

**MINUTES
COMMITTEE-OF-THE-WHOLE
PRESIDENT AND BOARD OF TRUSTEES
VILLAGE OF ARLINGTON HEIGHTS
COMMUNITY ROOM
THURSDAY, MAY 25, 2017 7:30 P.M.**

BOARD MEMBERS PRESENT: President Hayes; Trustees: Scaletta, Rosenberg, LaBedz, Sidor, Blackwood and Baldino

BOARD MEMBERS ABSENT: Trustees Tinaglia and Glasgow

STAFF MEMBERS PRESENT: Randy Recklaus, Village Manager; Jim Massarelli, Director of Engineering; Mike Pagones, Deputy Director of Engineering; Nanci Julius, Civil Engineer; Briget Schwab, Civil Engineer; Tom Ponsot, Traffic Engineer; Tiffany Schmoker, Traffic Technician; Charles Witherington-Perkins, Director of Planning & Community Development; Mary Rath, Director of Human Resources; Kelly Livingston, Human Resources Coordinator; Gerald Mourning, Chief of Police; Kim Peterson, Recording Secretary

SUBJECTS:

- A. Departmental Status Reports – Engineering
- B. Departmental Status Reports – Planning & Community Development
- C. Departmental Status Reports – Human Resources
- D. Departmental Status Reports – Police

Other Business

Adjournment

Mayor Hayes called the meeting to order at 7:30 PM. The Pledge of Allegiance was recited.

A. Departmental Status Reports – Engineering

Director of Engineering, Jim Massarelli, provided a brief overview of the Engineering Department. During last year’s Departmental Status Report, Mr. Massarelli focused on ADA issues, as well as the design tools that were used for the reconstruction program. This year, Mr. Massarelli would like to discuss private development and traffic engineering. Mr. Massarelli commended his staff for a job well done last year. He was very proud of the way his employees communicated with the residents and

one another, as he believes communication is the key to achieving their common goal. Mr. Massarelli introduced those staff members who joined him this evening, including Mike Pagonis, Deputy Director; Nanci Julius, Staff Engineer; Briget Schwab, Staff Engineer; Tom Ponsot, Traffic Engineer and Tiffany Schmoker, Traffic Technician.

The ongoing programs the Engineering Department participates in are the Resurfacing Program, Reconstruction Program and the design phase of the Kensington Road Project. In addition, the 2017 construction road map, which illustrates all of the streets that will be worked on, was completed.

The Engineering Department has some legal and operational responsibilities, including IEPA Water permits, which requires all new developments that require an extension of the VAH water system, obtain a permit from IEPA. Last year there were four IEPA permits approved. The Engineering Department also works closely with MWRD and last year there were 11 MWRD permits issued. There were also 18 RFI's issued, which is the final inspection that is done as a part of the MWRD permit. In addition to all of these responsibilities, the Engineering Department has all of the ADA requirements to deal with.

As Mr. Massarelli mentioned earlier, one of the focal points he would like to address in his report this evening involves Private Development, which along with Traffic Engineering, is a program that requires a substantial amount of time and effort from the Engineering staff. One aspect of Private Development involves the review and inspection of permit applications. The two larger private development projects the Department is currently working on are Lexington Towne and Waverly Inn Memory Care. These projects involve the installation of Public Improvements, which require the improvements to be built to the Village of Arlington Heights standards. As part of the plan review and also in certain cases as part of the Plan Commission review, the department requires the proposed plans to incorporate all of the required standards of public improvements to meet the Village requirements. These improvements range from storm water detention to sidewalk and street light improvements. The Engineering Department is also responsible for the inspection of the public improvements. Another aspect of Private Development is the response to resident's concerns regarding property drainage issues. These issues are not major flooding events but considered nuisance issues that result from the lack of proper drainage within the property. Some of these requests progress to inclusion in the neighborhood drainage improvement project. Many involve the simple relocation of sump discharges or other minor property adjustments. Private Development also includes Plan Commission and Zoning Board of Appeals review. The plan commission review is the initial dialogue of providing developers with the requirements of the needed public improvements.

Traffic Engineering is the other program Mr. Massarelli has chosen to discuss tonight. Traffic Engineering is responsible for reviewing and responding to residential requests, plan reviews and coordination with the Illinois Department of Transportation and Cook County Department of Transportation. The Engineering Department and Public Works are currently transitioning from their old tracking

software, to Cityworks. Traffic engineering residential inquires range from stop sign requests to speed limit modifications. Traffic engineering currently uses eight MetroCount traffic counter units to obtain a wide range of traffic information, including if a stop sign is warranted. Traffic engineering also works with all of the schools in town, setting up signage maps. In addition, "stop for pedestrian in crosswalk" signs were also placed in several crosswalks in town.

Some Key Accomplishments in the Engineering Department last year included the progression of the storm water improvement plan, implementation of the basket weave stop sign placement program, implementation of the "pedestrian in crosswalk" sign placement program, the 2016 road resurfacing program and the near completion of the improvements at the intersection of Northwest Highway and New Wilke.

Some of the Current and Anticipated Challenges include the 2017 road construction program, the next phase of the storm water design and construction program, the replacement of the Pozzolan base program, coordination of road programs (water main replacement and storm water improvements) and the use of temporary employees.

Key initiatives now underway in the Engineering Department include the use of temporary workforce, assessing the cost and implementing the storm water program, using Reclamite to extend pavement life, increase the use of GIS mapping, exploration of long term maintenance and financial benefits of increasing the road fund, continue utilizing federal funding to improve our roadways and the utilization of recycled materials.

Mayor Hayes thanked Mr. Massarelli for his excellent report and asked him about the use of temporary help, and if this outside consultant would be coming in to assist with everyday work, or is there a special project that requires additional help. Mr. Massarelli stated that his Department does need additional help due to the increase in programs, as well as to accommodate a longer construction season. Mayor Hayes also asked about federal funding and what his Department is doing to identify additional sources of funding. Mr. Massarelli advised that his Department learns about additional sources of funding through the associations they belong to and the classes they attend.

Trustee Sidor thanked Mr. Massarelli for his report and inquired about the changes that occur to the grading of a lot following an addition to a home or a complete rebuild. Trustee Sidor asked if the grading of a property is inspected before and after the work is completed, to ensure that the natural flow of water is maintained. Mr. Massarelli stated that a full grading plan is required as part of the permit application process, especially if it is a complete rebuild. Whenever a new home is built, it is nearly impossible to maintain the exact water flow. A final visual inspection is performed to ensure that water is flowing away from the new home, and more importantly, not negatively affecting the neighboring homes.

Trustee Rosenberg thanked Mr. Massarelli and his staff for all of their hard work and asked him if we ever ask residents to help fix their property if landscaping is to blame for drainage issues. Mr. Massarelli stated that yes they will ask a resident to assist with the modifications, especially if they somehow altered the water flow on their property, either by changing the landscape or through other means. Trustee Rosenberg also asked if the storm sewers would be replaced when the streets with the old paving are reconstructed. Mr. Massarelli stated that the Engineering Department is currently reviewing this plan and would like to see both issues resolved at the same time. Mr. Rosenberg also asked about our relationship with MWRD and if they are more willing to assist with storm water management. Mr. Massarelli is encouraged by their renewed willingness to help local communities. Lastly, Trustee Rosenberg asked if IDOT and Cook County are keeping up with their responsibilities in maintaining their roads. Mr. Massarelli believes both IDOT and Cook County are keeping up with their roads.

Mr. Recklaus responded to the issue of new constructions affecting storm water drainage and explained how the previous town he worked for conducted a study on this very issue, and to everyone's surprise, the results indicated that the reason for standing water on residential properties was mostly due to the increased rain amounts.

Trustee LaBedz thanked Mr. Massarelli for his report and inquired about his Department's use of temporary help and where they find these employees. Mr. Massarelli explained how he consulted the Planning Department, as they have hired temporary employees in the past, and was told about Gov Temps, which is who he ended up using and has had great success with. On the issue of federal funding, Trustee LaBedz inquired about the infrastructure funds that we may be eligible to receive with the new administration in place and if Mr. Massarelli has heard anything regarding the acquisition of such funds. Mr. Massarelli has not heard anything yet, but did say that the federal funding for our roads has remained pretty consistent the last several years. Lastly, Trustee LaBedz asked about the rules that are in place when it comes to parking near a corner, as it is a problem in her neighborhood. Mr. Massarelli deferred this question to Tom Ponsot, who stated that the state law prohibits parking 30 feet in advance of the stop sign and 20 feet departing the intersection and you cannot park in front of crosswalks. In regards to a typical local intersection, parking is prohibited within 75 to 100 feet back from the intersection to allow for sight distance. Trustee LaBedz discussed the problems in her neighborhood with cars parking so close to the corners, which Mr. Ponsot stated he would be happy to take a look.

Trustee Scaletta asked Mr. Massarelli about the intersection of Northwest Highway and New Wilke and when it will be completed. Mr. Massarelli informed Trustee Scaletta that the actual functioning intersection is complete and there are just a few "punch list" items left to complete. Trustee Scaletta asked what date is the intersection scheduled to be completed and Mr. Massarelli is hoping that within the next month all of the "punch list" items, including the sodding will be complete. Trustee Scaletta also asked about the storm water survey that Mr. Recklaus referred to and if they analyzed what the impact would be in the rainfall remained

the same. Mr. Recklaus stated that the impact was almost nothing if the rainfall remained the same. Trustee Scaletta then asked Mr. Massarelli if his Department is using this rain data when they are analyzing properties. Mr. Massarelli stated that they are not looking at any rain data when it comes to teardowns and new constructions, as it would be a very time consuming process. The grading of the new home and the potential storm water impact to the new home and existing neighbor homes is what is being looked at, according to Mr. Massarelli. Trustee Scaletta is concerned with new homes being built and the rain data not being analyzed and the potential impact to existing homes. Mr. Massarelli believes that with the 50% rule that was enacted quite a few years ago, the process is much more efficient, simpler and controlled. Mr. Recklaus stressed the ultimate goal is to ensure that a new house doesn't have any more negative impact on its neighbor than the existing house; however, we don't want to negatively impact our construction by having such strict building requirements. Trustee Scaletta believes that if rain continues to increase, we may have to spend the extra time analyzing the impact a new build has on the existing homes around it. Mr. Massarelli is aware that rainfall data is always changing and there may come a time when the new data will influence their building requirements. Lastly, Trustee Scaletta asked if Mr. Massarelli tracks the grants he applies for and receives, and if not, could he begin doing so. Mr. Massarelli explained how he has never had a grant rejected, but if he does in the future, he will track it.

Trustee Blackwood asked about what recourse a resident has if they live in an older home and a new home is built either behind them or next to them, and the property with the new home is altered, by adding additional soil, so that it is higher than their home, resulting in pooling of water in their yard. Mr. Massarelli stated that this practice is never allowed and they will even go so far as to make the homeowner remove the soil. Trustee Blackwood is aware of this occurring in the Sherwood neighborhood, and suggested that Mr. Massarelli pay close attention to Emerald Builders.

B. Departmental Status Report – Planning and Community Development

Charles Perkins provided a brief overview of the Planning and Community Development Department and how he plans to focus on the Key Accomplishments over the Past Year, Review the Current and Anticipated Challenges and discuss the Key Initiatives now under way and Potential New Initiatives tonight. Mr. Perkins identified the primary functions of the Planning and Community Development Department and reviewed their organizational chart, as well as their Mission Statement.

Mr. Perkins discussed the great relationship his Department shares with the private sector development and highlighted some of the Key Accomplishments over the Past Year including: Arlington Downs, which is moving into the next phase of development, The Moorings, which is undergoing a massive renovation, The Lutheran Home and how they just finished a major renovation last year, and the construction of Lexington Towne and Kensington School. The Downtown

development includes the construction of Parkview Apartments, the opening of Arlington Ale House and Shakou, the relocation of Armands and the expansion of Mago. The Planning and Community Development Department conducted a number of plans and studies last year, with most of them relative to Tax Increment Financing and Confidential Status Updates and Reports. The 2016 Annual Business Development Report was completed. A comprehensive presentation was provided to the Board in regards to this report in February 2017. In regards to Processes, the Building and Community Development Department continues to work with the Legal Department on zoning code updates, streamlining the Department permit distribution and receiving electronic files for all new Design Commission applications. Mr. Perkins provided some statistics, stating that 104 new businesses opened last year, generating over 2,329 jobs. The largest company that opened was HSBC, with over 1,500 employees. Other Key Accomplishments include the management of an interim CDBG budget with Cook County funds during the fiscal year transition, as well as planning for two budgets within a one-year timeframe. In addition, the Department conducted extensive research on electronic signage and updated some sign codes.

Some of the Challenges the Planning and Community Development Department anticipates include the retention/attraction of revenue-generated users. In 2016, the Village had 1.24 billion dollars in sales, which generated 1.2 million in sales tax revenue. This was approximately 3.4% more than in 2015, and higher than many of our neighboring communities. Internet sales are still on the rise. Other challenges include funding for corridor improvements, continued Downtown redevelopment, completion of Arlington Downs and other redevelopment areas, possible expansion of the North Parking Garage, possible elimination of CDBG funds, development of an affordable housing project to utilize funds from the Affordable Housing Trust Fund, rise in internet sales and work force downsizing.

Mr. Perkins discussed some of the Key Initiatives now under way and Potential New Initiatives in the Planning and Community Development Department, which follow the Strategic Priorities adopted by the Board last year and began with Strategic Priority #1, the New Police Station. The Police Department, Public Works and other Village Departments have been working together as a team with the consultants on this very exciting project. This is a very challenging and time consuming project, but one that is well underway. Strategic Priority #2 examines ways to strengthen the Downtown area. Downtown Arlington Heights is a suburban hot spot for dining and entertainment. By emphasizing these aspects, the Planning and Community Development Department can further enhance the Downtown as a regular destination for residents and visitors alike. Open air dining is a new concept that is currently being considered, as newer restaurants would like to offer this option. The Planning and Community Development Department is also looking to update their zoning codes to facilitate other uses downtown and are encouraging development of Block 425, which is a prime vacant site in Downtown that is ripe for redevelopment. In addition, Department Staff is working with the Village Manager's Office regarding the creation of additional reoccurring events Downtown. Strategic #4 looks to strengthen communication and relationships with the business community, by conducting a Business Retention Study and creating a Basic Architectural Plan Pilot

Program, which would seek cost proposals from architectural firms in the community that would provide a level of basic services to a small business. Strategic #5 looks to strengthen commercial corridor competitiveness. A consultant was hired to conduct a study of the Rand Road/Palatine Road corridor in an effort to develop a long-range plan to help guide future planning for the corridor, resource allocation and future Capital Improvement items. The main focus in 2017 will be on the installation of tree up lighting along the corridor. The Northwest Highway corridor was also studied and a plan was developed to focus on landscaping and proposes improvements that include gateway features and intersection identity elements. Staff is also looking to improve the South Arlington Heights Road corridor. Several area hotels expressed concerns about the look, image and quality of this corridor. Staff has begun to address this issue with code enforcement, cleanup of construction debris from the tollway and landscape inspections. Staff is also looking to provide short-term improvements by providing marketing flyers to the hotels and installing new banners to better identify the area. There are also four TIF districts in Arlington Heights. TIF 3 is in the process of being closed out with a surplus. TIF 4 is located at the northeast corner of Golf and Arlington Heights Road. At the end of March, three proposals for redevelopment were submitted that are currently being reviewed by Department Staff. TIF 5 is located at Town & Country and Southpoint shopping center. Staff has continued to work with Southpoint and Town & Country regarding additional development and tenancy to help reinvigorate the shopping center. Hickory/Kensington is the most recent TIF, which has two developments currently in the works, one residential and one commercial. Department staff is also working on other capital improvement projects Downtown including the potential addition of mid-block crosswalks on Evergreen, Dunton and Campbell streets. Mr. Perkins also briefly discussed the Arlington Downs Development again, as well as the issues with the North Parking Garage.

Mayor Hayes thanked Mr. Perkins for his report and all of his hard work over the past year. Mayor Hayes is very pleased that a new employee will be joining his team in June and asked Mr. Perkins, with the addition of this new staff member, will his Department be a little more proactive in implementing these initiatives. Mr. Perkins believes that by having an entry level Planner, his other staff members will have the time to utilize their talents and focus on what they were originally hired to do.

Trustee Scaletta asked Mr. Perkins if when gathering his statistical information about the new businesses in town, if he also subtracts the businesses that left. Mr. Perkins only tracks the new businesses, as he does not always know immediately when a business leaves. Trustee Scaletta would like to know the number of businesses that left town and Mr. Perkins offered to provide him with an estimate. Trustee Scaletta also asked about the new banners that will be installed on the South end of town and if they will be branded. Mr. Perkins, at this point, is thinking more of using simple banners that could be used elsewhere in the Village, but once the comprehensive study is completed, they may end up using branded banners. Trustee Scaletta thinks the Chamber of Commerce should be consulted if there is going to be some type of branding, and furthermore believes the process should be inclusive and no one should be left out. Mr. Perkins completely agrees. Besides the

installation of banners, Mr. Perkins is also looking at other options to make this corridor more attractive, including possibly upgrading private landscaping. Trustee Scaletta also inquired about TIF 3, and now that it is being closed out, if we could use any of the surplus money for the corridor. In addition, Trustee Scaletta inquired about any of the TIF being used for the corridor. Mr. Perkins stated that if our Village's portion of the surplus is earmarked for the corridor, yes it could be used. However, the use of the TIF would be very limited. Lastly, Trustee Scaletta discussed the Arlington Downs redevelopment and asked when we will see more substantial progress, and if any of this redevelopment will take businesses away from other parts of the Village. Mr. Perkins is hoping the next phase of development will begin this Fall and could not say for sure if the redevelopment at Arlington Downs will take businesses away from other parts in town. Trustee Scaletta asked if the PUD is modified again, would something actually be done. Mr. Perkins is hopeful. Trustee Scaletta commended Mr. Perkins for all of the businesses that he has brought into town or relocated within town.

Trustee LaBedz thanked Mr. Perkins for all he and his Department do and asked him about Early Review and why more projects are being submitted for Early Review. Mr. Perkins does encourage certain projects to submit for Early Review, but also believes this is occurring because the economy is doing better, therefore more critical developments are being proposed, especially in the Downtown area.

Trustee Rosenberg thanked Mr. Perkins and inquired about TIF 3, and if any of the surplus funds could be used to improve the roadways in this area, instead of returning the monies to the taxing bodies. Mr. Perkins stated that the driveway access into the annex is not in the TIF District. Trustee Rosenberg would like the Planning and Community Development Department to look into utilizing these surplus funds instead of returning them. In regards to TIF 4, Trustee Rosenberg would like the area as a whole to be worked on and not just the corner. Mr. Perkins understands what Trustee Rosenberg is suggesting, but right now they would like to just get the corner cleaned up and something going, rather than not doing anything at all.

Trustee Sidor expressed his enthusiasm with the new restaurant in town Shakou and thanked Mr. Perkins for his efforts in bringing this restaurant to our Village. Trustee Sidor was disappointed that Mr. Perkins did not mention the light ceiling project in his report, as he is very excited about it and would like to hear more about. Mr. Perkins chose not to discuss this project, as the estimates for it are coming in much higher than expected. Mr. Recklaus is confident that we will go ahead with the project; however, because of the financial obligation, it may be done in steps.

Trustee Blackwood inquired about the timeframe for the South Arlington Heights Road Corridor improvements and how soon the hotel owners will see their ideas put into place, as she has firsthand knowledge that they are waiting for a response. Trustee Blackwood is very excited about the pending improvements to this area. The Planning and Community Development Department has reached out to the

hotels, and is developing a plan, as they too are very concerned about this corridor, according to Mr. Perkins.

C. Departmental Status Reports – Human Resources

Mary Rath, Director of Human Resources, provided a brief overview of the Human Resources Department (HR). The Human Resources Department focuses on recruitment, retention, management and often provide direction and guidance for all Village employees. Any process or program that affects the employees falls under the umbrella of HR. The Human Resources Department typically works behind the scenes; however, the impact of this Department's decisions affects all employees. HR manages any employment related issue that individuals may encounter at the Village. While the Human Resources Department administers traditional personnel and administrative functions, it is also involved with strategic planning, recommending and implementing programs that positively impact both the employees and the Village, according to Ms. Rath.

Ms. Rath explained how the Human Resources Department is responsible for recruiting for all vacant positions. This is the first step in creating a positive culture within the Village. In 2016, the total number of permanent positions filled was 51, which is approximately 12% of the total staff. To date in 2017, 10 positions have been filled. Currently there are three vacancies; however Ms. Rath does not expect this trend to continue. The Village continues to offer benefit options that appeal to a wide range of employee demographics, as well as a strong wellness program. The Village offers three defined benefit plans, although the contributions to 457 plans is down from 69% last year to 65% this year.

The Human Resources Department tries to be proactive and maintain positive relationships with all employees. In order for HR to be successful, they must maintain the trust and confidence of the employees, according to Ms. Rath. The Human Resources Department stresses the importance of personal and organizational stability to all Village employees and offered a Harassment/Bullying awareness training to serve as a reminder to all Village employees of our work rules regarding discriminatory remarks and inappropriate behavior.

Ms. Rath stated how the cost of medical care continues to rise, but as of right now, we are running below trend and are hopeful that next year's increases will be minimal for the employees. Approximately 29% of Village employees are eligible for retirement this year, although it is difficult to estimate when these retirements will actually occur. The Human Resources Department is changing their focus when it comes to hiring. Instead of just determining if a person is a good fit for the role, they are also looking to see if this person is a good fit for the organization today, and any future roles they may inhabit here at the Village. Hiring is not just based on employee skills, but also employee attitude. HR is dealing with a changing workforce and is tasked with creating a happy and healthy workforce. HR embraces the whole person concept, attending to all aspects of the employee's lives.

Ms. Rath indicated that a job classification and compensation study is currently underway, to address the fact that the workforce has dramatically changed. As part of this process, 120 job audits are being conducted. The overall purpose of the classification and compensation study is to review our current plan for competitiveness, internal equity between positions and to develop a new plan that is competitive and financially sustainable. The results of the study will enable the Village to review staffing and succession planning opportunities and review forecasted attrition rates for succession planning.

Ms. Rath went on to explain how Risk-Management is a very important component of Human Resources. Having a risk-management process means that the Village has a proactive process to identify and evaluate potential risks, and has strategies to reduce or remove the risk. The Villages recent agreement with the Intergovernmental Risk Management Association (IRMA) will be an additional tool in risk management endeavors.

In an effort to reduce medical costs and to keep employees as healthy as possible, the Village has enhanced its dental plan for participants, as this has a direct effect on the employee's general health and well-being. Additionally, a vision plan was implemented for eligible participants. In 2016, each employee received a Total Benefits Statement that showed employees the total value of their benefits and compensation package.

Ms. Rath discussed Human Resources Potential New Initiatives, which include creating an ad hoc committee of employees to develop the Village employees' Core Values under the motto of "One Village Voice." This message conveys to all Village employees the importance of speaking in "One Village Voice" that is clear, consistent and courteous. As public service employees, all Village employees wear the hat of customer relations professionals. This highlights the importance of the customer service role and ways to improve communications both externally and internally are continually explored. The Human Resources Department is also continuing their involvement with each Department regarding leadership succession planning.

Mayor Hayes thanked Ms. Rath for her report and asked her about all the new hires this past year and if these vacancies were because of retirements, which Ms. Rath indicated they were. Ms. Rath stated that there is very little turnover and there have not been any terminations. One employee left for another position last year. Mayor Hayes commended Ms. Rath and the entire Human Resources Department for their work in creating a culture where employees are happy with their job and want to stay.

Trustee Sidor thanked Ms. Rath for her great report and asked about the number of employees who will be eligible for retirement this year, which Ms. Rath stated that it is 29%. Trustee Sidor also asked about the job audit that is being performed as part of the Compensation and Classification Study. Ms. Rath explained that a job audit is performed when trying to determine if a job description is still accurate. Employees are interviewed to see what their job duties are and if anything has

changed since the last job description was written. The results of a job audit could affect the job title, job requirements and/or salary compensation. Lastly, Trustee Sidor expressed his liking of the word "talent" and how Ms. Rath uses it to refer to Village employees.

Trustee Rosenberg asked Ms. Rath about the Employee Assistance Program (EAP) and if it is widely used. Ms. Rath stated that there are quite a few employees who utilize the program and explained how she encourages employees, including supervisors, to use the program. Trustee Rosenberg also asked if we survey other municipalities to see what they pay, versus what the employee pays, towards their health insurance. Ms. Rath explained how current employee contributions are 12%, which is pretty standard across the board. Mr. Recklaus also explained how the Village continues to explore the possibility of joining Intergovernmental Personnel Benefit Cooperative (IPBC), which is a medical insurance pool that could possibly save us some money. Trustee Rosenberg asked about the timeline for the Employee Classification and Compensation study, which Mr. Recklaus advised that the plan is to present the findings of the study, along with the recommendations, to the Board by late summer, with the plan being implemented by January 1, 2018. Mr. Recklaus does not want to rush this process, as it has a tremendous impact on the bottom line and the morale of the employees.

Trustee LaBedz thanked Ms. Rath for her report and expressed how she feels the Human Resources Department is the backbone of any organization. Trustee LaBedz asked about cross training and if Village employees engage in this. Ms. Rath explained how she looks at cross training in terms of someone else being able to jump into someone else's position and at least provide partial service. Trustee LaBedz also asked about the Bullying and Harassment training that the Human Resources Department conducted for all employees and if this type of behavior is starting to pose problems. Ms. Rath explained how she has noticed a slight increase in this type of behavior and this is why she scheduled this training. In regards to workplace violence, Trustee LaBedz acknowledged the Active Shooter training, and asked about any other trainings that are being offered to employees to address this dilemma. Ms. Rath is aware of this threat, and although there are currently no additional training options available to employees, this is something she will look into. Mr. Recklaus advised that he has discussed this issue already with HR and they are looking into offering employees de-escalation skills for use in any volatile situation.

D. Departmental Status Reports – Police

Gerald Mourning, Chief of Police, provided a brief overview of the Police Department. Chief Mourning opted to not include an organizational chart in this year's report, as he discussed it in detail in last year. Referring to the Police Department's Performance Measures, Chief Mourning indicated that DUI's are down again this year, which is a regional issue. The number of citations issued has remained consistent at approximately 28,000. The Part I (index) crimes went up and the total number of arrests has remained fairly consistent at 824. Chief

Mourning also discussed the 2014 Citizen Satisfaction Survey and how these surveys are conducted every three years, with the next Survey currently underway. Useful information is always gained from these surveys, according to Chief Mourning.

The crime rate went up slightly in 2016, but was still below 2014's numbers. The main reason for this increase in crime was due to the increase in Retail Thefts along the Rand Rd./Palatine Rd. corridor. Some of the offenders in these crimes were local and some were from organized groups in Chicago. Theft from motor vehicles continues to be a problem as well. So far in 2017, crime is around the same level as it was in 2016. The Police Department analyzes long-term crime trends and does not react to one-year spikes, either up or down. Chief Mourning also discussed the 2016 Patrol Activity, including total number of reports written, traffic citations issued, parking citations issued, training hours and Field Training Officer hours, by shift. A shift is the midnight shift, B shift is the day shift and C shift is the afternoon shift, which by far, is the busiest.

Chief Mourning discussed some of Police Department's 2016 Goals, including both the implementation of de-escalation training for our Crisis Intervention Team (CIT) members and increased defensive tactics training, which together have resulted in fewer injuries to our Officers and citizens. On an annual basis, clearance rates are assessed and always exceed all national averages. The use of an alternative forensic sciences laboratory was explored and the Northern Illinois Crime Lab was chosen. The Police Department, once again, successfully participated in the Illinois and National Traffic Safety Challenge and the Volunteer Program (VIPS) was revitalized, with 24 citizen volunteers, who are all graduates of the Citizens Police Academy.

The Police Department has identified two Strategic Priorities for 2017, which include the formation of an Opioid Task Force, as well as to formulate a plan for the Department's succession. The goal of the Opioid Task Force is to create additional access treatment points, reduce crime, reduce substance related harms, re-frame the role of law enforcement plays in community safety and unite the community. The goal of the Police Department's Succession Planning is three-fold: to best prepare candidates to assume positions of greater responsibility in the organization, to appropriately staff all three Department Divisions and to minimize the time necessary to fill vacancies. There are currently 24 sworn members who have, or will reach, both minimum age and minimum years of service (50 years of age/20 years of service).

Chief Mourning discussed some of the Police Department's Current and Anticipated Challenges, including how all three of the Department's Deputy Chiefs will be eligible for full retirement benefits in 2017. Two of the incumbents have stated their intention to retire prior to September 1st. This will result in multiple promotions in the Department. Two Commanders will be promoted to Deputy Chief. Two Sergeants will be promoted to Commander and two Patrol Officers will be promoted to Sergeant. The Department recently moved to its' new temporary facility and remains heavily involved in the planning for the new Police facility. Another

challenge that continues to be a priority for the Department is the community mental health issues. In our Village and nationwide, approximately 10% of the Police Department's total calls are somehow or another related to individuals who have some type of a mental illness. The National Alliance on Mental Illness recently published information indicating that one in five adults in the U.S. lives with a mental health condition and one in 25 adults in the U.S. lives with a serious mental illness.

Some Key Initiatives Now Underway, include the transition to the Northern Illinois Regional Crime Lab. This endeavor has already paid dividends, as the turn-around time for evidence has greatly improved, resulting in the apprehension of some really bad individuals, according to Chief Mourning. In January of this year, a License Plate Reader (LPR) was purchased and installed in one of the marked police vehicles. This technology has already led to the arrest of several individuals with driver's license offenses and the recovery of one stolen car. The Police Department's re-accreditation on-site inspection will take place this August.

Chief Mourning discussed some of the Police Department's New Initiatives, including a close examination of their future personnel needs. An assessment will be conducted regarding a need for the following positions: a part-time Officer to serve as a School Resource Officer for elementary schools, an additional Financial Crimes Investigator, a full-time civilian Crime Analyst, a second police Social Worker, civilian support personnel for the Forensics Unit and an Administrative Assistant for the Criminal Investigation Bureau. Improve training opportunities that include the use of new technology equipment, multi-media sources and a FATS simulator. Improve technology equipment by exploring the use of card readers, ticket printers and electronic traffic stop data. The Police Department is also looking to include a forensic lab in the new police facility and investigate the use of cameras at the top ten crash intersections in town. New community policing initiatives include hosting an open house for the public at the new police facility and participating once again in the National Night Out program and the Illinois and National Traffic Safety Challenge.

Lastly, Chief Mourning acknowledged the various awards the Police Department received last year.

Mayor Hayes thanked Chief Mourning for his report and commended the Police Department for the fine reputation they have in the community. Mayor Hayes asked Chief Mourning about the increase in crime, particularly on the south side of town, and if there is anything that the Department can do to work with the businesses in that area to help reduce crime. The Police Department has reached out to the hotels and has developed a pretty solid relationship with the hotel/motel managers. Chief Mourning further explained how his Department continually encourages them to call 911 if there is a problem, or a potential problem, and to make use of a banned list to prohibit those individuals who consistently cause problems in their establishments. Chief Mourning also acknowledged the efforts of the Department in reaching out to the retail stores asking them to call the Police if there are any problems and possibly change their store policies to discourage retail thefts.

Trustee Rosenberg inquired about the Fire Department's plan to implement active situation training programs and wear protective gear in these type of scenarios. Chief Mourning fully supports this program and hopes to get it up and running very soon. Chief Koeppen has already begun the process of purchasing protective gear, however the implementation of the program is still months away, according to Mr. Recklaus. Trustee Rosenberg asked if the Police Department will be conducting the training and Chief Mourning advised that they most likely would be involved in the training process. Trustee Rosenberg also asked about the LPR system and how often it is being used. Chief Mourning advised that the LPR system is being used on a daily basis, throughout the Village. Trustee Rosenberg acknowledged the scrutiny that many School Resource Officers are put under and asked Chief Mourning if these Officers receive adequate training to deal with challenges of the position. Chief Mourning explained how the Department's School Resource Officers attend specialized trainings to assist them in their positions. Lastly, Trustee Rosenberg asked if the Board could get a tour of the temporary police facility, which Chief Mourning gladly agreed too.

Trustee Sidor asked Chief Mourning if FATS stands for Firearms Training Simulator, which Chief Mourning replied it does. Trustee Sidor requested that when an acronym is used in a report, that it be spelled out first. Trustee Sidor asked Chief Mourning if the Police Department ever recovers stolen handguns and if they are in support of the new bill that was introduced downstate, regarding licensing gun dealers with the state. Chief Mourning advised that the Department does recover stolen handguns and believes that the Illinois Association of Chiefs of Police will be in support of this legislation. Lastly, Trustee Sidor asked about the alarming mental health statistics and if the more mild types of mental health conditions can be treated with medication. Chief Mourning advised that these conditions could often be treated with medication or therapy, or a combination of both.

Trustee Scaletta thanked Chief Mourning for his report and asked about Part I crimes and if all of these crimes are violent crimes. Chief Mourning stated that three of the eight crimes in this category are violent and that our Village experiences very little violent crime. Trustee Scaletta believes, as well as many of his neighbors, that violent crime on the south side of town is increasing and asked Chief Mourning if his perception is accurate. Chief Mourning explained that the number of violent crimes village wide has not increased; however, the ones that have occurred have occurred primarily on the south side. Trustee Scaletta further asked Chief Mourning what the Police Department is doing to combat the increase in crime on the south side. Chief Mourning explained how the Department first conducts a statistical analysis of where crime is occurring and then focuses on adopting strategies to reduce crime, which may be possibly an increased police presence or perhaps a recommendation for security cameras in the area. Chief Mourning further explained how Algonquin Road and Golf Road are both heavily traveled roadways between Mt. Prospect and Rolling Meadows, both of which have considerable gang activity. Dundee Road, between Palatine and Wheeling, also experiences the same issues, but to a lesser degree, and our Department works to cooperate with these adjacent agencies as well. There are a number of initiatives

that the Police Department conducts to address these issues, according to Chief Mourning. Trustee Scaletta also asked if these violent crimes are being committed by gang members, which Chief Mourning replied they are not. Trustee Scaletta expressed his concern with the rising crime rate and wants people in the community to feel secure, as well as himself. Trustee Scaletta has confidence in the Police Department and asked Chief Mourning to provide additional information to the Board about what is being done to curb the crime rate. Chief Mourning understands Trustee Scaletta's concern; however, he wants to make it clear that his Department is a transparent organization and wants the public to be aware when the Department is having problems in certain locations and how they are working to address these issues. Mr. Recklaus explained how this Police Department is very data driven and how they spend time diagnosing the problem and then make the decision about how to react, which he believes makes the most sense. Mr. Recklaus went on further to say that the violent crimes that do occur tend to be sensationalized by the media, but we need to reassure people that we are still one of the safest cities in the country. Trustee Scaletta just wants to feel safe, he wants his family and neighbors to feel safe, and is asking the Police Department to share whatever it is that they can about what is being done to combat crime. Trustee Scaletta asked if the LPR can be moved from vehicle to vehicle and Chief Mourning advised him that the unit is affixed to just one vehicle. The plan would be to purchase another LPR, so that one car on the north side could have one and one car on the south side could have one.

Trustee Sidor concurred with Trustee Scaletta about the rising crime on the south side and feels the more information he has about how to be safe, he can share with others.

Mayor Hayes thanked Mr. Recklaus for his participation in the Departmental Status Reports and asked that he convey his appreciation to all of the Department Heads. Mayor Hayes did suggest to Mr. Recklaus that in the future, the Board would like more time for questions, as they are presented with the reports in advance.

Other Business

None

Adjournment

Trustee Sidor moved, seconded by Trustee Rosenberg to adjourn the meeting at 10:40 p.m. Upon a voice vote, the motion passed unanimously.