



**CITY OF PARK RIDGE**

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**MINUTES**

**BUDGET WORKSHOP MEETING**

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

**WEDNESDAY, APRIL 12, 2017 AT 6:00 P.M.**

**I. Roll Call**

Ald. Moran called the meeting to order at 6:02 p.m.

Senior Administrative Assistant Zarlenga read the roll call; the following Elected Officials indicated their presence at the meeting: Ald's. Moran, Shubert, Melidosian (came in at 6:08 p.m.), Mazzuca, Van Roeyen, Milissis and Acting Mayor Maloney.

Also present were Acting City Manager Joe Gilmore, Acting Finance Director Andrea Lamberg, Library Director Jan Van De Carr, Library Treasurer Mike Reardon, Police Chief Frank Kaminski, Deputy Chief Lou Jogmen, Deputy Chief Duane Mellema, Records Supervisor Julie Nistler, Assistant to the Police Chief Ingrid Feiereisel, Fire Chief Jeff Sorensen, Fire Executive Officer Paul Lisowski, HR Manager Mike Suppan, and Senior Administrative Assistant Julie Zarlenga.

**II. Citizens Wishing to be Heard**

None.

**III. Approval of Minutes**

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

- **March 8, 2017**
- **March 22, 2017**

**Motion carried, by voice vote, 7-0.**

**IV. Scorecard Review/Updates**

Acting City Manager Gilmore went through the scorecard, pointing out revision A2 which had a decrease of \$10,000 to the General Fund for Audit Service Fees.

- **Library**

Acting City Manager Gilmore noted that the Library Board approves the Library's budget, but is included in the meeting for the City's information.

Ald. Mazzuca inquired about the decrease in the amount of property taxes collected, despite the fixed Equalized Assessed Value (EAV) per referendum. He asked if the projection was for property taxes to decrease in the coming year.

Library Director Van De Carr said that property taxes did decrease this past year and that the City forecasts the levies.

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Acting Finance Director Lamberg clarified and said that the EAV typically doesn't impact the amount of property taxes the City collects. An accounting issue was recently cleaned up because the City's fiscal year didn't align with the timing of when property taxes were collected.

Ald. Mazzuca mentioned that the Community Advisory Board mentioned the Library installing security cameras.

Director Van De Carr said the cameras wouldn't be for the FY18 budget. Police Chief Kaminiski suggested having cameras to obtain a broader view, and Director Van De Carr suggested to Chief Kaminiski that the Library and City do a cost share on capital improvements.

Ald. Moran asked Director Van De Carr to give a brief status report for the Library.

Director Van De Carr said that bids came in on Monday. After the architects' review the bids, construction will start around the beginning of June. The project consists of lighting updates, enclosing one area to make a quiet room, adding technology, and reducing the size of service desks to streamline spaces.

Ald. Van Roeyen asked if they would be getting kiosks for self-check-out.

Director Van De Carr said they are getting kiosks, and they have already narrowed down the six proposals they've received to two.

Ald. Moran asked if they had a plan for when the money from the referendum runs out.

Mike Reardon, Library Treasurer, said the board is aggressively coming up with plans to make sure the money lasts for as long as possible. The board projected three different scenarios where their balance fund dips below what it should be. He said the money should last them until FY2024.

- **Police**

Acting City Manager Gilmore detailed the department cover sheet. He said there is a headcount increase of 3.32 FTEs for the department in Records and Patrol. There would be an increase of 1.13 FTE in Records, and two full-time employee would be added in Patrol for an equivalent of 3.32 FTEs. He noted that those positions did not have an over-time savings.

Memo: Budget Proposal-Reorganization of Records Section

Police Chief Kaminiski said that his motto has always been to "do more with less." He said however, when the City transitions over to body cams staff will receive more FOIA requests which will require more staff time. While they are transitioning to the new Computer Aided Design (CAD) systems, they still have to maintain the old records to comply with FOIA. He said they need to do succession planning and add full-time staff since the part-time staff typically leaves to pursue full-time jobs. He noted that in FY17 they lost 3 employees.

Ald. Mazzuca asked if the body cams were going to be in place by FY18.

Acting City Manager Gilmore said that the memo erroneously stated FY18 for the body cams, but that it was actually calendar year 2018. He said in FY19 there would be a pilot for the body cams, and in FY20 the body cams would be implemented.

Ald. Mazzuca noted his disappointment that body cams were not going to be implemented until FY20. He added that in the memo it says that there is a 2 year backlog of records. He asked if there was a way to get outside help to clean up the backlog.

Acting City Manager Gilmore said they could get outside help, however, they would like to build the internal initiative in order to work on body cams in the future.

Ald. Moran asked if the records backlog was delaying the roll-out of body cams.

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Chief Kaminski said it was not delaying body cams. He said there is a lot of research involved with body cams because there are many details involved in order to implement them successfully. He noted that other police departments have taken years to come out with body cams. The Department of Justice has still not come out with body cam guidelines yet. He added there are issues with the storage of body cam recordings and the amount of redaction work involved with FOIA requests. Because of all the unknowns he said he didn't want to have to come back to Council to ask for additional things.

Acting Mayor Maloney asked if the Police Department considered hiring an outside company to work on the 2 years of backlogged records.

Chief Kaminski said they have not considered hiring outside and have not priced it.

Ald. Milissis suggested that with additional technologies, they might be able to reduce the amount of staff they need.

Records Supervisor Nistler said the technology hasn't reduced the amount of work, but that it just changed the process for recording and retrieving it.

Ald. Moran asked if the point of increasing hours in recordkeeping is to address the backlog.

Records Supervisor Nistler said it's to address it, but to also prepare for the additional work in the future coming from FOIA requests for body cams.

Ald. Mazzuca said he didn't have a problem with additional staff, but disagreed with the process for implementing body cams.

Acting City Manager Gilmore said the length of the process for implementing body cams is not based on staff's inability to get to a certain point. He said the process is methodical because of the amount of technology taken on by the police department, which he noted that most departments cannot handle; therefore their body cam program fails. There's a que they need to get into in order to solve certain technological problems that could occur along the way. He said the additional staff will help with processing FOIA requests for body cams, as well as with the records backlog. Prescient, the City's IT company might not be able to handle the type of technology needed with body cams.

Ald. Mazzuca challenged staff to get body cams up and running sooner.

Ald. Milissis said he is not tying body cams to the request for additional records staff. He said the trend for technology and FOIA requests is increasing, and since there is a lack of staff, he felt they should at least try adding staff for 1 year. He noted he was comfortable with the body cam timeline.

Ald. Moran also said the request for additional staff in records shouldn't be tied to the implementation of body cams.

Ald. Mazzuca said he wanted to see metrics on the additional staff and suggested they track the rate at which FOIA's are being turned over.

There was consensus to move forward.

#### Police Administration

##### *Telecommunications*

Acting City Manager Gilmore said that telecommunications was increased by \$5,000.

DP Jogmen said they were looking for a platform that would get emergency information out to all residents, and they chose Nixel. He said that Nixel would be able to connect to their existing platforms such as Nextdoor and Twitter.

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Police Administration

*General Contractual Services*

Acting City Manager Gilmore said there is revenue from the Department of Justice Grant which is a wash due to the expenditures involved with the grant.

*Pension Payments*

Acting City Manager Gilmore said the pension liability is being funded at 100% by 2040. The State requirement is to be funded at 90% by 2040.

Communications/Technology

*General Contractual Services*

Acting City Manager Gilmore said that the project that will research automated tickets is expected to cost \$25,000.

Patrol

*Regular Salaries*

Acting City Manager Gilmore said staff is looking for Council's approval to hire two new patrol officers for the new fiscal year. He said the request is detailed in the memo.

FY18 Police Staffing Request

Chief Kaminski said that in 2011, 4 officers were laid off. He said they never consistently have 54 people due to illnesses, FMLA, and on the job injuries. The lack of officers is filled by overtime, however, back up is needed and the officers are reaching burn-out due to all the overtime. He added that they did not promote an officer to a commander in order to fill the vacancy on the street. He said they are saving \$300,000 with West Suburban and saved \$39,000 by not promoting an officer to a commander.

Ald. Mazzuca said that it seemed as though they should be getting a large savings in overtime if they added two officers, however instead of dropping, overtime was increasing by \$35,000. He commented that the City would be taking on a large pension burden, with not enough savings in overtime.

Acting City Manager Gilmore said the \$60,000 savings in FY20 is significant. The memo can't solely be tied to savings, as there is a lot of burn-out among the officers. He said they can't justify every dollar offset in savings because it is not intended to be that way.

Ald. Mazzuca suggested taking a phase in approach by hiring 1 officer in FY18, and another officer in FY19.

Acting City Manager Gilmore said that while anything is possible, they have already decreased the number of officers they are asking for by 2. He noted that they wouldn't see much of a result in only a year because the candidate is in training for almost a year.

Ald. Van Roeyen said that he supported hiring 2 new officers.

Acting Mayor Maloney asked what the 2 new officers would be doing once the department is fully staffed.

Chief Kaminski said they would still work in patrol, which would allow the department to give staff time off.

Ald. Van Roeyen commented that as for the officer's pensions, they are not going to be making the potential of their pensions in their lifetime.

Ald. Mazzuca said that every time the City hires they have to set aside \$1.2 million to fund their pensions.

Ald. Moran was concerned that this decision might impact another Council's budget 30 years from now.

Acting City Manager Gilmore said the rate of their annual pension is listed on the memo, and although it's significant, it is an annual charge.

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Ald. Milissis said he could understand the need for more coverage and is in favor of the increase.

Ald. Moran said there was a consensus to move forward.

#### Patrol

Acting City Manager Gilmore said there is an increase in swat gear.

Chief Kaminski said they do mutual aid for the Emergency Services Team. He said they are trying to rotate the equipment out, as it is ten years old.

Ald. Melidosian asked why they were purchasing new vests if they are donating the old vests. He asked why other people would buy used vests.

DP Jogmen said that the buyers understand that the gear they donate is past the shelf-life of 5 years. The vests are unusable for police and fire. He added that they participate in a grant and get half of the money back from the vests that they purchase.

#### Crime Prevention Strategies

##### *Materials*

Acting City Manager Gilmore said that in this line item are the mental health brochures for \$4,000, and the new volunteer trailer for \$4,000.

Chief Kaminski said the acquired a lot of equipment through the grants the department has gotten for them. He said the volunteers need a new trailer to haul their equipment in, as the current one is not safe for the amount of weight it would be carrying.

Ald. Moran asked if there was any grant money left over to counter the cost of the mental health brochures.

Chief Kaminiski said there was not any grant money left and that the City was paying for the brochures which are being updated.

#### Salary Detail

Chief Kaminski said that once they looked into the salaries of other municipalities, it was found that the command staff was underpaid. He asked Council to take a look at the salaries when making their decision.

- **Asset Forfeiture**

Acting City Manager Gilmore said they don't budget revenue in this fund due to the uncertainty. He said that everything that's in the fund balance that is forecasted is eligible to be spent in FY18.

- **E911**

Acting City Manager Gilmore said there is a fund balance in E911 of \$237,556 with revenues coming from the Emergency Telephone System Board (ETSB) and a subsidy from the General Fund. There is also a \$300,000 reduction in subsidy from the General Fund on behalf of the E911 Fund. He said that this fund is now broken out between Police and Fire with a total of \$850,129 in Police and \$360,000 in Fire. The \$300,000 reduction is due to the savings from West Suburban.

Ald. Mazzuca asked what the target fund balance is for E911.

Acting City Manager Gilmore said it is 0.

Ald. Mazzuca asked why any amount of money had to be kept in the fund if it was coming from the General Fund.

Acting City Manager Gilmore said it could be reduced.

Ald. Mazzuca proposed moving \$200,000 from the fund.

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Ald. Moran proposed moving \$150,000.

Acting Finance Director Lamberg said the year to date actual is based on revenue they've received. They have received \$300,000 for their telephone tax, however the budget is \$500,000. She said they may not receive the remainder of that money from the State we would have a deficit in the fund. She noted if the money does come in they could always remove the balance next year.

Ald. Moran asked if Council was fine with leaving the money in the fund.

Ald. Mazzuca said he'd prefer it'd be taken out.

Ald. Milissis said he didn't want to be in a deficit.

There was a consensus to leave the money in the fund.

Council took a recess at 8:19 p.m.

Council came back from recess at 8:25 p.m.

- **Fire**

Acting City Manager Gilmore detailed the departmental cover sheet and highlighted the noteworthy changes.

Fire Administration

*Regular Salaries*

Acting City Manager Gilmore said there was no change in regular salaries aside from union and merit pool.

*PSEBA*

Acting City Manager Gilmore said there are two people who are eligible for the Public Safety Employee Benefits Act (PSEBA), and the rates are TBD depending on the rates of the City's healthcare.

*Pension*

Acting City Manager Gilmore said the pension payments are based on the levy per the actuary report.

*Materials*

Acting City Manager Gilmore said there is a significant reduction in this fund from prior year due to a FEMA grant.

*Building Repairs*

Acting City Manager Gilmore said there is \$25,000 budgeted for the roof repair.

Fire Prevention

Acting City Manager Gilmore said there are no major changes.

Emergency Response

*Regular Salaries*

Acting City Manager Gilmore said this is where they have budgeted for the 3 new fire fighters, along with an over-time savings of a \$50,000 reduction in the first year.

FY18 Fire Staffing Request

Fire Chief Sorensen said the org chart in the budget workshop book reflected their ideal goal, which is to have 16 personnel per shift. Rescue 36 is being put to good use. He said that they re-organized 3 years ago and 3 positions were eliminated. Paul Lisowski's position was turned into a full-time Training Officer position which has been a great position to have. Fire has seen a call increase, and although most of them are smaller calls from Lutheran's Campus, there is a greater amount of time being spent at house

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calls. Lutheran General Hospital has changed the protocol for house call, which involves more treatment onsite, as opposed to at the hospital. He said that even with the longer treatment time and the lack of staff, they have managed to lower their rescue time.

Ald. Milissis asked if the 1 additional person per shift of 3 would allow them to run Rescue 36.

Chief Sorensen said it would allow them to run Rescue 36.

Ald. Milissis asked Chief Sorensen if he himself responded to calls.

Chief Sorensen said he responded to calls about 50 times per year.

Ald. Mazzuca asked if there was a way to arrange the shift to cover the peak period without going to 3 people.

Chief Sorensen said if they were in a situation where there was a case of FMLA or an extended absence, it would affect us. Once peak period is over, the fire fighters that are on over-time are sent home.

Fire Executive Officer Lisowski added that it would be difficult to hire people just to fill the peak periods.

Ald. Mazzuca said they have a pretty good case, however he challenged them to revise the coverage more.

Chief Sorensen said that many of their serious fires occur overnight, and that in those types of situations, it makes for better improvement in safety to have enough staff. For medical direction, Community Paramedicine paramedics are being asked to handle routine checks in the field, such as checking a person's blood sugar level. He said they've been reluctant to join in because there's been no funding for it. He said they are looking towards long-term and what EMS will look like in the future.

Ald. Melidosian proposed having Lutheran General Hospital pay for part of the paramedic's salaries since they are requiring they stay an extra amount of time on scene.

Chief Sorensen said that staying longer on scene to treat the patient is becoming the new standard in EMS.

Ald. Moran asked if the large increase of inspections is due to the change in sprinkler regulations.

Chief Sorensen said yes, the increase is due to more new constructions being built, and additions. He said that once CP&D gets their new software up and running, they'll be able to get better data.

Ald. Mazzuca asked if the three additional fire fighters could be phased in.

There was no consensus to phase in the additional Fire Fighters.

#### Emergency Response

Acting City Manager Gilmore said that other noteworthy items for the new Fire Fighters is \$7,500 for turnout gear, along with an increase in Training, Materials, and Equipment. He noted the updated salary detail for the requested Fire Fighter increase.

- **IMRF**

Acting City Manager Gilmore said this year they have broken out IMRF and FICA for compliance and clarity. In IMRF the main revenue source is from the property tax levy. The pension contribution rate decreased from 11.39% to 9.52% on January 2017.

- **FICA**

Acting City Manager Gilmore said the property tax levy revenue generated \$942,433. The expenditures are for social security and Medicare.

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- **Shared Services**

Acting Finance Director Lamberg said that this is staff's calculation of the services the General Fund provides for the Enterprise Funds. This is reviewed at a high level annually and every 3-5 years an in-depth review is done.

- **Transfers**

Acting Finance Director Lamberg said that the document capturing transfers summarizes all the transfers to make sure the transfers-in match the transfers-out.

- **Capital Projects**

Acting City Manager Gilmore said the only changes to the Capital Plan since it was approved are noted in red text. The items include Life Safety/Police Space, Defibrillator for Emergency Response Vehicle, and the City Generator.

**V. Adjournment**

The meeting was adjourned at 9:30 p.m.