

**COMMITTEE-OF-THE-WHOLE
MINUTES OF THE MEETING OF THE PRESIDENT
AND THE BOARD OF TRUSTEES OF
THE VILLAGE OF ARLINGTON HEIGHTS
VILLAGE HALL BOARD ROOM
THURSDAY, NOVEMBER 15 2018,
7:00 P.M.**

BOARD MEMBERS PRESENT: Mayor Thomas Hayes, Trustees Baldino, Blackwood, Glasgow, LaBedz, Scaletta, Sidor, & Tinaglia

BOARD MEMBERS ABSENT: Trustee Rosenberg

STAFF MEMBERS PRESENT: R. Recklaus, T. Kuehne, S. Shirley, A. Larson, M. Pagones, R. Ward, M. Juarez, K. Baumgartner, P. Wilkiel, Various Department Support Staff

OTHERS PRESENT: Joe Keefe, Carla McAleer, Steve Daday, Metropolis

SUBJECTS:

- A. Staff follow-up from Previous Meeting
 - B. Performing Arts at Metropolis
 - C. Review of Department Budgets
 - D. Final Recommendation of Committee-of-the-Whole to Board of Trustees for the Property Tax Levy
 - E. Final Recommendation of Committee-of-the-Whole to Board of Trustees for the 2019 Budget
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President Hayes called the meeting to order at 7:01 PM.

Staff follow-up from Previous Meeting

There were no follow-ups.

Performing Arts at Metropolis

Mr. Daday, President of Metropolis' Board introduced Metropolis staff members that were present, and said that Metropolis had a good year. He went on to say that the new lobby is an improvement to the facility, that there were increases in donations and corporate sponsorships, and that they set a record for the number of subscriptions. Mr. Joe Keefe, Executive Director of Metropolis added that the guidance of the Metropolis Board and the partnership with Carla McAleer is critical to the financial management and success of Metropolis. He said that the artistic direction and quality of productions have been very high. Mr. Keefe also said that the support that is received from the Village and its residents is also key to the Metropolis.

Mayor Hayes feels that the quality of programming is key to success. The Board thanked and complimented Metropolis for their hard work and for the good year that they have had. Discussion continued regarding some parking issues/confusion that some Metropolis patrons might be experiencing. It was noted that Metropolis has a link on their webpage that shows the map of parking available in the area. Mr. Keefe stated that Metropolis understands its role as an economic engine for Arlington Heights. Both he and Mr. Daday thanked the Village Board for their support.

Resident Keith Moens felt that the Village's contribution for Metropolis is something that needs to be fixed in this budget process, and felt that the return on investment is not a good business decision of the Village. Mr. Moens felt that the Board deviated from their normal business assessment of assets when they bought the Metropolis. He talked about public

hearings and felt that there should be meaningful public input on decisions made on the budget. Mayor Hayes felt that the decision for the Village to get involved with the Metropolis was a good business decision, saying that the people who attend shows shop and dine while they are in Downtown Arlington Heights and become more aware of what is in our community.

Resident Melissa Cayar asked if Metropolis serves alcoholic beverages. Mr. Keefe responded that soda, wine and beer is served and is restricted to a period prior to the show and through intermission, unless there is a special event.

Review of Department Budgets

Each department gave a brief overview of their budgets as well as highlights of their department activities and/or initiatives as shown in the presentation.

Boards & Commissions

Mr. Kuehne gave a brief overview of some of the line items for some of the Boards and Commissions explaining that most of the Boards and Commissions budgets have a 0% increase budget year to budget year. Mayor Hayes who makes the appointments to the Boards and Commissions explained that most program and policies they make to the Village is up to them although there may be funding constraints. Mr. Recklaus stated that a survey of every Board & Commission was done in order to get their perspectives on how things are going. He added that he is in the process of meeting with all the staff liaisons and chair people regarding their goals and support they may need. Mr. Recklaus went on to say that all commissions created before 1973 are paid commissions, and that the others created after 1973 are not. He talked about the various commissions, how often some of them meet and on how some of them are regulatory commissions. He said that staff will make a recommendation for the Board in the future regarding this.

Legal

Ms. Robin Ward stated that the Legal Department budget is status quo. Trustee LaBedz asked if FOIA requests were increasing. Ms. Ward stated that they were increasing and said that Staff Attorney, Lisa Farrington stays on top of them. She added that Village staff does a great job of responding to them on time, and that if needed, extra time is requested.

Health & Human Services Department

Mr. McCalister gave a brief overview of the Health and Human Services proposed budget, saying that it is a standard maintenance budget and that there were no capital outlay requests. He went on to say that to help augment the staffing levels at the Senior Center, it is recommended that a transfer of \$16,000 from the Health Services budget to the Senior Services budget be done. He explained that these funds were previously used for the community partnership immunization clinic, and for temporary help for nursing services. He also said that this transfer will allow for an additional 19 hours per week of on-call temporary help at the Senior Center. Mr. McAlister went on to say that Arlington Cares and Arlington Heights Senior Center Inc. both had successful fundraisers this past year which helps supplement the budget. Discussion took place regarding Social Services, donations and assistance to help people in the community.

Trustee Scaletta asked why home delivered meals went up so significantly. Ms. Karen Hansen stated that it is reflective of a national trend of a community that is aging in place, where services like Meals on Wheels allows seniors to stay in their homes. Trustee Scaletta also asked about the decrease in subsidized rides. Ms. Hansen stated using a taxi system is not a very user-friendly system, and is not meeting the needs of the seniors. Trustee Scaletta then asked how the Library system supports the Senior Center. Ms. Hansen stated that the Library is an integral partner at the Senior Center, and said that they operate their only branch there,

have an indoor and outdoor book drop, and that they operate a computer lab among other things. Ms. Hanson stated that the library takes care of their own computers used for the computer lab they hold at the Senior Center. Discussion then took place regarding IT Charges for computers used for staff and volunteers at the Senior Center. It was explained that the total budget of the IT Department is divided and charged by how many computers each department has.

Engineering Department

Mr. Pagones explained that the only large increase in the Engineering Department's proposed budget is for professional services, which is due to the need for additional help for larger construction projects.

Mayor Hayes asked if there were any issues or concerns from the residents regarding notices or complaints with interacting with contractors this year. Mr. Pagones said everything this year went smooth with only an occasional complaint. He said that efforts in notifying and providing residents with information help reduce complaints. Mr. Recklaus congratulated Mr. Pagones for an outstanding job and on his leadership of the department. Discussion then took place regarding vehicle lease charges and how they get charged to departments.

Public Works

Mr. Shirley gave a brief overview of some of the current projects including the Cypress Detention Basin Project, the Downtown Sewer Project, and Cityworks Software among others. He went on to say the Public Works General Fund budget is lean. Mayor Hayes asked if trees are still being removed because of EAB. Mr. Shirley responded yes, and said removal will continue for some time. Discussion continued regarding the number of EAB trees removed over the last few years, and with the diversity of planting replacement trees and their mortality.

Trustee Scaletta asked about the reductions of the Street & Sidewalk Maintenance and the Street & Sidewalk Supplies line items. Mr. Shirley stated that Street & Sidewalk Maintenance is a contractual account and that the Street & Sidewalk Supplies is for asphalt and concrete, and other materials that is purchased to do in-house repairs. Mr. Shirley said historically we haven't spent all of the funds, so the budget was lowered. He added if there are issues that are safety related and are in need of funding, they would come back to the Board.

Trustee Scaletta asked about the budget for brick paver maintenance. Mr. Shirley stated that there are two years of funding in the CIP for paver brick removal and replacement. He went on to explain that the budget includes all the concrete if curbs have to be redone, the banding, and the bricks. Trustee LabBedz asked about the LED street light upgrades. Mr. Shirley stated that about 200 lights have been upgraded, and said that about 400 will be done per year for about eight years.

Trustee Baldino wanted to publicly acknowledge the service Public Works provides on a timely basis, the Village being rated one of the top 100 safest cities because of the Police Department, and the Fire Department's ISO 1 rating.

Trustee Sidor asked if the See, Click, Fix software will be an effective tool for residents to report any issues they may see. Mr. Shirley stated that there has been an increase of use, saying that it syncs with the Cityworks work order system, where the requests go right to the units responsible.

Mr. Recklaus stated that this has been a good year and because of his confidence in them, he has asked the Public Works department to trim their budget and take on the Engineering Department.

Fire Department

Acting Chief Larson stated that the Fire Department's proposed budget is status quo, saying that there are no major changes. He noted that some variances were the result of a budget reduction challenge of \$30,000 that was requested, saying that none of the reductions are anticipated to greatly impact the operation of the Fire Department in 2019. Acting Chief Larson stated that Fire Department is currently upgrading computer related dispatch software which is a collaboration of members of the NWCD. He explained that with these upgrades the department will be able to establish response protocols matching specific response resources to identify patient needs, as well as a new records management service.

Some other initiatives of the Fire Department include:

- Cost sharing initiative for a broader use of CityWorks
- The combination Drone program with the Police & Public Works Departments
- Ongoing Task Force initiatives with the Police Department
- Agreement with the Foreign Fire Tax Insurance Board for the purchase of 60 new self-contained breathing apparatus

Acting Chief Larson went to say that 18 employees or nearly 16% of the Department have reached the minimum age of requirement for retirement, and that in the next 1-3 years that an additional 21% of employees will reach that minimum age of retirement. He said that as far as succession planning, the department has a plan developed that will serve the department and residents well.

Trustee Scaletta asked who determines, on behalf of the Foreign Fire Tax Board, how much money is put forward on the purchase of the self-contained breathing apparatuses. Deputy Chief Ahlman stated that money was previously budgeted in the CIP, and said that as they got closer to purchasing them, the cost went up. He went on to say that the Department asked the Foreign Fire Tax Board for the difference in the budgeted amount and the cost of them. Discussion then took place regarding life expectancy of Fire Department vehicles and on the re-evaluating the number of the department's reserve vehicles for future budgets.

The Mayor and Board thanked the department for all their work.

Final Recommendation of Committee-of-the-Whole to Board of Trustees for the Property Tax Levy

Trustee **LaBedz** moved, seconded by Trustee **Baldino** that the Committee-of-the-Whole recommend to the Village Board to authorize staff to prepare the Village's and the Arlington Heights Memorial Library's 2018 Tax Levy Ordinance reflecting an estimated total tax levy of \$50,807,520 or a 1.70% increase over the 2017 extended tax levy for the Village and Library portion of the levy. **The motion passed unanimously.**

Final Recommendation of Committee-of-the-Whole to Board of Trustees for the 2019 Budget

Trustee **Scaletta** moved, seconded by Trustee **Sidor** that the Committee-of-the-Whole recommend to the Board of Trustees that the Board approve the Proposed 2019 Budget as amended through the review process. **The motion passed unanimously.**

Trustee **Scaletta** moved, seconded by Trustee **Baldino** to adjourn the meeting at 8:30 PM. **The motion passed unanimously.**