AGENDA
Committee of the Whole
Board Room
33 S. Arlington Heights Rd
December 16, 2024
7:00 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL OF MEMBERS

IV. APPROVAL OF MINUTES

A. Committee of the Whole 11-04-24

B. Committee of the Whole Minutes 11-12-24

C. Committee of the Whole Minutes 11-14-24

D. Committee of the Whole Minutes 11-18-24

V. NEW BUSINESS

A. Consideration of recommending to the Liquor Commissioner the issuance of a Class A liquor license to Tacosrus, LLC. dba Cilantro Taco Grill located at 6 S. Dunton Avenue upon receipt of certificate of insurance and BASSET certification

B. Consideration of recommending to the Liquor Commissioner the issuance of a Class A liquor license to El Tacazo Grill, LLC. dba El Tacazo Grill located at 1609 W. Campbell Street upon receipt of certificate of insurance, BASSET certification, and executed lease

VI. OTHER BUSINESS

VII. PUBLIC COMMENT

Anyone wishing to speak on a subject not on the Agenda may speak at this time. Please limit your comments to three minutes.

VIII. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact the Health &

Human Services Department, at 33 S. Arlington Heights Road, Arlington Heights, IL 60005, healthmail@vah.com or 847/368-5760.

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS November 4, 2024

President Hayes called the meeting to order at 7:00 PM.

BOARD MEMBERS PRESENT:	President Hayes; Trustees Baldino, Bertucci, Dunnington, Grasse, LaBedz, Schwingbeck, Shirley and Tinaglia
BOARD MEMBERS ABSENT:	None
STAFF MEMBERS PRESENT:	Village Manager Randy Recklaus; Assistant Village Manager Diana Mikula
OTHERS PRESENT:	Mark Porwit, Kei Han Yeung and Jaldeep Maniya

IV. Approval of Minutes

Approval of Minutes Committee of the Whole minutes October 7, 2024

Trustees LaBedz and Tinaglia passed.

Trustee Grasse moved, seconded by Trustee LaBedz to approve the Committee of the Whole minutes from the meeting on October 7, 2024.

9 Ayes 0 Nays

The motion passed.

Approval of Minutes Committee of the Whole minutes October 15, 2024

Trustees Grassi passed.

Trustee Bertucci moved, seconded by Trustee Tinaglia to approve the Committee of the Whole minutes from the meeting on October 15, 2024.

9 Ayes 0 Nays

The motion passed.

V. New Business

A. Interview of Mark Porwit for appointment to the Environmental Commission term ending April 30, 2026.

Mayor Hayes stated that Mark has been waiting for an opening on a Board or Commission and the Mayor feels the Environmental Commission is a good fit and he recommends his appointment. Mark stated he and his family have been residents for over 20 years. As a recent retiree, Mark feels it is his time to give back to the community.

Mark stated he has a business background in environmental issues. Trustees thanked Mark for his willingness to serve. Discussion ensued regarding determining what is important to the community environmentally. The Mayor pointed out that the Commission oversees all types of issues that may impact the environment. Trustees discussed that although Mark does not have a strong environmental focus on his resume, his reasoned fiscal responsible approach as well as looking to what will matter for the future generations showed Trustees that he will be a good addition to the Commission.

Trustee Bertucci moved to concur in the Mayor's appointment of Mark Porwit for appointment to the Environmental Commission, term ending April 30, 2026. Trustee Schwingbeck seconded the motion.

The following voice vote was recorded:

9 Ayes **0 Nays**

The motion passed.

B. Consideration of recommending to the Liquor Commissioner the issuance of a Class A liquor license to Sun Shui AYCE Corporation dba Sun Shui located at 155 W Rand Road upon surrender of existing liquor license and submission of executed lease.

The Mayor swore in Kei Han Yeung, President Sun Shui AYCE Corporation.

Ms. Mikula gave the staff report. This is a new ownership of a current establishment. Ms. Mikula stated that Kei and the other owners have experience as they are a part of another intown establishment, Bistro Chen.

Police completed background checks on all owners: Kei Han Yeung, Lichun Yao and Xiaobo Lin. No issues were noted however, the address itself has had 3 liquor violations.

A walk through was conducted on October 25, 2024 and the submitted floor plan matched what was seen at the establishment.

Upon a satisfactory interview tonight, Ms. Mikula stated, it would be appropriate to issue a Class A liquor license to Sun Shui AYCE Corporation dba Sun Shui located at 155 W Rand Road.

Mayor Hayes stated he has met Kei as a patron at Bistro Chen. He asked Kei about her role at Sun Shui. Kei stated that she and 2 chefs will be the new owners as they partnered up from Bistro Chen to run Sun Shui. Kei stated that they have been working with the managers at Sun Shui, practicing for compliance checks and training regarding ID checks. Bistro Chen has not had any violations and Kei stated they will be working with Sun Shui staff. The Mayor encouraged an in-person classes for Basset training the employees.

Trustees thanked Kei for expanding their business ventures in Arlington Heights.

Trustee Bertucci moved, seconded by Trustee Grasse to recommend that the Village Board of Trustees recommend to the Liquor Commissioner the issuance of a Class A liquor license to Sun Shui AYCE Corporation dba Sun Shui located at 155 W Rand Road upon surrender of existing liquor license and submission of an executed lease.

The following voice vote was recorded:

9 Ayes **0 Nays**

The motion passed.

C. Consideration of recommending to the Liquor Commissioner the issuance of a Class B and Class T liquor license to Elm's Liquors located at 906 W Northwest Highway upon surrender of existing liquor license and submittal of executed lease and certificate of insurance.

The Mayor swore in Jaldeep Maniya, one of the owners of Elm's Liquors.

Ms. Mikula gave the staff report. This is a change in ownership. Ms. Mikula stated that the owners are interested in purchasing the business however, first wanted to see if they would be approved for a liquor license.

Police conducted a background check in September of both owners Jaldeep Maniya and Gitaben Maniya. No issues were noted. A walk through was conducted on October 25, 2024 and the submitted floor plan did reflect what was seen onsite.

Upon a satisfactory interview tonight, Ms. Mikula stated, it would be appropriate to issue a Class B and Class T liquor license to Elm's Liquors located at 906 W. Northwest Highway.

The Mayor noted that he saw there will only be one employee at the store. Discussion ensued on the hurdles of only having one employee. Jaldeep stated that he knows the current owner who also is the only employee and he is training with him. Trustees stated they have seen small business owners place a sign on the door when they need to be away. Jaldeep feels that that being the only employee will not be an issue. Ms. Mikula stated that the store has security cameras.

Trustee LaBedz moved, seconded by Trustee Baldino to recommend that the Village Board of Trustees recommend to the Liquor Commissioner the issuance of a Class B and Class T liquor license to Elm's Liquors located at 906 W Northwest

Highway upon surrender of existing liquor license and submittal of executed lease and certificate of insurance.

The following voice vote was recorded:

9 Ayes **0 Nays**

The motion passed.

D. Other Business - none

E. Public Comments - none

F. ADJOURNMENT – Trustee Tinaglia moved, seconded by Trustee Baldino to adjourn. The meeting adjourned at 7:30 pm.

COMMITTEE-OF-THE-WHOLE
MINUTES OF THE MEETING OF THE PRESIDENT
AND THE BOARD OF TRUSTEES OF
THE VILLAGE OF ARLINGTON HEIGHTS
BOARD ROOM
TUESDAY, NOVEMBER 12, 2024
7:00 P.M.

BOARD MEMBERS PRESENT:	Mayor Thomas Hayes, Trustees Bertucci, Dunnington, LaBedz, Schwingbeck and Shirley
STAFF MEMBERS PRESENT:	R. Recklaus, D. Mikula, T. Kuehne, M. Juarez, K. Baumgartner, M. Mattio, K. Livingston, J. McCalister, R. Weber, N. Pecora and Various Department Support Staff
OTHERS PRESENT:	Sarah Galla and Dana Revilla, from the Arlington Heights Memorial Library

SUBJECTS:

A. Arlington Heights Memorial Library Budget Review
B. Village Budget Overview for 2025 – Randy Recklaus/Tom Kuehne
C. Village Budget – Questions from the Village Board
D. Review of Department Budgets

President Hayes called the meeting to order at 7:00 PM.

Arlington Heights Memorial Library Budget Review

Ms. Sarah Galla, Treasurer and Trustee of the Arlington Heights Memorial Library Board said that in May, 2023 the Library approved its 3-year strategic plan focusing on three goals. The first, to strengthen the Library's services outside its walls; second, grow the use of services and resources; and third, to enhance the Library's role in the everyday lives of the Arlington Heights community. These goals were used as guidance to prepare the 2025 budget. Capital projects in 2025 include the purchase of a new custom designed bookmobile, interior renovations to the staff restrooms, new carpeting, ceiling tiles, and lighting throughout the 2nd floor of the Library. Other expenditures include upgrading services and adding new equipment and programming at the Makerspace, an apprenticeship program with High School District 214, and expanding the offering of museum passes to accommodate their popularity. She mentioned that the Library won an award from the Illinois Association of Park Districts for their intergovernmental collaboration with the Arlington Heights Park District. She went on to say that the intergovernmental collaborations are what help the Library maximize efficiency and increase impact with the community. In 2025, they will partner with the Park District to develop a parking lot for use both at the Makerspace and Recreation Park Facilities.

Ms. Galla explained that the Library uses two funds to account for its revenues and expenditures. The General Fund accounts for the Library's operations and the Capital Projects Fund accounts for various capital improvements. In 2025, the total budgeted general fund expenditures are $458,668 over it's budgeted revenues. Ms. Galla proposed a 2% increase in the property tax levy over the 2024 levy. This would support the Library's strategic objectives while remaining prepared for market volatility and increased expense. She added that The Friends of the Library and the Arlington Heights Memorial Library Foundation are two supporting organizations that provide support through various programs, capital projects, and special requests.

President Hayes thanked Ms. Galla and asked how she would characterize the usage of the library now as compared to pre-COVID usage levels. Ms. Galla said people are coming back to visit the library. However, staff have continued to market the virtual experience for those who do not want to come in-person.

Trustee LaBedz inquired about the apprenticeship program. Ms. Revilla, Deputy Director of the Library said that they are working with the District 214 liaison to hire a student to work at the Library on weekends and off hours. This would provide the student with the opportunity to work amongst librarians and learn the work while getting paid.

Trustee Bertucci asked if the Makerspace is on the Village's balance sheet as an asset held or on the Library's. Mr. Recklaus said it was transferred to the Library a few years ago.

Trustee Dunnington asked Ms. Galla to elaborate on the new bookmobile. Ms. Galla said there is a committee of Library staff working on the design and customization of the bookmobile to best fit community needs. The bookmobile's expected completion date would be in 2026 or 2027.

Trustee Schwingbeck asked where the revenue from the Arlington Heights Memorial Library Foundation is reflected in the budget and what number of Makerspace visitors are Arlington Heights residents versus non-residents. Ms. Galla said that the contributions from both supporting organizations could be found under reimbursement and that only the number of visitors are tracked, not where they reside.

TRUSTEE BERTUCCI MOVED, SECONDED BY TRUSTEE LABEDZ, THAT THE COMMITTEE-OF-THE-WHOLE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE BOARD ACKNOWLEDGE WITH THANKS THE PROPOSED BUDGET FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY.

Village Budget Overview for 2025 – Randy Recklaus/Tom Kuehne

Mr. Recklaus said that the proposed 2025 budget being presented was the culmination of a long process involving the hard work of many staff and with consideration of the Village Board, residents, Boards and Commissions and various surveys. He highlighted that for the past five years the Village has financially done well and has benefited from an increase in sales and income taxes, large surpluses, and renewed interest activity by developers for new projects including the Gateway Project and International Plaza. However, the Village also saw dramatic increases in inflation, supply chain issues, stricter federal and state guidelines for the replacement of lead service lines, retirement of long serving employees including three members of the senior management team, and a dramatic increase in EMS calls requiring the service of a 5th ambulance when needed. From a budgetary standpoint, Mr. Recklaus projected that 2025 will be a more normal year with inflation levels and revenues returning to normal, and recommended a modest increase in the property tax levy of 2.46%. He mentioned that the property tax increase is lower than previously discussed due to the creativity of department directors to reduce their budgets to facilitate priority projects such as the 5th ambulance.

Mr. Recklaus said that new priorities will be set and built into a business plan during the 2025 strategic planning process which will take place in the Spring. The Village is committed to maintaining and improving its robust Capital Improvement Plan, optimization of new software packages, and evaluation of long-term public safety staffing needs and services.

Mr. Kuehne discussed the Village's long-range bond and debt schedule whereby the annual debt service levy remains consistent year after year. As debt matures, a new opportunity for a bond issue arises every five years. The next bond opportunity would be in 2029 and its intended use would be for the renovation of the Senior Center in 2030.

In regards to the property tax history, Mr. Kuehne said that in prior years the Village was able to propose a 0% increase in the property tax levy due to increased revenues from sales and income taxes. However, those taxes have begun to decrease and the Village is experiencing additional expenditures. The Police and Fire Pension Funds experienced a 20% loss in 2022 and the Village is required to contribute additional funds in 2024 and 2025 to make up for those losses. There is an increase of $100,000 for capital improvements to keep pace with the street rehabilitation program and to maintain infrastructure. With the pressure of the property tax increase, the IMRF contribution decreased to the actuarial determined rate rather than a higher contribution to pay down the unfunded liability. Mr. Kuehne said that the property tax increase based on a home value of $425,000 would be $29 for the Village and $9 for the Library for a combined total of $38. He mentioned that the Village is at the lower half of what it charges residents for services such as garbage, water, utility taxes and property taxes, in comparison to neighboring communities. In addition, the Village has one of the lowest general fund balances at 40%.

Mr. Kuehne went on to discuss the revenues and expenditures for all funds. The Village experienced an increase in intergovernmental, charges for service, and investment income revenues. On the expenditure side, there was an increase in personnel services to account for salary increase, Police and Fire Pension Fund charges, and an 11% increase in Health Insurance costs. Other charges in the General Fund expenditures decreased due to the completion of all sales tax abatements.

Mr. Recklaus mentioned a few personnel changes. The Police Department will begin to fund the salaries for its Victim Services Coordinator and Crisis Counselor which were previously grant funded. The Finance Department reduced its FTE by .5 with the elimination of a part-time Vehicle Sticker Account Clerk. The budget reflects a planned increase for Fire Department over-time to staff the 5th ambulance during peak hours. Lastly, the Building and Life Safety budget reflects an additional 2.5 FTE employees to support the potential new Rental Inspection Program. However, the program was placed on hold based on the direction of the Board.

Mr. Recklaus provided an overview of the Capital Funds and mentioned that because of the economy, most projects have come in overbudget due higher cost from the time a bid is received to when the work is being done. The Water & Sewer Fund will continue to fund the yearly replacement of 1% of the Village’s watermains with a budget of $4.3M, the completion of the Residential Meter Replacement Program, $2.2M for water tank repainting, a $1M contribution for the S. Arlington Heights Road sewer project, and $900,000 for emergency generator upgrades/replacement. Included in the budget is also $4.2M for the Lead Service Line Replacement project.

The Capital Projects Fund will continue to invest in its street program, public safety equipment replacement, sidewalk and curb replacement, grant funded multi-use path in ComEd right-of-way, reconstruction of Weber Drive and Old Wilke Road, and a $5M transfer to the Lead Service Line Replacement and $448,000 transfer to the Fleet Fund for the purchase of a 5th ambulance.

The Municipal Parking Fund has continued to experience revenue challenges post-pandemic with the decrease in commuters. Additionally, it will need significant infrastructure work in the upcoming years. An internal work group has been created to find alternative ways to remedy revenue losses.

Trustee Bertucci noted the $20M difference between the revenues and expenditures and asked if the drawdown was planned. He also inquired about the tax abatement amount. Mr. Kuehne said the 5-year capital projects expenditures vary from year to year with some years being more costly than others. In regards to the property tax abatement, Mr. Kuehne reported it totaled $1.6M.

Trustee Dunnington asked why monies from the General Fund reserves aren't used for expenditures, rather than increasing the property tax levy and asked if a 38% fund balance would allow the Village to have a good bond rating. Mr. Kuehne explained that using one-time revenues from reserves to cover operational costs will create a gap that will remain the following year. Staff always recommends not to use one-time revenues to fill operating gaps. Mr. Kuehne said a 38% fund balance would still give the Village a good bond rating, however did not recommend lowering it to fund ongoing operating expenses. He added that the Village's 40% fund balance is the lowest of any of our comparable communities. Mr. Recklaus said one of the things used to determine what your fund balance should be depends on elastic and inelastic revenues. Inelastic revenues are guaranteed revenues such as property taxes. Communities that wholly rely on property taxes, could hold a smaller fund balance because they know what they will collect every year. Whereas, the Village who relies on sales and income taxes those revenues can vary wildly year to year. The other mitigating factor is consideration of state of Illinois' $3 billion deficit based on some estimates. Historically, when the state is struggling with revenue generation, they typically look at the local government distributive fund to balance their budget.

Trustee Schwingbeck thanked staff for decreasing expenditures and for being fiscally responsible and good stewards with resident's money. He went on to say that after 5 years of a 0% increase in the tax levy, the proposed increase is modest and appreciated.

Review of Department Budgets – Department Representatives

Board of Trustees

Ms. Mikula said that in 2025, the key area of focus will be the onboarding of newly elected Village Board of Trustees and Mayor. The onboarding will include orientation sessions, training programs, and introduction to key Village staff. The goal is to equip officials with the knowledge and tools they need to serve their constituents and make informed decisions. There will be a mid-summer goal setting session with the new Board to identify and prioritize goals for the up next two years. It will then be adopted as the new strategic priorities and updated business plan.

Integrated Services

Ms. Mikula mentioned that the Integrated Services Department will continue to work with the Arlington Park property owners and local school districts on the redevelopment of the property. There will be a continued effort in the communication and transparency with the community through survey's, the Village's newly developed Internal Communication Network (ICON) Team which provides information on all Village departments through storytelling, and the Community Connections Group which gathers members from the school districts, park districts, Library, Harper College, and Village employees to describe and promote services provided to residents. In an effort to improve event branding and raise awareness of the 20 community events, the Village began using placer AI data to gather information on the demographics and attendance of said events. Preliminary data showed that moving Sounds of Summer to only Thursday concerts was a success with an increase in attendance of 108%. As a result, sponsorship costs will increase for 2025 concerts. Lastly, liquor license classifications will be re-evaluated to remain competitive with neighboring towns.

Budgetary changes include a decrease in professional services due to a reduced need for consulting services, and an increase to Village Attorney services and recurring software licenses.

Trustee Schwingbeck asked if the Village received any feedback from downtown businesses on the Sounds of Summer change. Mr. Recklaus said the Board will be receiving a detailed report in the near future.

IT

Ms. Mikula said that the Village will be partaking in a network security penetration test wherein cyber security professionals try to stimulate a cyber-attack into the Village's system to identify and remedy any vulnerabilities. Other 2025 projects include installation of upgraded surveillance camera in the downtown area and Metra station, cloud migration for key applications, implementation of multifactor authentication beginning with the Police Department, and ongoing ERP enhancements.

Ms. Mikula reported that the 2025 IT budget will have an overall decrease of 31.6% due to the completion of the implementation phase of the new ERP software.

Trustee Tinaglia asked how the implementation and usage of the new ERP software has been going. Mr. Recklaus and Ms. Mikula agreed that some modules work really well and others still need work. It was agreed that there will be a separate discussion at a later date.

Human Resources

Ms. Livingston began by highlighting the 2025 key areas of focus in the Human Resources Department. There will be a large concentration on employee engagement and well-being with the purpose of promoting open communication and transparency and gathering feedback and allowing employees to express their thoughts and share any concerns. In addition, recruitment and candidate outreach efforts will be expanded utilizing social media, community partnerships with Harper College and District 214, and promote internships with the Village.

In terms of the budget, Ms. Livingston reported an increase of 11.3% due to medical and health plans.

President Hayes mentioned the amount of emails he received regarding new employees, and asked how many new hires there have been this year in comparison to prior years. He also inquired about entrance and exit interview feedback. Ms. Livingston said the Village's number of new hires is comparable to prior years. She clarified that the introduction emails are sent for new employees as well as internal promotions and lateral moves. In regards to interview feedback, Ms. Livingston said there hasn't been negative comments and the Village of Arlington Heights continues to be a destination employer.

Trustee Bertucci asked if the Trustees can be added to the email distribution list for the new employees/promotion.

Finance

Ms. Juarez stated the Finance Department will continue to advise on future plans for the Village's overall financial outlook. In an effort to implement the 5th ambulance into full-time service, the Department will explore taxation of streaming services and a modest property tax increase in 2026. Financial planning will continue for the Lead Service Line Replacement Program which is to be completed by 2037, and the construction of the new Senior Center in 2030. Both projects will primarily be funded by a planned bond sale in 2029. In addition, the Finance Department will explore ways to recover the loss of the grocery tax from the State of Illinois.

In regards to budgetary changes, Ms. Juarez said that in 2025 the Village will shift credit card processing fees to payees saving the Village about $200,000 per year. There was also a decrease of a part-time staff position with the elimination of the vehicle stickers.

Trustee LaBedz mentioned she would like to learn more about the streaming services tax, and expressed concern over losing the revenue from grocery sales tax.

<u>Health & Human Services</u>

Mr. McCalister said that in 2025, the Health and Human Services Department will continue its community outreach efforts to market their programs and services. New programs include a partnership with the Arlington Heights Memorial Library to provide social and nursing service programs and collaborations with local houses of worship and food pantries to disseminate the department's resources. The Village's website has also added an Arlington Cares donation page.

In regards to the 2025 proposed budget, Mr. McCalister said it was a maintenance budget with a decrease in contractual services due to a one-time assessment for roof repairs at the SWANCC transfer station. He also mentioned that the Arlington Heights Park District requested additional subsidies for the Children At Play (CAP) Program to assist low-income families reliant on the program.

As it pertains to Senior Services, Mr. McCalister reported the possibility of expanding the Senior Center Café. Gerry's Café held a successful pop-up event and will continue monthly pop-ups throughout the year to gauge interest and explore the possibility of a permanent site at the Senior Center.

The Senior Services budget has no significant change and it will have an overall decrease of 3.7%.

President Hayes asked if there was any resident feedback on garbage pick-up going from twice per week to once per week, and asked for an explanation of the decrease in mental health services provided as noted in the performance measures. Mr. McCalister said there has not been any negative feedback as the bins hold a lot. He explained that the decrease in mental health services provided does not correlate with the need, rather it was the loss of staff members in the Department being able to provide those services. He noted that in 2024 there was an increase in performance measures.

Trustee Bertucci asked what percentage is contributed by the school district, park district and the Village to fund the CAP Program. Mr. McCalister said the Village's contribution is $40,000 to fund low-income students, the school district provided the building and meal services, and the park district provided the employees who oversee the program. Mr. Recklaus mentioned there has been an increase demand for scholarships.

President Hayes asked Ms. Colagrossi if she could share what were some of the concerns the senior community living within the Village have. Ms. Colagrossi said two of their biggest concerns were being able to stay in their homes and transportation. In addition to the cost of living, taxes, maintenance, cost of a handyman, and keeping their homes livable.

Building & Life Safety

Mr. Weber mentioned that in 2025, Building and Life Safety will continue its focus on improving the new e-permitting process and pursue ways to improve the quality of rental housing. He mentioned he was eager to embrace departmental collaboration and staff development through the offering of continued education opportunities.

In regards to budgetary changes, Mr. Weber said there is a placeholder for 2.5 FTE for a potential rental inspection program.

President Hayes mentioned the increase in permit applications and permit plan reviews in the performance measures and asked about 2024 numbers thus far. Mr. Weber said overall they are decreasing but noted that it is difficult to measure the data with the new permitting process. He added that the decrease could be attributed to the new software, income taxes, grocery taxes, and/or other economic issues.

Trustee Schwingbeck encouraged Mr. Weber and the Department to assist residents with the e-permitting process.

Police

Chief Pecora presented on the Police Department's 2025 key areas of focus. First, the assessment of police parking and local ordinance violations to determine that the fines assessed are in-line with neighboring communities. He mentioned the department along with the Village's Attorney were exploring the possibility of transferring certain citation hearings from the Circuit Court of Cook County to the Village's Administrative Adjudication process per the decision of the Illinois Supreme Court as it relates to Camacho vs City of Joliet. He explained that sending traffic or minor offense citations to the Circuit Court of Cook County can be costly with assigned court costs and fees in addition to the fine. If the citations were heard through the Village's Administrative Adjudication process, the only cost to the offender would be the fine. In addition, they are working on expanding community programs focusing on collaboration, visibility and dialogue. He mentioned one of the programs is the Emergency Management System to collaborate and/or assist neighboring communities, and the second is the Police Apprenticeship program which reaches out to those considering law enforcement as a career. The program would not only provide the applicant with exposure to the law enforcement field, but it would allow the Police Department to evaluate them for future employment. They will also review and update police policies and procedures, refine department training programs for legislative mandates and leverage technology resources for operational efficiencies.

As it pertained to the budget, Chief Pecora mentioned the Department will be undertaking the salaries of two previously grant funded civilian positions for a police social service advocate and a crisis counselor. However, he thanked Senator Walker for providing the Village with a $250,000 grant to cover said salaries. In addition, the Department added a fourth sergeant to the afternoon shift to reduce overtime expenses. Lastly, the continued expense of software licensing and renewals.

President Hayes, Trustee Shirley and Trustee LaBedz thanked Chief Pecora and praised the Department for their dedicated service all while not being fully-staffed with sworn officers.

Trustee Tinaglia asked for further explanation on the value of moving citation hearings from the Circuit Court of Cook County to the Village Administrative Adjudication process and how the Village could begin the transfer process. Chief Pecora explained that citations heard through the Circuit Court of Cook County incur additional expenses. On citations where the offender pleads not guilty or is found guilty, a $254.50 mandated court costs is added to the fine itself. In addition, the Police Officer must appear at time and half pay. The Village will then only receive 10% of the fine. In contrast, if the citation is heard by the Village's Administrative Adjudicator, the officer is not required to appear and the total fine assessed is paid to the Village directly. Mr. Recklaus added that the decision that would allow this change is relatively new and the Village would have to expand it's administrative adjudication program to allow for the increase in hearings.

Trustee Schwingbeck asked why recruitment of new officers is so difficult, whether it be candidates just beginning their law enforcement career or those already in law enforcement. Chief Pecora stated that 53% of the officers on the force transferred from other agencies. The Department offers quarterly testing however, the caliber of talent does not meet the Department's expectations. In addition, he attributed the lack of interest in a law enforcement career to the possibility of one jeopardizing their freedom based on making a wrong decision that could lead to time behind bars.

Other Business

Mr. Moens said that setting the General Fund balance at 40% is excessive and subjective. Lowering the fund balance to 38% would eliminate the increase in property tax levy. He mentioned his research concluded that neighboring communities have an ending fund balance closer to 35%. He urged the Police Department to amend their budget to include speed calming strategies and to implement a speeding policy.

TRUSTEE LABEDZ MOVED, SECONDED BY TRUSTEE SCHWINGBECK TO ADJOURN THE MEETING AT 9:35 P.M.

COMMITTEE-OF-THE-WHOLE
MINUTES OF THE MEETING OF THE PRESIDENT
AND THE BOARD OF TRUSTEES OF
THE VILLAGE OF ARLINGTON HEIGHTS
BOARD ROOM
THURSDAY, NOVEMBER 14, 2024
7:00 P.M.

BOARD MEMBERS PRESENT:	Mayor Thomas Hayes, Trustees Bertucci, Dunnington, Grasse, LaBedz, Schwingbeck and Tinaglia
STAFF MEMBERS PRESENT:	R. Recklaus, T. Kuehne, M. Juarez, K. Baumgartner, M. Mattio, C. Perkins, C. Papierniak, Deputy Chief Hanselman, and Various Department Support Staff
OTHERS PRESENT:	David Victor, Jay Nelson and various Metropolis Theater staff and Board Members

SUBJECTS:

A. Staff Follow-up from Previous Meeting
B. Metropolis Performing Arts Centre
C. Review of Department Budgets
D. Final Recommendation of Committee-of-the-Whole to Board of Trustees for Property Tax Levy
E. Final Recommendation of Committee-of-the-Whole to Board of Trustees for the 2025 Budget

President Hayes called the meeting to order at 7:00 PM.

Staff Follow-up from Previous Meeting

Mr. Recklaus said there wasn't anything notable from the prior meeting to follow-up on.

Metropolis Performing Arts Centre

Mr. David Victor said that 2024 was yet another tough year in the theater business, with low audience attendance, lack of grant funding, restructured or limited programming, and increased cost of goods, materials, costumes, labor and licensing fees. However, he said that 2024 was a promising year for Metropolis. There have been staff improvements, new in-office culture, great audition turnout, increased donations, and a 60% increase in enrollment in the School of Performing Arts. The Theater has begun to offer a pay what you can show for three main stage productions which allows for all to enjoy the arts.

In regards to the 2025 budget, Mr. Victor said they budgeted conservatively and are projecting a $150,000 loss. The budget took into consideration that only half of the season is programmed, 60-65% attendance based on industry standards, and a decrease in member subscriptions. He also mentioned that some mechanicals are beginning to fail such as the dimmer racks and HVAC. Despite the projected loss in revenue, the Theater is not requesting additional support from the Village. Instead, there will be new fundraising campaigns, one to honor Former Mayor Arlene Mulder by naming the box office after her. Staff is also exploring lengthening some of the shows to 5-6 weeks based on purchasing habits and trends.

Trustee LaBedz was happy to hear of the increase in actors auditioning for roles at the Metropolis. She asked how sales for A Christmas Carol were going and for a further explanation on the pay what you can shows. Mr. Victor said that sales for A Christmas Carol are currently about 60% but anticipated a 90% sell out. In regards to the pay what you can shows, he said the shows are advertised in their marketing material and via social media. Patrons can pay as little or as much as they'd like to see the show.

Trustee Bertucci inquired about the 78% increase in income from 2023 to 2025. Mr. Victor attributed the increase to several upcoming fundraising events and the outperforming revenues from tuition and fees at the School of Performing Arts. He said that to celebrate the Metropolis' 25th anniversary, there will be an elevated gala experience at the Sanfilippo Estate with a goal to raise $200,000. In addition, they are planning a special fundraising benefit concert towards the end of summer.

Trustee Schwingbeck asked if the Theater will meet their 2024 projected subscription budget of $195,500 and inquired about the announcement of the new season. Mr. Victor said there is about $40,000 outstanding in memberships and if those all convert, they will surpass the 2024 budgeted amount. He added that some memberships may not be renewed due to out-of-state relocation. In regards to announcement of the new season, he said they are working on show ideas with the Board and senior staff members and hope to send a subscription letter in April with the list of shows.

Trustee Dunnington asked if the Theater developed a strategic plan and if they could make Board meetings open to the public or share the minutes for transparency purposes. Mr. Victor said that a strategic plan has not been developed, but discussion has begun with the Board and possibly hiring a 3rd party company to assist with the planning. In regards to opening Board meetings or sharing the minutes with the public, Mr. Victor said that has also been discussed, but a decision has not been made.

Trustee Grasse asked what the Theater is doing to increase community outreach. Mr. Victor said marketing efforts included mailings, postcards and advertisement at the Theater lobby and social media, with a focus on attracting new families in the area. He added that 38% of ticket sales are new patrons.

Review of Department Budgets – Department Representatives

<u>Boards & Commissions</u>

Mr. Recklaus said the Boards & Commissions budget was a maintenance budget and there were no changes projected for 2025.

President Hayes asked if there were any requests for new programs. Mr. Recklaus said the Special Events Commission was exploring new ideas but they are also looking for ways to increase their revenues to offset any additional expenses.

Trustee Grasse asked for an explanation on the Arlington Economics Alliance's budget change from 2023 to 2024. Mr. Perkins attributed the change to new programs. There is a proposal for a new breakfast program, and a manufacturing program that would transport students to various manufacturing facilities for exposure in the field, and a welcoming program which mails cards to new businesses welcoming them to the community.

<u>Planning & Community Development</u>

Mr. Perkins mentioned some key areas of focus in 2025, including the implementation of the Gateway Redevelopment, negotiation of TIF IV Urban Street Redevelopment, sewer improvements at South Arlington Heights Road TIF, further enhancements in the Uptown

Shopping District, and continued assistance with the Arlington 425 and Eastman developments.

In regards to the budget, Mr. Perkins said the General Fund has a status quo budget, with significant increase in 2025 subscriptions. The Affordable Housing fund has a healthy fund balance and proposed $30,000 for consulting services in 2025. He explained that as more developments are built and have affordable housing units, more reporting and managing is required.

Mr. Perkins went on to discuss the different TIF districts. In regards to TIF V, he said it has been a great success story with five shopping centers and highlighted that it generated about 1/3 of the Village's sales tax revenue. He proposed a $1M surplus distribution in 2025 to the taxing districts on a proportional basis. In regards to the Hickory/Kensington TIF, he projected a $75,000 distribution to the school districts and mentioned there are pending construction projects, including one at 5 N. Douglas and a pending contract with ComEd to bury utility lines. As it pertained to the South Arlington Heights Corridor TIF, Mr. Perkins reported that the Board previously approved the Gateway redevelopment project and there is a $1M initiative for sewer improvements. Lastly, the Village will continue to work with Urban Street on their proposed redevelopment. There is a memorandum of understanding and $3.3M in the budget.

Trustee Schwingbeck noted the decrease in performance measures as it related to the review of building permits and asked if there was any data available for 2024. Mr. Perkins said he did not have the information available, but would report back to the Board.

Trustee LaBedz and Tinaglia thanked Mr. Perkins for all the hard work he has done for the Village throughout the years and congratulated him on his retirement.

Public Works

Mr. Paperniak reported that Public Works has experienced significant turnover in the past few years. In 2025 on-boarding of new staff and employee development will be a priority.

The Village will continue to invest in its capital improvement program including road construction, watermain replacement, sanitary sewer upgrades, water meter replacements, water tank improvements, sidewalks, building refurbishments and the new lead service line replacement. Beginning in 2027, the Village has 10 years to replace 4,000 service lines. In addition, the new mandate will require considerable staff time for years to come.

Although improving, Mr. Paperiniak said that contractual work and procurement of supply continue to be challenging. In an effort to address those issues, staff has been performing more work in-house and are planning replacements multiple years in advance.

In regards to the 2025 budget, he noted there are minor changes and attributed any significant changes to the ongoing effort to improve details and reduce the "Other Charges" line items.

Trustee Schwingbeck asked if the new water meters had captured any changes in water usage, and if the new meters allow for homeowners to be notified when their usage is unusually high. Mr. Paperniak said they need about a full year worth of data to determine any changes in the reporting of water usage. The data should be available in March or April of 2025. Homeowners will now be able to set their own water usage parameters. In addition, the Finance Department can perform daily water readings allowing for a quicker detection of any water leaks.

Trustee Bertucci asked if the large decrease in IMRF contributions is related to reverting to the recommended actuarial contribution rate and inquired about the reduction in professional services and 11% reduction in equipment maintenance. Mr. Kuehne said that the decrease in IMRF contributions correlated with the recommended actuarial contribution rate. In regards to the reduction in professional services, Mr. Paperniak said it was due to a prior year encumbrance rollover and the reduction in equipment maintenance was due to staff performing more in-house projects.

Fire

Deputy Chief Hanselman thanked the Board for their support in obtaining the 5th ambulance. He mentioned they were in the first phase of implementation which is to operate the ambulance 100 days during peak hours, Monday through Friday from 8:30AM to 4:30PM. As a result, the Village has seen a decrease in its reliance from mutual aid. In 2025, the ambulance implementation will increase to 260 days during the same days and hours. The 5th ambulance will be staffed with current firefighter-paramedics, increasing overtime expenditures by $292,000.

Also reflected in the 2025 budget, was a line item to replace 13-year-old portable radios and accessories in the amount of $500,000 using the Federal Improvement Program to cover the cost. However, Northwest Central Dispatch funded the radios using monies from 911 surcharges and saved the Village the budgeted amount.

Trustee LaBedz asked if each Firefighter has a second set of turnout gear. Deputy Chief Hanselman confirmed everyone has a second set, and the department purchases 20 new sets of gear annually for maintenance purposes.

Trustee Tinaglia asked if the re-zoning of the Village's parking garages helped the Fire Department with the problematic overnight behavior, and what impact has the 5th ambulance had as it related receiving assistance from neighboring communities. Deputy Chief Hanselman confirmed that the Department has noticed a decrease in calls for services in the parking garages since the adoption of the ordinance. In regards to reliance on mutual aid from neighboring communities, he said they have seen a 25% decrease.

Trustee Bertucci inquired about the 54% increase in overtime and asked if there was a long-term staffing plan for the 5th ambulance. Deputy Chief Hanselman said that in 2025 the 5th ambulance would operate with current staff. In 2026, they intend to hire six additional Firefighter-Paramedics to staff the ambulance and eliminate the additional overtime costs.

Trustee Dunnington mentioned that while the Ordinance in the parking garages has helped, the problem has not been completely resolved. Mr. Recklaus agreed and said the Ordinance has provided the Police Department with a tool to enforce rules. In addition, the Cook County State's Attorney's Office can upgrade charges to trespassing aside from the Village's Ordinance Violation.

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

TRUSTEE LABEDZ MOVED, SECONDED BY TRUSTEE TINAGLIA 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 2024 TAX LEVY ORDINANCE REFLECTING AND ESTIMATED TOTAL TAX LEVY OF $54,101,500 OR 2.33% INCREASE OVER THE 2023 TAX LEVY FOR THE VILLAGE AND LIBRARY PORTION OF THE LEVY.

Final Recommendation of Committee-of-the-Whole to Board of Trustees for the 2025 Budget

TRUSTEE BERTUCCI MOVED, SECONDED BY TRUSTEE SCHWINGBECK THAT THE COMMITTEE-OF-THE-WHOLE RECOMMEND TO THE VILLAGE BOARD OF TRUSTEES THAT THE BOARD APPROVE THE PROPOSED 2025 BUDGET AS AMENDED THROUGH THE REVIEW PROCESS.

TRUSTEE BERTUCCI MOVED, SECONDED BY TRUSTEE LABEDZ TO ADJOURN THE MEETING AT 8:23 P.M.

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS
November 18, 2024

President Hayes called the meeting to order at 7:00 PM.

BOARD MEMBERS PRESENT:	President Hayes; Trustees Baldino, Bertucci, Dunnington, LaBedz, Schwingbeck, and Tinaglia
BOARD MEMBERS ABSENT:	Trustee Grasse and Trustee Shirley
STAFF MEMBERS PRESENT:	Village Manager Randy Recklaus; Assistant Village Manager Diana Mikula
OTHERS PRESENT:	Chamber members present: Executive Director John Ridler, Chair-Elect Chris Nichols, Board member Rich Kraybill, Board Member Heather Henkel

IV. New Business

A. Presentation of Chamber of Commerce Financials with Harmony Fest Featuring the Taste of Arlington Heights.

As per the Village's agreement with the Chamber of Commerce, Executive Director John Ridler gave a presentation and overview of Harmony Fest and highlighted the successes and challenges.

- The Chamber incurred $31,708 in hard costs for the event in 2024, a 3.37% reduction from 2023
- The Chamber generated $77,450 in revenues from the event (sponsorships/tent rentals), a 1.4% increase from 2023
- The Chamber generated $45,741 in Gross Profits in 2024 from the event
- The Village incurred $90,141 in hard costs in 2024, an 8% increase over last year (generally attributable to band costs and enhanced Police Security OT expenses)
- The Village generated $7,580 in total revenues from the event (profit sharing and a partial OT reimbursement from the Chamber), a 12% increase from last year.
- The Village generated a $82,561 Loss 2024 from the event.

Trustees questioned if there is an ability to pull the number of sponsors in 2019 and what that dollar value totaled out at vs what the dollar value totaled out at with the number of sponsors for 2024. Chamber Executive Director Ridler stated that he can look that up and provide the Village Board with that information. Trustees also inquired as to a list of the names of the businesses that are taking place in the event each year so that they know which businesses are participating. Ridler stated he would put a report together and send that to the Board.

Discussion ensued regarding the value of staff time and how it was estimated. The Chamber estimates that the "value" of their staff time applied to the event was $37,455.88 in 2024. This is not a direct cost such as overtime, but rather the value of the straight time applied to the event. The Village has no way to validate these figures and it was noted that the Chamber would have incurred these straight time costs whether the event occurred or not.

Village Manager Randy Recklaus pointed out that many members of the Village Staff from multiple departments also dedicate many hours of "straight time" to the event, but this is not tracked. If the Village tracked this time, the Village's Loss would be much greater. For this reason, the Gross Profit/Loss figure is used to show an apples-to-apples comparison.

Both the Village and Chamber agreed that this is a very positive event to support and are looking forward to 2025.

V. Other Business - none

VI. Public Comments - none

VII. Adjournment – Trustee Baldino moved, seconded by Trustee Tinaglia to adjourn. The meeting adjourned at 7:34 pm.

VILLAGE OF ARLINGTON HEIGHTS
INC. 1887

Committee of the Whole
12/16/2024

Item: Consideration of recommending to the Liquor Commissioner the issuance of a Class A liquor license to Tacosrus, LLC. dba Cilantro Taco Grill located at 6 S. Dunton Avenue upon receipt of certificate of insurance and BASSET certification

Department: Integrated Services

Item Description:
Consideration of recommending to the Liquor Commissioner the issuance of a Class A liquor license to Tacosrus, LLC. dba Cilantro Taco Grill located at 6 S. Dunton Avenue upon receipt of certificate of insurance and BASSET certification

ATTACHMENTS:
1. Cilantro Grill Liquor License Memo

Date:	December 13, 2024
To:	Thomas W. Hayes, Liquor Control Commissioner
From:	Diana Mikula, Assistant Village Manager
Subject:	Liquor License Interview: Tacosrus, LLC dba Cilantro Taco Grill located at 6 S. Dunton Avenue

At the December 16, 2024, Committee of the Whole meeting, owners Eduardo Braco will be interviewed for a Class A for Tacosrus, LLC dba Cilantro Taco Grill located at 6 S. Dunton Avenue. This is a new ownership of the establishment.

Liquor Classification:	Class "A" authorizes the retail sale in restaurants and brew pubs of alcoholic beverages for consumption on the premises having a seating capacity at tables for a minimum of 25 persons for food service and are operated as restaurants.
Establishment Liquor Hours:	Sunday 11 a.m. to 9 pm Monday - Thursday 10 a.m. to 10 p.m. Friday and Saturday 10 a.m. to 11 p.m.
Lease or Ownership:	Leased
Basset Certification:	Will be applying
Address Violations:	Yes, 2012 under La Roca Tapas Restaurant
Applicant Liquor Sales Related Violations:	No

In December 2024, the Arlington Heights Police Department completed a background check on owner Eduardo Bravo. No issues were noted.

On December 9, 2024, a walk through was conducted. The floor plan reflected what was observed on site. Upon a satisfactory liquor interview, it would be appropriate to approve the issuance of a Class a liquor license to Tacosrus, LLC dba Cilantro Taco Grill located at 6 S. Dunton Avenue upon receipt of certificate of insurance and BASSET certification.

VILLAGE OF ARLINGTON HEIGHTS
INC. 1887

Committee of the Whole
12/16/2024

Item:	Consideration of recommending to the Liquor Commissioner the issuance of a Class A liquor license to El Tacazo Grill, LLC. dba El Tacazo Grill located at 1609 W. Campbell Street upon receipt of certificate of insurance, BASSET certification, and executed lease
Department:	Integrated Services

Item Description:
Consideration of recommending to the Liquor Commissioner the issuance of a Class A liquor license to El Tacazo Grill, LLC. dba El Tacazo Grill located at 1609 W. Campbell Street upon receipt of certificate of insurance, BASSET certification, and executed lease

ATTACHMENTS:
1. El Tacazo Grill Liquor License Memo v2

VILLAGE OF ARLINGTON HEIGHTS
INC. 1887

Date: December 13, 2024

To: Thomas W. Hayes, Liquor Control Commissioner

From: Diana Mikula, Assistant Village Manager

Subject: Liquor License Interview: El Tacazo Grill, LLC dba El Tacazo Grill located at 1609 W. Campbell Street

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At the December 16, 2024, Committee of the Whole meeting, owners Crecencio Ocampo Sanchez and Apolinar Ocampo Sanchez will be interviewed for a Class A for El Tacazo Grill, LLC dba El Tacazo Grill located at 1609 W. Campbell Street.

Liquor Classification:	Class "A" authorizes the retail sale in restaurants and brew pubs of alcoholic beverages for consumption on the premises having a seating capacity at tables for a minimum of 25 persons for food service and are operated as restaurants.
Establishment Liquor Hours:	Sunday 10 a.m. to 11 pm Monday - Thursday 10 a.m. to 12 a.m. Friday and Saturday 10 a.m. to 1 a.m.
Lease or Ownership:	Leased
Basset Certification:	Will be applying
Address Violations:	Yes, 2015 under Rustic J's
Applicant Liquor Sales Related Violations:	No

In October 2024, the Arlington Heights Police Department completed a background check on 50% owner Crecencio Ocampo Sanchez. The applicant was arrested for a DUI in April 2002. During the arrest, the applicant used his cousin's ID. The applicant said the court records were corrected to his name, but AHPD indicates the records check show it was not corrected.

In December 2024, the Arlington Heights Police Department completed a background check on 50% owner Apolinar Ocampo Sanchez. No issues were noted.

On November 7, 2024, a walk through was conducted. The floor plan reflected what was observed on site. Upon a satisfactory liquor interview, it would be appropriate to approve the issuance of a Class A liquor license to El Tacazo Grill, LLC dba El Tacazo Grill located at 1609 W. Campbell Street upon receipt of certificate of insurance, BASSET certification, and executed lease.