

**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 14 2019,
7:00 P.M.**

BOARD MEMBERS PRESENT: Mayor Thomas Hayes, Trustees Baldino, Canty, LaBedz, Padovani, Rosenberg, Schwingbeck, and Tinaglia

Trustee Scaletta arrived at 8:46 PM.

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

OTHERS PRESENT: Joe Keefe, Carla McAleer, Steve Daday, Metropolis
Dave Parulo, Meet Chicago Northwest

SUBJECTS:

- A. Staff follow-up from Previous Meeting
 - B. Performing Arts at Metropolis
 - C. Meet Chicago Northwest
 - D. Review of Department Budgets
 - E. Final Recommendation of Committee-of-the-Whole to Board of Trustees for the Property Tax Levy
 - F. 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 7:00 PM.

Staff follow-up from Previous Meeting

There were a couple of questions about how online retailers will determine which local Illinois municipality's sales taxes would apply as of July 1, 2020. Staff stated they would contact the Illinois Department of Revenue for further clarification and report back when more information is known.

A question came up regarding a discrepancy in the total parking tickets issued in 2018 shown in the budget book. It was explained that in 2018 the Village changed its internet payment processor from Click-to-Gov to Paymentus and that the cash reporting from this processor has been correct, but our COGNOS reporting system included the internet transaction count with the in-person/mail transaction count. The counts will be corrected in the adopted budget book.

It was asked if the number of Sounds of Summer events will go back to a normal year level now that 2019 Downtown construction has been completed. The answer was yes, that a more normal concert schedule is planned for 2020. The number of concerts vary each year. The Village does not schedule concerts in Harmony Park during Frontier Days or Irish Fest, and the concert season ends the day before the Mane Event. Planning for the 2020 concert schedule will begin in March – April, 2020. The 2020 budget figures are correct. The actual cost of the concerts and the number vary every year based on the way dates fall on the calendar and the amount of sponsorship dollars received.

What is the cost and fee associated with the B-12 shots provided by the Health Department? A Village Nurse will administer a B-12 shot to a patient as long as they have their own B-12 medication supply with a doctor's order, or the medication is in a current prescription vial. There is a \$3.00 charge to cover supply costs.

Performing Arts at Metropolis

Mr. Steve Daday, President of Metropolis' Board introduced Metropolis staff members that were present. He stated that Metropolis had a banner year with very successful productions in regards to revenue and sales, and said they are projecting to be in the black. He also said that subscriptions are approaching 2,000 and are at their highest level. Mr. Keefe stated that their total visitor count in the last few years increased from 58,000 to 92,000 this year. He said Metropolis has increased their operation reserves, and said that in the past two years they have had four record setting gross revenue and net profit shows, which they expect to continue.

Mayor Hayes thanked Metropolis's staff and Board for a great job, stating that Metropolis is a great community resource that brings excitement to the Downtown. He went to say that Trustee Scaletta was going to arrive late and wished for his comments to be read. Trustee Scaletta wanted to commend Joe Keefe, Metropolis staff, and the PAM Board for their efforts this past year. In addition to the many successful productions that have surpassed expectations, their ability to continue controlling costs are admirable, and that he was grateful for their efforts and is supportive of their budget requests.

Some discussion took place regarding the tuition and fees for the School of Performing Arts, on increased enrollments, and on some planned improvements to the Theatre. All Board members commended the Metropolis for a great year and were supportive of their requested budget.

Resident Melissa Cayer asked about Metropolis funding/property taxes. Mr. Kuehne stated that no property taxes are used to fund Metropolis, and gave an explanation on how the collection of Food & Beverage taxes help fund the Metropolis. Mr. Keefe added that Food & Beverage Taxes are generated by visitors the Metropolis brings to Arlington Heights, saying that 75% of shows are seen by out of towners.

Resident Keith Moens felt that the Metropolis operating contributions were enormous and go up every year, and felt that money could be used elsewhere. Mr. Recklaus stated that the Board makes a decision every year whether to contribute and said that any theater outside of Chicago in our region is also receiving funding because of the economic footprint.

Resident Peggy Lane stated that the research behind the arts in education has a great effect on the success on academic performance, and felt that it is wonderful to have this theater in Arlington Heights.

Meet Chicago Northwest (MCNW)

Mr. Kuehne stated that Meet Chicago Northwest comes before the Village Board every three years to renew its budget agreement with the Village. President, Dave Parulo introduced some of his staff members and said it was a pleasure to be the Village's tourism partner. He then acknowledged John Scaletta and Joe Keefe for serving on the MCNW Board. Mr. Parulo continued by giving some current highlights of things that were accomplished, which include:

- New quarterly reports for stakeholders
- Arlington Heights Community Guide
- Annual Visitor Guide

- Community Specific Dining Guides

He went on to say MCNW has an inclusive business model that represents 187 partners in the Village of Arlington Heights, which is based on the Village's contribution. He explained that the partners do not pay membership fees or fees for participating in programs, saying that it is a community benefit to promote businesses and hospitality sectors. Mr. Parulo stated that his philosophy is to try to understand what is important to the Village of Arlington Heights, and to see how MCNW can help. Some examples he noted included publications and inclusive marketing programs. Mr. Parulo continued by talking about the hotel partners and booked rooms. He finished by thanking members of staff for participating in educational programs, including the hotel summit.

Mayor Hayes thanked the MCNW for the high quality of information they provided the Board, saying that it is what the Board was looking for. Mayor Hayes then said that Trustee Scaletta felt that the Village is getting a bang for their buck, and that there is a greater emphasis on the Village of Arlington Heights. Discussion continued regarding visitors being directed to Arlington Heights from convention center bookings, on hotel bookings, and on various guides.

Trustee **Padovani** moved, seconded by Trustee **Canty** that the Committee-of-the-Whole recommend to the Village Board of Trustees that the Board approve a three-year budget agreement for the Meet Chicago Northwest Convention Bureau with each year being funded at 8% of the hotel tax receipts. **The motion passed unanimously.**

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. Recklaus said that an extensive review of the Boards and Commissions system was done last year, and said the Electrical Commission was eliminated, and that Commission pay was also eliminated. He added that Boards & Commission efforts will be ongoing.

Mr. Recklaus talked about the Boards and Commissions budgets. He said there is a slight increase for Police testing for the Board of Police & Fire Commissioners. He went on to say the Board's direction for staff was to look at what should be supported by the General Fund, and what should be supported by the AE & E Fund, saying the events in the AE& E Fund should be those that helps support the local Downtown business community. Mr. Recklaus noted that one of the changes made was that Hearts of Gold was taken out of the AE & E Fund and will be supported by the General Fund.

Mayor Hayes asked if there was any additional funding for an event that the Commissions for Citizens with Disabilities wants to hold next year. Mr. Recklaus stated that no decisions have been made regarding the potential event, and that there is no budget for it at this time. He added that if there is a request for Village funding, it would have to be outside of the budget process.

Trustee Rosenberg questioned the money budgeted for a new line item for the B & C recognition program. Mr. Recklaus explained that there was not a lot of attendance through the commission recognition, and because the loss of pay for commissioners, staff wanted a new recognition program in order to recognize their efforts and time for volunteering. Although money is in the budget, the program has not yet been set up. Trustee Rosenberg asked that discussion with the Board take place before any decisions are made.

Legal

Ms. Robin Ward stated that the Legal Department's budget is status quo. She noted that the Legal Department is looking at DACRA software, which would improve processing of administrative adjudication tickets, and that the department will be looking at the Village's Liquor Code. Ms. Ward also noted that there has been and an increased amount of FOIA requests.

Planning & Community Development

Mr. Perkins highlighted some of the key initiatives for the Planning Department for 2020, saying that major change that is budgeted in the General Fund includes a request for \$20,000 for phase I scanning of paper files to Laserfiche. He noted that the Promote Economic Business Development line item will remain the same, saying that key components include the Chamber's annual contribution, the Small Business Agreement with the Chamber, and funds for business advertising program and trade shows. Mr. Perkins also said that the Discover Arlington budget remains constant. Mayor Hayes asked if the part-time economic development specialist request that is shown as a Planning Department priority was budgeted for. Mr. Perkins stated not at this time.

Discussion took place regarding the decreased number of retention visits, and on keeping better track of real business leads/retention.

Mr. Perkins continued by going over some of the Planning Department's other funds, including the CDBG, Parking and TIF Funds. He said the CDBG budget was approved over the summer, and that the Parking Fund has three projects that are budgeted for including a parking guidance system, signage, and painting of the Vail Garage.

Regarding the TIF Funds, Mr. Perkins stated that \$750,000 was budgeted for redevelopment of the TIF IV area (Golf & Arlington Heights Rds.), and \$160,000 for corridor enhancements. Mr. Perkins went on to say \$332,000 was budgeted for the TIF V District Rand Road Corridor enhancements. He also said there is a redevelopment agreement for the Hickory/Kensington TIF District with construction beginning next year.

Mr. Perkins then talked about some of the projects in the Capital Projects Fund including; the green energy Vail Electric Vehicle Charging Station and the second midblock walkway, among others. Trustee Rosenberg asked about the number of electric charging stations. Mr. Perkins stated that there will be four, and the area where they will be installed will be painted and signage provided. Mr. Recklaus said the budget represents the concept, and that the intent is to bring a range of options for these projects to the Board for discussion. Discussion continued regarding the use of and costs related to the charging stations.

Mr. Perkins finished by talking about the newly created Affordable Housing Trust Fund and the Zero Interest Loan Fund and how they get funded.

Public Works

Mr. Shirley introduced his staff that was present this evening and said that Public Works will be hiring two new entry level civil engineers, one filling the vacancy left by Nanci Julius' promotion, and the other with Tom Ponsot's retirement. He continued by giving an overview of Public Works' Key Initiatives for 2020, which include an increase to \$4.5 million for continued water main replacements, and continued replacement of public lights with LEDs. It will also include two storm water projects in 2020 where it is hoped to get some grant money to help offset the costs. Mr. Shirley went on to say the brick paver replacement program will continue and that the area around the train station will be finished next year, and said Public Works will continue to manage the \$8.6 million street resurfacing and rehabilitation program, and help with the coordination of construction on Block 425.

Mr. Shirley finished by saying Public Works staff was stretched thin this year because of the heavy workload, and said contractual services may be looked at depending on how the water main replacement and storm water projects proceed.

Discussion took place regarding water main replacement, with the pumping station, and on increased water main breaks because of colder winter weather. Mr. Recklaus stated that the water main replacement/repairs will extend the life of the water system, but cannot stop the aging system from getting worse. Trustee Rosenberg voiced his concerns with the ability to do all the work that is projected for next year, saying that it is a huge undertaking. Mr. Shirley said that there is the ability to come back to the Board to ask for additional help if it is needed.

The Mayor and the Board members all thanked Public Works for all the great work that they do.

Fire Department

Chief Larson introduced Fire Department staff that was present. He went on to highlight some of the Fire Department's key initiatives for 2020. One project is Rewriting of the Fire Department's General Orders and Standard Operating Guidelines. He stated that this project will allow the Fire Department to eliminate outdated policies, and introduce new policy statements that are reflective of the expectations of the current management team. Another key project is the continued focus on change management, and succession planning. He explained that rotation of managerial personnel into other administrative positions will expose them to the roles and responsibilities of multiple positions. Chief Larson stated that there will also be new employee onboarding where they will be assigned a mentor(s) who will be responsible for guiding a new employee during their first year of employment. Another key initiative includes the development of an in-house recruiting team, which will increase outreach efforts to attract a more diverse workforce.

Chief Larson explained that the department is subjected to training requirements, which can result in the need for the department to place an ambulance out of service during a training course that can last up three hours or longer. He went on to say that due to the frequency of EMS calls, removal of an ambulance can cause additional strain on the remaining EMS providers and neighboring communities, and with potential increases in response times. He said the last initiative is to conduct an internal study to assess staffing and response models currently practiced in the department that could identify, if any, adjustments to their response model if warranted. Discussion took place regarding the increase of EMS calls, and the reasons for the decrease in the 6-minute or less response times for them.

The Board thanked the Fire Department for all that they do.

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

Trustee **Tinaglia** moved, seconded by Trustee **Schwingbeck** that the Committee-of-the-Whole recommend to the Village Board of Trustees to authorize staff to prepare the Village's and the Arlington Heights Memorial Library's 2019 Tax Levy Ordinance reflecting an estimated total tax levy of \$51,315,596 or a 0% increase over the 2018 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 **LaBedz** moved, seconded by Trustee **Rosenberg** that the Committee-of-the-Whole recommend to the Village Board of Trustees that the Board approve the Proposed 2020 Budget as amended through the review process. **The motion passed unanimously.**

Trustee **Rosenberg** moved, seconded by Trustee **LaBedz** to adjourn the meeting at 9:30 PM. **The motion passed unanimously.**