MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS
33 S. ARLINGTON HEIGHTS ROAD
MONDAY JUNE 12, 2017 AT 7:30 P.M.

Call to Order: President Hayes called the meeting to order at 7:30 p.m.

Roll: President Hayes and the following Trustees were present: Blackwood, Sidor, Tinaglia Glasgow and LaBedz.

Trustees Baldino, Rosenberg and Scaletta were absent.

Others Present: Randy Recklaus, Tom Kuehne, Nora Boyer, Mary Ellen Juarez, Alexis Smulson and Becky Hume.

New Business

A.CAFR

Mr. Kuehne introduced Matt Beran from Lauterbach & Amen, LLP who presented the Comprehensive Annual Financial Report (CAFR). Mr. Beran said with GASBY 74/75 the Village's post-employment benefits obligation will increase to take it up to 100% funding. This will move the cost from $6 million to $14 million. He presented the audit report. A Certificate of Achievement was accomplished for 2015 and they will submit this year's report as well. The Village received the highest opinion given. The financial statements are in compliance. The Village's total net position increased $2.9 million during 2016. The governmental position increased by $6.6 million and the business-type activities net position decreased by $3.7 million. The total Governmental Fund Balances are $96.5 million. Overall operations increased by $32 million. These are the bonds that came on for the Police Station. The General Fund is a positive $2.6 million. Revenues were $500,000 over budget. Building Permits were up and the Village is controlling costs. There is a healthy fund balance for the funds. The Water and Sewer Fund is $40 million, without capital assets it is $15 million. Revenues are under budget because of wet seasons. Expenses met the budgeted projection. There is a loss in this fund for the year.

Trustee LaBedz moved seconded by Trustee Tinaglia that the Committee of the Whole recommend to the Village Board that the 12-Month period ending December 31, 2016 Comprehensive Annual Financial Report be accepted. The motion carried.

B. Proposed Parking Fee Adjustments

Mr. Recklaus said the Village has the lowest parking fees in the area and they have not been increased in 12 years. Fees must support the parking operation and the Village can't sustain the current system any longer. Staff is proposing a handful of increases which keep the Village in a competitive place compared to other communities.

Mr. Kuehne presented the staff recommendations (Exhibit A). Revenues have lagged expenses creating a $370,000 gap. Also there was a $2 million transfer to rehab the parking garages. Staff has looked for ways to reduce expenses and reduced staff of PSO officers and records clerks assigned to parking. There is an administrative service charge paid by the Parking Fund to the General Fund which covers 1.25% of the wage and benefit costs for the Finance, Police and Public Works Departments. These Departments support parking by providing sales of monthly passes, additional police activity and parking lot maintenance. This $356,400 charge could be reduced to close the gap.

Staff's proposal adds a premium to non-resident parking costs, increases monthly permit fees, and increases daily commuter fees. It is also recommended that the parking agreements with apartments and condos be increased as much as can be within their agreements. Mr. Kuehne said staff would like to implement these changes on September 1st and increase contractual agreements over time. It is also recommended that parking fees be reviewed within the next 5 years.

President Hayes said the changes make sense and asked how they would be publicized. Mr. Kuehne said there will be: a flyer at the front desk, web site promotion, a news release, direct contact with condos/apartments and signs on the pay boxes.

Trustee LaBedz asked about the decrease in the administrative service charge. Mr. Kuehne said the work would still be done, it is just a matter of which fund is paying for it. The General Fund will pay the additional $74,000 versus what it has paid in the past. It is a large amount for the Parking Fund but not a huge difference for the General Fund. The only other option is to raise fees even more.

Trustee Glasgow asked when the contracts expire. Mr. Kuehne said each one is unique. Most of them don't have a specific expiration, but restrict how fast rates can rise. Trustee Glasgow asked when the parking app will be available. Mr. Recklaus said sometime this year. The Business Plan calls for the app this year and Ms. Mikula said it will happen.

Trustee Tinaglia asked if there will be a new evaluation of the parking maps in 2018. Mr. Recklaus said there will be an evaluation on the overall parking system. There is a constant push pull between all the users. The mix of businesses has a big impact. All of issues need to be looked at: commuters, workers, residents, users and customers. Trustee Tinaglia said he is anxious to see who is using spaces and for how long.

Trustee Tinaglia said residents have contacted him saying the Vail parking garage two way circulation is dangerous. There is also concern that the wall on Highland blocks the view of pedestrians. He suggested staff look at some of the safety concerns. Mr. Recklaus said there was a thorough review on the one way/two way issue 6 months ago. Surprisingly, there are not a lot of accidents in the garage. The ones that did occur were not caused by the one way/two way issue. One way causes confusion and the garage would lose spots if the layout was changed. Staff has looked at mirrors and signage and did upgrade lighting as a result. Trustee Tinaglia asked to have the report sent to him.

Trustee Sidor said traffic in the garage is insane and there are lots of close calls. Mirrors would help people see over the wall on Highland. He asked if Mr. Kuehne is comfortable with the proposed $3.5 million fund balance. Mr. Kuehne said yes.

Trustee LaBedz asked if there are measures which can be taken to encourage people to slow down. Mr. Recklaus said staff will continue to look for ways to make things safer.

Trustee Sidor suggested a conference with the PSO's to hear their observations. Mr. Recklaus said the Parking Committee confers with them all the time.

Trustee Blackwood said the rates are in line with the other communities.

Trustee Blackwood moved, seconded by Trustee LaBedz that the Committee-of-the-Whole recommend to the Village Board approval of the proposed parking fee adjustments as recommended by staff. The motion carried.

C. Proposed Substantial Amendment to the Village of Arlington Heights' Sections of the 2015-2019 Cook County Consolidated Plan

Ms. Boyer said some Substantial Amendments are being proposed to the 5-Year Consolidated Plan and the Annual Action Plan is being considered at the same time. She explained the public hearing process. The proposed Substantial Amendments are:

1. To change the priority level of infrastructure to a high priority for CDBG funding from a low priority.
2. Increase the program income to $500,000 over a five year period.
3. Change estimated expenditures in various programs over the 5 year period as funds will shift from the Senior Center to infrastructure projects.

Trustee Glasgow moved to open the Public Hearing which will last for 30 days. Trustee Sidor seconded the motion. The motion carried.

Ms. Boyer said the Annual Action Plan specifies what the Village intends to do in a one year period. $432,000 is estimated to be available in CDBG funds. Under social service funding a maximum of $45,000 will be available, for administrative services $65,000 and for brick and mortar projects $322,000. Staff is estimating allocations based on last year's numbers as these year's numbers have not been issued by the government yet. There is a contingency plan if the numbers come in differently; the social service grants and public service grants would be adjusted proportionally. Brick and mortar projects will maintain their allocation levels for projects already identified. Locations not yet identified will be adjusted proportionally.

President Hayes thanked those in attendance for all the great work and service they do for our community and the surrounding communities.

Faith Community Homes Executive Director Charles Warner said their clients are challenged by rents of $1100 a month for a basic 2 bedroom apartment. People have to be earning $21 an hour to pay for a basic apartment. Their agency provides case management, identifies problems, develops budgets and helps clients plan for future survival. They are an all-volunteer organization. The money that comes in goes to rent support. 18 new families asked for help in the past month. They are expanding into Palatine, Elk Grove and maybe Wheeling.

Rhonda Sarafin spoke on behalf of the D214 English as a Second Language program. They target adult residents of Arlington Heights who have little computer and/or English proficiency. D214 Community Ed. pays for 51% of the cost of the program. This year had 23 residents going through the program.

Jim Huenink from the Northwest Center for Sexual Assault said they work with victims of abuse and help educate the public to try and reduce the risk of being a victim of violence. They did a program at Hersey High School this year. They have served over 700 victims over last year in Northwest suburbs and 50 Arlington Heights victims. 92% of those who received services reported increased quality of life as a result of the guidance and support of CASA. 25% of their clients are under 18 years old.

Mark Parr of the Children's Advocacy Center said they have a request for service money and a request for project money. They work with law enforcement and the States Attorney's office to support children who are abused. They provide advocacy and therapy too. 43 children from the Village were served last year. They are over that number this year already. They would like money to help with the renovation of their main center in Hoffman Estates which serves everyone in the Northwest Suburbs. They are asking all the CDBG communities to help pitch in. Trustee LaBedz asked if they are having success in brick and mortar monies. Mr. Parr said so far so good, Hoffman Estates has committed $49,000 to the project.

Gabriella Arias spoke on behalf of WINGS which provides services for women who are victims of domestic violence. Clients are at risk for homelessness because of their abuse. WINGS provides a wide array of housing options. They have housing counseling, mentoring and outreach in hospitals and community centers. Last year they provided 50,000 nights of shelter in safe houses for victims.

Fred Stupen spoke for Resources for Community Living which offers affordable housing and individualizes support services for adults with developmental and/or physical disabilities. This year they had 2 new people a month. Trustee Sidor asked what type of housing is found. Mr. Stupen said they get creative and try to buy multiple flats to sell to groups of families with special needs. They try to have the clients mainstreamed as much as possible. There are 4 individuals in the Village that they are working with.

Anne Wall from ETS/NW said their organization provides transportation for seniors to medical appointments. They served 150 Village residents last year who took 1,018 rides. They are anticipating a 70% increase, are at capacity and are looking to expand. 55% of their clients are from the Village. Trustee Labedz asked what their geographic limits were. Ms. Wall said their drivers go through 14 different municipalities and cover 116 square miles.

Kimberly Mertz said the Suburban Primary Healthcare Council Access to care provides access to healthcare for those who are uninsured or under insured. One in 10 residents still does not have any type of medical coverage. They served 80 residents of the Village last year.

Suzanne Ploger of Journeys-The Road Home said they serve the local homeless population. 12% of their clients are from Arlington Heights. They also provide shelters throughout area through their PADS program and seven of those sites are in the Village. They served 1000 people last year with an average of 60-80 people a day. The number of services they are providing has increased 25%. They receive no federal money.

Stacey VanEnklevort said the Park District's CAP program provides afterschool care at 10 elementary schools in the Village. They have expanded at Pioneer Park and added 80 more participants. The Village provides money for a scholarship program which keeps fees low for children of working, income-eligible parents. A lot of families cannot afford program. 20 individuals were assisted last year. There is a wait list to get into CAP. Last year 200 people were on the wait list now there are 30 people on wait list.

Amy Fox of Lifespan spoke about the unique blend of services they provide to victims of domestic violence. They provide counseling, advocacy and legal services to adults and children. They are able to communicate in Polish, Spanish, Arabic, Greek and Russian. They have a robust prevention program in high schools and middle schools and provide crisis intervention in schools. They have legal services to represent victims and criminal court advocates. They are requesting money to assist with support services. Their attorneys are employees and are paid. There is a small pro bono project that assists in immigration cases.

Karen Fay of Center for Enriched Living asked for support for their satellite program. This program provides social and enrichment programs for low income people with disabilities who have aged out of traditional services. They serve youth to seniors with evening, day and weekend programs. They have three members who are residents.

LeRoy Messenger said 500 residents of Arlington Heights will need counseling on housing issues. They primarily work with homeless people in northern Cook County. They are charged with screening and registering homeless people to try and match services with needs. The issues and economics are large. Their agency focusses on youth and veterans. There are 1,200 youth in unstable housing environments.

Carrie Seida of Little City said they serve individuals with disabilities in residential group homes with staff. They need a new driveway in one of their homes. They also need to repair a handicapped ramp to ensure safety. 8 residents and staff will use these improvements.

Valena Younis-Atukade of Clearbrook said they are a developmentally disabled services provider. They serve 15 counties. The age of their clients spans from infants to elderly. They have 6 residences in the Village housing 32 adults. The residence on Princeton needs safe accessibility to the home as the residents are aging. They also need an accessible bathroom on the lower level. Clearbrook has over 8,000 clients.

Karen Hansen of the Arlington Heights Senior Center said they are asking for $22,300 for electrical repairs in handicapped bathrooms and Safety Cameras. They have received a supplemental Grant from the Eisenberg foundation. Many patrons struggle with the current doors and even though they are ADA compliant, they are not truly handicapped accessible. It has been recommended to them by Public Works and the Disability Coordinator that the doors should change how they swing. The cameras would help staff see situations out of the line of site. If something is seen, staff can arrive better prepared to assist with falls or other emergencies. Not only will staff be better able to help, it would improve risk management. This request is also consistent with police safety survey from 5 years ago. These projects are independent of each other and are an attempt to make the Senior Center more accessible to seniors with disabilities.

Ms. Boyer said there are also requests from the Village for funding for the Single Family Rehab. Loan Program which loans money at a 0% interest rate to low income households for repairs. These loans are repaid when the home is sold. There is also a request for group home renovations for Little City and Clearbrook. Lastly, there is a request for funding for some infrastructure improvements in the manner of ADA ramps or Sidewalk Replacement in low and moderate income areas of the Village. This is the last year that $150,000 of the CDBG is dedicated the Senior Center debt service so there is money freed up for other projects. She said there is also a request for $65,000 for administrative costs.

Trustee Glasgow moved to close the Public Hearing. Trustee LaBedz seconded the motion. The motion carried.

Mr. Recklaus said staff recommendations for CDBG funding are Attached in Exhibit B.

Adjourn

Trustee Glasgow moved to adjourn at 9:32 p.m. Trustee Tinaglia seconded the motion. The motion carried.

EXHIBIT A

Item: Proposed Parking Fee Adjustments

Department: Finance

For the past twelve years the Village's parking fees have remained unchanged. In 2005 the daily fee was increased from $1.25 to $1.50 and the monthly fee went from $25 to $30. Based on a recent survey (**Attachment A**) of area community daily and commuter parking fees, Arlington Heights is one of the least expensive communities in which to park. While this has been good for our commuters, expenses in the Village's Municipal Parking Operations Fund (Parking Fund) have continued to increase over the years causing a financial imbalance. A portion of this imbalance could be addressed by increasing the Village's commuter parking fees.

The Parking Fund's sources of revenue (**Attachment B**) are derived primarily from parking fees and fines. During the 8-month transition year the Village also made a one-time transfer of $2 million from the General Fund to the Parking Fund to cover the initial cost of the ten year plan for the maintenance and rehabilitation of the four municipal garages. Beyond this needed infrastructure work, the Parking Fund is currently running an unsustainable deficit with expenses exceeding revenues by about $370,000 per year.

On the expense side of the Parking Fund, the costs of 4 of our 11 Public Service Officers (PSO's) and 1 of 4 Police Records Clerks are included in this fund. This is down from 5 PSO's and 2 Clerks that were charged to the fund as of FY2007, with the balance of these positions being charged to the General Fund. This FY2007 change helped decrease Parking Fund expenses, and brought the direct wage and benefit charges to a logical place – one PSO for each municipal garage. One other expense area that could be decreased is a reduction in the administrative service charge paid to the General Fund. This charge covers about 1.25% of the wage and benefit costs for the Finance, Police, and Public Works Departments. These Departments provide for the sales of monthly parking fees, additional Police activity, and parking lot maintenance costs that are not directly charged to this fund. The General Fund currently receives $356,400 per year from the Parking Fund as an administrative charge. This charge could be reduced in conjunction with a proposed increase in parking fee revenue in order to close the Parking Fund's annual deficit as shown in **Attachment C**. The only drawback to such a move is that the General Fund's revenue stream will be reduced by the amount of the reduction in the administrative service charge.

To bring the Village's parking fees more in-line with those charged by other area communities, and to close the annual deficit of $370,000 that currently afflicts the Parking Fund, Staff makes the following recommendations.

As part of these recommendations Staff suggests that the Village implement a new higher fee for non-resident monthly pass users. As shown in the survey of other communities, many either restrict certain lots to "residents-only" or charge a premium for non-residents. Staff is recommending that a $10 premium be added to non-resident monthly commuter parking permit costs.

Recommendations:

1. Increase Parking Permit Fees:	
a. Daily commuter fee from (710/day) $1.50 to $2.00	$85,000
b. Monthly commuter fee from (608/mo.) $30 to $40	72,900
c. New non-resident monthly commuter fee (135/mo.): $30 to $50	16,200
d. Reverse overnight commuter permits from (12/mo.) $40 to $50	1,440
e. 24-hour residential permits (55/mo.) $40 to $50	6,500
2. Increase Contractual Parking Agreements*:	
a. Hancock Square (650 spaces) from $30 to $40	$78,000
b. Dunton Tower (220 spaces) from $30 to $35	13,200
c. Residences at Metropolis (90 spaces) maintain $40	-0-
d. Metro Lofts (81 spaces) maintain $40	-0-
e. AT&T (165 spaces charged, 22 – no charge) from $30 to $40	19,800
f. Arlington Towne Square (18 @$25 above monthly) $55to $65	2,160
g. Arlington Heights Park District (40 spaces – no charge)	-0-
3. Decrease the administrative service charge from $356,400 to $281,700	$74,700
Total	$370,000

*As shown in **Attachment D**, the Village has entered into various contractual parking agreements. Staff is recommending parking increases that reflect those allowed by the contracts.

It is recommended that these parking permit fee increases become effective as of September 1, 2017 for the October – December 2017 parking permit fee sales. This would provide the Village with the time needed to communicate the change with our contractual parking agreement sticker purchasers, as well as with those commuters who purchase stickers on a quarterly basis.

It is recommended further that the contractual parking agreements be increased over time as allowed under each agreement, and that all parking fees be

	Staff Recommondations June 12, 2017			
		Revenue	Estimated Revenue	Estimated Revenue	
	REVENUE	**10/1/16 - 9/30/17**	**10/1/17 - 9/30/18**	**10/1/17 - 9/30/18**	
	CDBG Grant	$ 249,746	$ 250,000	$ 250,000	
	Carry Over from unexpended funds	$ 106,927	$ 107,000	$ 107,000	
	Program income	$ 50,000	$ 75,000	$ 75,000	
	Total Revenue	$ 406,673	$ 432,000	$ 432,000	
		10/1/16 - 9/30/17	**10/1/17 - 9/30/18**		
	EXPENDITURES	CDBG	CDBG	Staff	
	Public Services (2017 - 2018 Cap $45,000)	**Allocations**	**Grant Requests**	**Recommendations**	
1	Faith Community Homes	$ 2,500	$ 3,000	$ 2,500	
2	District 214 Education Foundation	$ 1,500	$ 1,600	$ 1,500	
3	NW CASA	$ 2,500	$ 3,000	$ 2,500	
4	Children's Advocacy Center	$ 2,500	$ 3,500	$ 2,500	
5	WINGS	$ 6,000	$ 10,000	$ 6,000	
6	Resources for Community Living	$ 5,000	$ 5,000	$ 5,000	
7	Escorted Transporation Service/NW	$ 3,500	$ 3,750	$ 3,500	
8	Suburban Primary Health Care Center	$ 10,000	$ 10,000	$ 9,000	-1,000
9	Journeys The Road Home	$ 4,500	$ 5,000	$ 4,500	
10	Arlington Hts. Park District (CAP)	$ 9,550	$ 30,000	$ 5,000	-4,550
11	Lifespan	$ 3,000	$ 5,000	$ 3,000	
12	Center for Enriched Living	$ -	$ 7,500	$ -	
13	Northwest Compass	$ -	$ 10,000	$ -	
		$ 50,550	$ 97,350	$ 45,000	
	Construction/Econ. Development (2017 - 2018 Cap $322,000)				
14	Little City Foundation	$17,145 incl in line 18	$ 9,800	incl. in #18 below	
15	Clearbrook	$8,000 incl in line 18	$ 13,000	incl. in #18 below	
16	Children's Advocacy Center - headquarters remodeling	$ -	$ 20,000	$ 20,000	
17	Single Family Rehab Loan Program	$ 66,128	$ 75,000	$ 75,000	
18	Group Residence/Transitional Housing Rehab	$ 80,000	$ 40,000	$ 54,700	
na	Senior Center debt service	$ 150,000		$ -	
19	Senior Center electronic doors and surveillance cameras	$ -	$ 22,300	$ 22,300	
20	VAH Infrastructure	$ -	$ 150,000	$ 150,000	
		$ 296,128	$ 330,100	$ 322,000	
	Administration (2017 - 2018 Cap $65,000)				
21	CDBG Administration/Salaries Audit/Legal Notice	$ 60,000	$ 65,000	$ 65,000	
	Total Allocations or Grant Requests	$ 406,678	$ 492,450	$ 432,000	