of receiving funding. She added that the Bike Task Force was told to make progress quickly, and that \$8,000 was not a large amount of money.

Ald. Mazzuca commented that other Public Works items in the Capital Projects section of the budget might fall under the grant. He asked staff to see if any of the projects would qualify.

Acting City Manager Gilmore said they would go over the list.

Ald. Moran asked for consensus to have staff move forward with the Ride Illinois contract.

There was a consensus.

Director Zingsheim asked if Council wanted to include public outreach with the contract.

Ms. Hulting explained to Council that there is typically a public outreach component with bike programs.

Ald. Moran said they can approve moving forward with the contract that night, then think about the public outreach component later. He suggested that the task force can create an online survey and staff can put it on the City's website.

Ald. Mazzuca said they will move forward with the contract without the grant, then have staff check to see if any other Capital Plan items qualify for the grant.

## **2. FY18 Budget Scorecard and Workshop Schedule**

Acting City Manager Gilmore said they are distributing the information of the scorecard and workshop schedule tonight. He said the scorecard is a summary of the budget that also tracks any changes being made to the budget. The columns on top are for each fund in FY18, and the middle section is the proposed FY18 budget. There is a revision section for any changes and request for changes to be made



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to the budget throughout the workshop process. He said the budget workshop schedule includes three workshops with a three hour max per workshop. He said the plan is to distribute the budget workshop books next Friday with the packets.

Acting City Manager Gilmore went over the ground rules and said that people should try to stick to the topics of the meetings. He said there will be opportunity for Aldermanic requests before the meetings so that staff can bring back analysis for Council during the budget workshop meetings. He said the first workshop would be next week, and that the budget would be approved on April 17.

Ald. Shubert asked if the format of the Budget Workshop Book was similar to last year's, or if it is different due to the Strategic Planning Process.

Acting City Manager Gilmore said that it is similar, however, there is a summary document at the beginning of each department. The summary document lists the department's mission, goals for FY18 and the Strategic Planning Process is tied into the goals.

### **C. Human Resources**

#### **Review/Update on each Union Body, Labor Negotiation(s), Grievance(s):**

- o Acting City Manager Gilmore said they have an agreement with Local 150 on a union contract. He said they are currently waiting on a signed copy from them.

#### **Review/Update on the Non-Union Body:**

- o Acting Finance Director Lamberg announced that the City received an award for their Comprehensive Annual Financial Report (CAFR), and that it is the highest award in financial reporting. Director Lamberg thanked staff for their hard work.

#### **Staffing Changes:**

- o Jim Brown, Community Preservation & Development Director (ft), was hired after serving as the Acting CP&D Director for 4 months.
- o We are currently in the process of receiving applications and/or interviewing for the following positions: Water Pump Station Operator (ft), School Crossing Guards (pt), and Plans Examiner/Inspectors (pt/on-call).

#### **Pension Update:**

- o The next Police Pension Board quarterly meeting is scheduled for April 25, 2017 at 10:00 a.m. in the 2<sup>nd</sup> floor Conference Room at City Hall (505 Butler Place).
- o The next Fire Pension Board quarterly meeting is scheduled for May 16, 2017 at 9:00 a.m. at Fire Station 36 (1000 N. Greenwood Avenue).

### **D. Department Head Report**

### **3. New Business**

None.

### **4. Adjournment**

The meeting was adjourned at 9:17 p.m.