

**COMMITTEE-OF-THE-WHOLE
MINUTES OF THE MEETING OF THE PRESIDENT
AND THE BOARD OF TRUSTEES OF
THE VILLAGE OF ARLINGTON HEIGHTS
VILLAGE HALL COMMUNITY ROOM
WEDNESDAY, MARCH 19, 2014
7:30 P.M.**

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

STAFF MEMBERS PRESENT: Bill Dixon, D. Mikula, T. Kuehne, G. Mourning, K. Koeppen, C. Perkins, M. Juarez, N. Pecora, B. Lyons, M. Teolis, P. Robb, P. Wilkiel

SUBJECTS:

4. Staff Follow-up from Previous Meeting
 5. Boards & Commissions
 6. Fire Department
 7. Planning & Community Development
 8. Police Department
 9. Carryover items from prior meetings
 10. Final Recommendation of Committee of the Whole to the Board of Trustees
 11. Other Business
 12. Adjournment
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President Hayes called the meeting to order at 7:30 PM.

4. Staff Follow-up from Previous Meeting

There were no follow-ups.

5. Boards & Commissions

Mayor Hayes welcomed and introduced the new Chairman of the Senior Citizens Commission Sharon Floss.

Trustee Glasgow noted that he received an email from the Chairman of the Special Events Commission stating that he had no objections to the proposed budget. **Trustee Rosenberg** noted that Meet Chicago Northwest will not be in attendance stating that they are in the third year of their three-year contract. **Trustee Scaletta** stated that he is happy to be a part of Meet Chicago Northwest and said they have listened to the direction requested by the Board. **Mayor Hayes** announced that Trustee Blackwood has agreed to serve on the Board of Meet Chicago Northwest and said that she will be able to provide more information to the Board on their efforts. Discussion took place regarding Trustee Blackwood having to recuse herself from voting on the Boards and Commissions

budget in the future while she is serving on that Board. Mr. Dixon stated that he will check with Legal and report back to the Board.

Various Board members requested more information on the Bicycle & Pedestrian Advisory Commission's 1st annual Arlington Heights Community Bike Ride and their request of \$1,500 for it. **Mr. Dixon** stated that he will provide further information. **Mayor Hayes** noted that final approval will not be made until the next Village Board meeting on April 7th. Ms. Mikula said she believes that they will be mirroring the Idle Free Bike Ride route. Mr. Dixon believes that some of the money requested will be used for lavatory facilities.

Trustee Blackwood questioned the Arlington Economic Alliance line item regarding upgrades to the Discover Arlington website. She asked if there was any discussion as to whether or not a Discover Arlington page could be on the Village's website instead of having a website of its own in an effort to save money with domain names and upgrades. Mr. Dixon said that he would pass Trustee Blackwood's concerns on to the website development committee headed by Nancy Kluz.

Mayor Hayes questioned the difference of the requested budget amount and the staff's proposed budget amount of the Arlington Hearts of Gold line item in the Special Events Commission budget. **Trustee Scaletta** stated that the sale of tickets and sponsorships of the event fluctuate each year and said because of them there is no loss for the Village. **Mr. Dixon** added that after the Special Events Commission submitted their budget, more information was provided regarding this year's event and with attendance in recent years. He said that the Budget Committee thought keeping the budget the same as the previous year would be enough. **Mayor Hayes** voiced his concern with keeping this a nice event and having it held in a room with sufficient capacity.

TRUSTEE SCALETTA MOVED, SECONDED BY TRUSTEE ROSENBERG, THAT THE COMMITTEE-OF-THE-WHOLE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE BOARD APPROVE THE PROPOSED FY2015 BUDGET IN ITS ENTIRETY FOR BOARDS AND COMMISSIONS. The motion carried unanimously.

6. Fire Department

Acting Chief Ken Koeppen highlighted some of the Fire Department's performance measures saying that there has been a slight drop in the overall response time primarily due to the decrease in service type calls and minor fire situations. He also said that there was a slight increase in the more severe types of structure fires and in overall emergency medical calls and said that the department was able to meet the stated response goal of 6 minute or less 90% of the time in both Fire and EMS. **Chief Koeppen** stated that two large projects were completed this year; refurbishment of the drill tower and the conversion to the Northwest Central Dispatch radio system and said that funds will be sought in the Capital Projects budget to fill gaps in the radio system. **Chief Koeppen** continued by highlighting some of the line items in this year's budget, saying that there are no expanded budget requests and no increase in personnel. Discussion took place regarding other performance measures including response times and types of service calls, and with the use of reserve vehicles.

Trustee Rosenberg asked what was happening with the academy because of the various expenses in the budget. **Chief Koeppen** explained that Village is using the facility for its own use and for holding classes (Engineer, Special Operations, etc.). He also said firefighting classes are held at NIPSTA. Trustee Rosenberg asked if there were any citizen awareness programs that we can do as a village. **Chief Koeppen** answered not at this time and said that it could be looked at in the future.

Trustee Scaletta questioned the 11.2% increase in the salaries line item when there was no change in staffing. **Assistant Director of Finance Mary Ellen Juarez** explained that part of the increase was because there was a new hire that will be getting scheduled step increases. **Mr. Dixon** added that the new hire was hired at a higher rate of pay than the person she replaced because of her experience. **Mr. Kuehne and Ms. Juarez** stated that they can provide details of wage categories. Discussion took place regarding other line items including petroleum products, office equipment, and other equipment.

Trustee Tinaglia asked when the donation that the Fire Department recently received will be used. **Mr. Kuehne** stated that it is accounted for in FY2014 budget and is being used for the purchase of an ambulance.

Trustee Sidor asked if this budget has everything needed to keep this community safe. **Chief Koeppen** answered that it does. The Board thanked the Fire Department for a great job and for all they do.

TRUSTEE FARWELL MOVED, SECONDED BY TRUSTEE TINAGLIA, THAT THE COMMITTEE-OF-THE-WHOLE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE BOARD APPROVE THE PROPOSED FY2015 BUDGET IN ITS ENTIRETY FOR THE FIRE DEPARTMENT. The motion carried unanimously.

7. Planning & Community Development

Mayor Hayes stated that the Planning & Community Development Department is an area of particular concern because of the state of the economy. He said the Board has different ideas on what can be done better or improved upon. **Mayor Hayes** said that it is important that everyone knows what everyone else is doing and added that everyone needs to be careful in terms of crossing the line between policy making and day-to-day implementation and administration of policy. He said that it is not his intention to stifle anyone's individual creativity and said that he encourages it. **Mayor Hayes** said that Mr. Perkins has done a great job in leading the business retention and attraction efforts and said that the Board has a continued difficult task in getting as many resources as possible in order to do that.

Director of Planning & Community Development Charles Perkins stated that the department's mission statement is to ensure professional, courteous, consistent and reliable service to our citizens of Arlington Heights. He said the department's goals are to: provide and promote the highest quality development, balance the needs of residents and the development community, provide timely and professional advice to the Village Board and various boards and commissions, provide dedicated courteous assistance to the public, and implement the department's budget in a fiscally responsible manner. **Mr.**

Perkins gave an overview of the Planning Department's performance measures and noted that zoning reviews are a major undertaking and that they impact staff's ability to do other things. He added that in 2009 there were three development planners and that currently there is one.

Mr. Perkins highlighted some significant projects that were worked on which include; the Arlington Downs Development, Star Cinema Grill, Napleton Dodge Jeep Chrysler, among others. He also said several amendments to the Zoning Code were made in order to streamline processes and include; an administrative special use process for small restaurants, the addition of permitted uses to allow expansion of uses in certain zoning districts, and a new design commission process for small additions in rear-yards. **Mr. Perkins** added that a mobile friendly web site for Discover Arlington is being worked on and should be up and running within a month. **Mr. Perkins** went on to say that across all the Funds, there is a decrease of 11.4% and that the General Fund itself shows a decrease of 1.7%. He added that there are a few requests in this budget, one is \$20,000 for updating the Comprehensive Plan. He said that the other is for planning consultant fees because of the need for help with day-to-day activities, especially during peak times. He went on to explain that Planning staff has been cross trained in an effort to stay on top of daily permit activity and timelines, and added that being short staffed takes away from the long-term projects. **Mr. Perkins** passed out a handout summarizing the Economic Development Marketing Budgets and then explained some of the budget items including Chamber of Commerce funding and trade shows. **Trustee Scaletta** said that he appreciates the efforts of cross-training employees in an effort to take care of customers and businesses. **Trustee Rosenberg** appreciated the handout and asked that in the future it could include some narratives of where the dollars are being spent.

Trustee Farwell questioned staff reduction and review times and asked if there was enough staff. **Mr. Perkins** answered yes, with the request for the consulting services and added that all the planners are being cross-trained to help streamline reviews. **Trustee Farwell** said that economic growth affects the Planning Department and stated that until economic growth comes back, consulting services would be a good use of money.

Trustee Sidor thanked Mr. Perkins for everything he does with being short staffed and questioned the decrease in Leads from all sources and the increase in the budget for Business Attraction and Trade Advertising. **Mr. Perkins** explained that the Leads from all sources are leads from brokers who have prospective tenants who are looking for sites, and said Total Recruitment Contacts are where contact and networking was made at a tradeshow and said that these contacts don't have a specific business that we are trying to lure into the community. **Mr. Perkins** added that the lead numbers could be down because of a staffing change and the way leads are tracked and said that he is more concerned with the quality of leads than the number of them, explaining that some businesses take a lot of time to make a decision. **Mr. Perkins** then said the increase in the Business Attraction and Trade Advertising line item is due to the 8-9 publications that the Village will be marketing in and went on to highlight some of them. **Trustee Labeledz** also asked about tradeshow attendance. **Mr. Perkins** described some of the local tradeshow and said the shopping center show is held every May in Las Vegas.

Trustee Sidor went on to say that a lot has happened in the last couple of years since the Board discussed, at a Committee-of-the-Whole meeting, strategy towards getting better messaging of the Village and said the research study that was Board approved showed 70.5% of people surveyed were unaware of the Discover Program. He suggested to Mr. Perkins to consider ways to create a solid strategy and move towards differentiation. He added that during Village Board goal setting sessions, he would like to change the term refresh to redevelop the marketing plan so that when it is executed it will be grounded in strategy, be measurable & focused, and tells people who we are.

Trustee Blackwood added that since that time there have been very good and well received marketing campaigns but said that things change quickly. She said that it speaks a lot of what the governing board needs to do when 70.5% of people are not aware of what the Discover Arlington Program involves. **Trustee Blackwood** talked about other communities' efforts in establishing who they were and the messages they wanted to promote in regards to their marketing, saying that having a good strategy will get people to spend their dollars in Arlington Heights. **Trustee Scaletta** said that he would like to see the Village redevelop its marketing plan, as well as redevelop its brand this year and thought discussion should take place at a future Committee-of-the-Whole meeting.

Trustee Blackwood asked if it was considered to have a Discover Arlington page on the Village's website instead of having a website of its own in an effort to keep costs down.

Mr. Perkins said the creation of the Discover Arlington website was a recommendation from the Arlington Economic Alliance and said that they are connected and may have some interface. He said it was different than the Village's website and explained that the Discover Arlington website has a lot of components to it and said it allows businesses to log in and add coupons and events. **Mr. Perkins** said that he could talk to American Eagle to see if it could be inserted into the Village's website but stated that the Village is under contract with American Eagle and that they are almost done with coding of the Discover site in making it mobile friendly. **Trustee Blackwood** thought it would be worth pursuing. **Mr. Dixon** explained that currently there is the Village's website which is a governmental website and the Discover Arlington website, a promotional website and asked the Board if they want the promotional portion to be part of a the governmental website. **Trustee Sidor** said that it was possible to house the Discover site under the Village's and that it still would look like its own website. **Trustee Blackwood** felt, as a resident and a trustee, that when looking at the Village's website she would prefer to see everything in one place including the marketing and promotional efforts, and felt it is important for residents as well.

Trustee Tinaglia felt that the Planning Department is responsible for a lot of things and asked **Mr. Perkins** if he was comfortable with everything that he has to do. Mr. Perkins answered yes, but that there are challenges, and said that hiring a consultant will help relieve pressure of the day-to-day business. **Mr. Perkins** also said the biggest challenge is staff turnover, saying that he and Deputy Director Bill Enright have a lot of historical knowledge from being with the Village for so many years, and said that new people will need time to learn and be brought up to speed on Village projects. **Trustee Tinaglia** said that he would be interested in helping Mr. Perkins find ways to lightening the load a bit. **Trustee Hayes** concurred, saying that for years, that this is an area where the Village should be spending money in order to make money. He said by thinking outside the box, like partnering with the Chamber of Commerce, we are utilizing all the resources that are available. **Trustee Rosenberg** concurred with other Board member's

comments saying that when staffing isn't there, you have to set priorities and possibly use some outside resources.

Trustee LaBedz asked what the Northwest Suburban Housing Collaborative entails. Mr. Perkins stated it is made up of five communities, Arlington Heights, Buffalo Grove, Palatine, Mount Prospect, and Rolling Meadows and said that several grants have allowed for various housing studies including one for seniors' needs.

Trustee Scaletta asked about sign code updates and their implementation. **Mr. Perkins** stated that there are two projects, one is a comprehensive update to the sign code, and the other is an update on temporary and permanent hanging signs and sandwich board signs. Discussion continued regarding Village signage and scheduled approval dates. **Trustee Scaletta** felt that there were enough beautification signs and asked Mr. Perkins to come back to the Board with any future requests for them. **Trustee Rosenberg** said that the area underneath the current signs don't look good and asked that better landscaping be done around them when they are installed.

Mayor Hayes said that what he has heard tonight is that there is enough sentiment from Board members to explore redevelopment of the marketing plan and possibly some form of rebranding efforts for the Village and thought these issues should be discussed at a Committee-of-the-Whole meeting in the near future. **Mayor Hayes** acknowledged and thanked Jon Ridler and Jim Platt of the Chamber for all they do for the Community. **Mr. Ridler** said that the partnership and communication with the Village has been very positive.

TRUSTEE TINAGLIA MOVED, SECONDED BY TRUSTEE ROSENBERG, THAT THE COMMITTEE-OF-THE-WHOLE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE BOARD APPROVE THE PROPOSED FY2015 BUDGET IN ITS ENTIRETY FOR THE PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT. The motion carried unanimously.

8. Police Department

Mayor Hayes thanked the Police Department for all they have done over this past year, saying that it has been very challenging.

Police Chief Gerald Mourning started by saying that the Police Department had a busy and productive year saying that all the established goals and objectives were met. He said that the year was not without adversity saying that an officer was shot and critically wounded after responding to a domestic disturbance and added that the officer's mental outlook is positive and it is hoped that he will have a full recovery.

Chief Mourning continued by noting some highlights of this past year including; receiving first place awards for the traffic safety program both nationally and from the State, receiving the 9th consecutive award for the National Night Out Program, and being named one of the 100 safest cities in the U.S. He noted that the crime rate in Arlington Heights dropped more than 17% last year and said the Village's rating should improve dramatically because of that. **Chief Mourning** said that the police department will finish this year well under the approved budget and said that the proposed budget contains no new staff positions and that it meets the targeted budget ceiling. He went on to say that

the department is requesting funding in the following areas; Police Grant Fund, Parking Fund, CIP Fund, AE & E Fund, and the Criminal Investigation Fund, explaining what each fund is used for. He finished by talking about the implementation of the SUVs into the Police Department's fleet, and with the transfer and installation of the vehicles' equipment.

Trustee Rosenberg questioned the Overtime Sworn line item actual and budgeted amounts. **Chief Mourning** explained that the department carried a number of vacancies throughout the budget year and explained that when the vacancies are filled the overtime costs will drop. He also said that with every dollar paid in overtime because of the unfilled positions, we are saving on Officers' Salaries which more than offset the additional overtime costs. **Mr. Kuehne** agreed and added that the way we budget is more consistent from year-to-year when you budget for a full staff and an adequate amount of overtime. **Trustee Rosenberg** then asked about the increase in the Overtime Sworn line item in the AE & E Fund. **Chief Mourning** stated that it was due to added festivals and activities, as well as an increased attendance of them. **Trustee Rosenberg** asked, in regards to the Morgue Transportation line item, if the Village charges anything for that service and whether other municipalities do. **Chief Mourning** stated that the Village does not charge for that service and that he didn't think other municipalities did either and said that he can have the Municipal league do a survey.

Trustee Scaletta asked about the \$20,000 Canine Program line item in the General Fund. **Chief Mourning** stated that the budgeted amount is the result of a very generous benefactor that passed away and left, in his will, \$200,000 to both the Police Department and the Fire Department and was to be used for non-budgeted items. He explained that the Police Department's portion was set aside in a restricted fund to be dispersed each year for a minimum of ten years and will be used solely for the canine unit. **Trustee Glasgow** asked what the forfeiture money will be used for now that the donation money will be used for the canine units. **Chief Mourning** stated that there is a list of anticipated list of expenditures and said that the department spends moderately, and buys what it needs.

Trustee Glasgow asked Chief Mourning to explain the Evaluate tactical response and warrant service capabilities item in his Goals and Objectives. **Chief Mourning** explained it is an internal review that has to do with officers', arrestees, and the public's safety in executing arrest warrants. **Trustee Glasgow** asked about the cost discrepancies between regular and rifle ammunition. **Captain Nick Pecora** said the increased costs are attributable to the fact that ammunition is unavailable and on back order. **Trustee Glasgow** also questioned the Walworth County Range Fee line item. **Chief Mourning** stated that fee is for shooting rifle ammunition saying that it cannot be shot in the Police Department's indoor range. **Trustee Glasgow** voiced his concerns with the loss of manpower when an officer has to drive to and from Walworth and said that he would like to look at having a range built into a new police facility. **Trustee Blackwood** asked if the State shares information with local police on who has a concealed carry permit. **Chief Mourning** explained that when someone gets pulled over, the license plate is run and if the registered owner has a concealed carry permit, it will show on the officer's computer screen.

Trustee Sidor asked Chief Mourning if he was comfortable with his budget. **Chief Mourning** stated yes.

TRUSTEE GLASGOW MOVED, SECONDED BY TRUSTEE GLASGOW THAT THE COMMITTEE-OF-THE-WHOLE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE BOARD APPROVE THE PROPOSED FY2015 BUDGET IN ITS ENTIRETY FOR THE POLICE DEPARTMENT.

9. Carryover items from prior meetings

There were no carryover items.

10. Final Recommendation of Committee of the Whole to the Board of Trustees

Mayor Hayes thanked Mr. Dixon for his leadership and thanked staff for all their efforts in this budget process. He also thanked the Board members for taking this process seriously and looking at this budget line-by-line to assure the community that their money is being spent wisely towards things that will enhance the quality of life in Arlington Heights.

TRUSTEE GLASGOW MOVED, SECONDED BY TRUSTEE ROSENBERG THAT THE COMMITTEE-OF-THE-WHOLE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE BOARD APPROVE THE PROPOSED FY2015 BUDGET. The motion carried unanimously.

11. Other Business

There was no other business.

12. Adjournment

There being no further business to discuss,

TRUSTEE FARWELL MOVED, SECONDED BY TRUSTEE SCALETTA TO ADJOURN THE MEETING AT 9:54 P.M. The motion carried unanimously.