



## AGENDA

### **CAPITAL PROJECTS COMMITTEE MEETING** **MARCH 23, 2021 – 6:30 pm (Virtual Meeting)**

#### **Join the Virtual Meeting**

<https://cityofrollingmeadows.my.webex.com/cityofrollingmeadows.my/j.php?MTID=mc297236b2f25df92e10aca7ee3b769ba>

Tuesday, Mar 23, 2021 6:30 pm

Meeting number: 182 382 8736

Password: 5cXaMMpmH45 (52926676 from phones and video systems)

Join by video system

Dial [1823828736@webex.com](tel:1823828736)

You can also dial 173.243.2.68 and enter your meeting number.

#### **Join by phone**

+1-415-655-0001 US Toll

**Access code:** 182 382 8736

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes from October 27, 2020
- D. Link to the City's FY 2021 to FY 2025 Capital Improvements Plan:  
<https://www.cityrm.org/233/Financial-Reports>
- E. FY 2022 Budget Planning Calendar
- F. FY 2020 Completed Projects & FY 2021 Upcoming Projects:
  - ✓ 911 Fund
  - ✓ Building & Land Fund
  - ✓ Open/Other Items (Sound Barrier Route 53)

G. Review Meeting Dates and Upcoming Meeting Agenda Topics:

- ✓ Tuesday, April 27, 2021 – To be determined.
- ✓ Tuesday, May 25, 2021 – To be determined.
- ✓ Tuesday, June 22, 2021 – To be determined.
- ✓ Tuesday, July 27, 2021 – Review & Recommendation of Capital Projects.

H. Other items as needed

I. Public Comment

J. Adjournment

Capital Improvement Committee  
Tuesday, October 27, 2020  
Remote Meeting via Zoom, 6:30 p.m.  
Meeting Minutes

**Members in Attendance:**

Melissa Gallagher, Director of Finance  
Jo Ellen Charlton, Assistant Director of Public Works  
Alderman John D'Astice  
Steve Holish, member  
Bob Losh, member  
Jack Eleftheriou, member  
Ryan Lindeman, Christopher Burke Engineering

**Absent:** Alderman Lara Sanoica

Meeting was called to order at 6:30 p.m.

The minutes from the meeting of July 28, 2020 were approved by unanimous voice vote.

- FY2021 Budget in Brief
  - Ms. Gallagher reported on the FY2021 budget. The City's plan was to keep the Capital Improvement Plan as intact as possible in the face of the coronavirus pandemic. The Budget in Brief also provided highlights about other aspects of the City budget, and was shared with residents for a quick look.
- Capital Improvement Committee Recommendations for FY2021
  - Ms. Gallagher stated that the Capital Improvement Plan had been presented to the City Council in August. It included recommendations from the Committee.
    - § The first recommendation was to recommend a range, rather than a specific dollar amount, for budgeting for the streets program.
    - § The second recommendation was to maintain the street program calendar as beginning in September.
    - § The third recommendation is to develop a plan for the end of the 2020 year and into the 2021 year.
    - § The fourth recommendation was to continue to engage residents and businesses regarding capital improvement projects.
    - § The fifth recommendation was to stabilize utility rates.
    - § The sixth recommendation is to continue the storm water management plan, and review it for additional needed projects.
    - § The seventh and final recommendation is for the Capital Improvements Plan to be adopted as a planning document, understanding that it would be evolving.
- FY 2021 Street Resurfacing Program
  - Ms. Gallagher stated that the annual streets program had two aspects – the reconstruction and the resurfacing. The eventual City goal is to get to the point where reconstruction is no longer required, and staff can focus on resurfacing along. For FY2021, the City has budgeted \$1.9 million for the street program, with a goal of \$2 million. The program is worked on every year.
  - At this meeting, the focus would be the resurfacing program only.

- Ms. Gallagher detailed the importance of GIS to Public Works operations. It is incorporated into the planning process for Public Works as a whole, as well as capital improvement projects.
- Ms. Gallagher went on to note that staff looks beyond five years for capital planning, and also tries to pair the annual road program with underground utility improvements every year for efficiency, cost-effectiveness, and preservation of new pavement. The goal is for a consistent level of funding with consistent service improvement.
- Ms. Gallagher stated that the Public Works Department has rating criteria for the state of roads in the City. This system is critical to determine funding levels and how the programs are performed each year. Mr. Lindeman added that a paving conditions index study was performed every five to seven years, with the last one having been performed in 2015. This study consists of a visual inspection of all roads and streets, drainage and settlement issues, drive quality, and more. From that inspection, a value is assigned from 0 to 10, with 0 being completely failed and 10 being brand new. CBBEL has a history in the progression of service life in Rolling Meadows, so a plan can be built from that knowledge. Public Works refers to this document when creating a road program, and uses it in conjunction with other utility capital improvements. The idea is to limit construction in neighborhoods and limit the roads being dug up for utility work after they've been resurfaced. Ms. Charlton added that the study was also used as an indicator of when to introduce a road for rehabilitation instead of reconstruction. Programs were built in similar neighborhoods, with work being done as close as possible to limit neighborhood disturbance. Ms. Gallagher stated that the study is a critical planning item that Public Works has used and improved every year, which can be seen in the ability to increase funding with the use of the model.
- Ms. Gallagher discussed the proposed resurfacing program. For each proposed road, the rating from the study, the proposed length, and the estimated cost for each road is provided. The engineering work for both the reconstruction and resurfacing programs had been approved by the City Council on September 22, 2020. This schedule follows the recommendation of doing as much work in advance as possible to maximize savings.
- Mr. Holish asked if CBBEL had offered a report that certain areas should have a more detailed look. He noted that bigger areas are more susceptible to bigger problems because of rain, drainage, and more, and should be more proactively pursued. Mr. Lindeman stated that was where CBBEL's relationship with Public Works came in. CBBEL had performed three cycles of paving conditions inspections, and Public Works also has a knowledge of historical roadway construction methods. Areas have been identified where many streets have a base that is causing faster deterioration than the average roadway. Those areas have been moved into the reconstruction program.
- Mr. Holish asked if the information was available to staff. Mr. Lindeman replied that it was, and that it included more than a rating. It included historical ratings and repair information, along with other necessary information. Ms. Charlton added that the road programs were a collaborative effort between Public Works and CBBEL, with GIS also being instrumental in tracking maintenance projects.
- Mr. Holish expressed his appreciation for the work on Brockway, but that more was needed. The road would be brought up to standards when it was reconstructed.
- Ms. Gallagher stated that the capital improvement process helps the City save money. Having the calendar helps, as well as beginning the process early to take advantage of lower pricing. Mr. Lindeman added that the benefit of proactive work in the fall was the IDOT approvals were obtained in winter, which needed to be completed before

advertising the projects. Bids were then advertised and opened in February or March, which is the best time for unit pricing for road programs, as contractors are very aggressive on pricing to help set their schedules for the following year.

- Ms. Gallagher reviewed 2021 projects. Even with coronavirus, \$1.9 million had been budgeted for the street resurfacing and reconstruction programs, exceeding the Committee's recommendation of \$1-1.5 million. Additional annual projects were also being pursued, such as the sidewalk program. Specific projects include:
  - § Arbor Drive resurfacing, funded by a grant
  - § Algonquin/New Wilke intersection, funded by a grant in conjunction with Arlington Heights
  - § Quentin Road bike path, funded by a grant
  - § Weber Drive reconstruction engineering
  - § Meadowbrook bridge repairs, funded by a grant
  - § Meacham roadway improvements
  - § Ring Road extension engineering
- Ms. Gallagher noted that staff appreciated CBBEL looking out for the City in terms of finding appropriate grants and leveraging the City's dollar well.
- Mr. Holish asked why the City was paying for Meacham Road improvements, as it was a state road. Ms. Gallagher stated that in order to have interests in the project, the City needs an item documented in the budget. More information would be provided at the Council meeting. Ms. Charlton added that there had been some conversation with state and local neighbors, at the request of the Council, to determine if roadway improvements would remain the same, or brought to an increased construction standard. If the construction standard was increased, money was needed to investigate the options, which the Council could always decline. The Council needed to decide if the planned level of improvement should be greater. If so, jurisdictional transfers may need to be completed, so funding needs to be put aside for engineering. Conversations had just begun with Schaumburg and the state. Mr. Holish noted that this was supposed to be a dead issue, as the residents did not want it. Mr. Lindeman added that a preliminary feasibility study had been performed in 2011-202 by a company called Thurman, and CBBEL had done some work on a traffic study.
- Ms. Gallagher noted that the reconstruction program would include the completion of the Meadow Edge area, and the Plum Tree Homes area.
- Ms. Gallagher stated that grant project summaries were included. Grant money leverages the City's dollars, and makes them go farther. The City Council also decides the direction of each project.
- Ms. Gallagher stated that GIS use was increasing, allowing the City to map upcoming projects and provide more detail.
- Determine FY2021 Capital Improvement Committee Dates
  - Ms. Gallagher stated that there had been previous discussions of moving the Capital Improvements Committee meetings to a different day. She asked if the Committee was comfortable with an hour long meeting, and the fourth Tuesday of the month. Mr. Holish stated that he liked the fourth Tuesday at 6:30 pm. Mr. Elefteriou agreed. Alderman D'Astice stated that Council meetings can go long, and the addition of the Capital Improvements meetings can make for a very long night for Aldermen and staff. He agreed to try this time and day for a while longer. Ms. Gallagher stated that the end of the year typically did not have Capital Improvements Meetings. They usually start in February and go through November, with no meeting in August. If it becomes difficult, the meeting times can always be reevaluated at a later time. Ms. Gallagher noted that,

once approved, the meeting dates would be published later, and would remain virtual for the time being.

- Mr. Holish moved to approve the 2021 Capital Improvements Committee meeting dates. Mr. Losh seconded. The motion was carried by unanimous voice vote.
- Other items as needed
  - Ms. Gallagher stated that staff would consider new ideas to make the City's GIS more interactive. Staff would ask for thoughts and feedback from the Committee, and use the Committee as a sounding board before taking any proposals to the Council.
- Public Comment
  - There was no public comment.

Meeting adjourned at 7:21 p.m.

Meeting minutes by Rob Horne and Elizabeth Payne, Public Works Department.

**CITY OF ROLLING MEADOWS**  
**FY 2022 BUDGET & CAPITAL PLANNING CALENDAR (TENTATIVE/DRAFT)(Following past schedules & procedures)**

DATE	DAY	ACTIVITY
February to July	---	Capital Improvements Committee Meetings.
March to June	---	Capital Improvement Projects - Inputted by Departments.
April to July	---	CIP Meetings & Review with City Manager & Finance Director.
April to July	---	Input Budget Entries, Review Budget Entries, Hold Departmental Meetings, Review and Edits by City Manager and Finance Director.
June 15, 2021	Tuesday	June Committee of the Whole Meeting. FY 2020 Audit Presentation & FY 2020 Year-End Fund Balances Presentation. FY 2020 Citizens' Annual Financial Report Presentation. FY 2022 Budget Parameters/Tax Levy Discussion Police & Fire Pension Fund - Actuarial/Tax Levy Discussion
July 20, 2021	Tuesday	July Committee of the Whole Meeting. FY 2022 Budget Parameters / Tax Levy Discussion (Tentative Continued Discussion - As Needed) (From the June COW Meeting - if needed)
August 10, 2021	Tuesday	CIP Released to the City Council & Public with the August 10, 2021 City Council Meeting Agenda Packet. (Friday, August 6th release.)
August 17, 2021	Tuesday	August Committee of the Whole Meeting. CIP presented to the City Council at the Committee-of-the-Whole Meeting for discussion & Revenues, Chargebacks, and Fund Balances. <i>Note: City Council one-on-one Budget review meetings with City Manager &amp; Finance Director to take place in September 2021.</i>
September 14, 2021	Tuesday	FY 2022 Proposed Budget Released to the City Council & Public with the September 14, 2021 City Council Meeting Agenda Packet. (Friday, September 10th release.)
September 21, 2021	Tuesday	September Committee-of-the-Whole Meeting: City Levy/Budget Discussion.
September 2021	-----	Publish the Public Hearings Notices in a Newspaper for the Tax Levy & Budget.
September 28, 2021	Tuesday	<i>City Council Meeting - <b>Public Hearing</b> - Tax Levy (i.e., Truth In Taxation)(City &amp; Library).</i> City Council Meeting - Some Budget Ordinances - 1st Reading.
October 12, 2021	Tuesday	<i>City Council Meeting - <b>Public Hearing</b> - City Budget &amp; Library Budget.</i> City Council Meeting - Some Budget Ordinances - 2nd Reading.
October 19, 2021	Tuesday	October Committee-of-the-Whole Meeting - City & Library Levy/Budget Discussion.
October 26, 2021	Tuesday	City Council Meeting - 2nd Reading of some Ordinances & 1st Reading of some Ordinances.
November 9, 2021	Tuesday	City Council Meeting - Approve City & Library Levy (1st Readings), and 1st and 2nd Reading of some Ordinances.
November 16, 2021	Tuesday	November Committee-of-the-Whole Meeting - City Budget (If Needed)
November 23, 2021	Tuesday	City Council Meeting - Approve City & Library Levy (2nd Readings), Adopt City Budget & Accept Library Budget; and 2nd Reading of some Ordinances.

Notes:

**NOTES: \*\*\* Budget filings must be completed before the December deadline to Cook County.**

The City Manager and the Finance Director will hold one-on-one meetings with the Mayor and City Council in September to review the FY 2022 Proposed Budget.

**FY 2020 - 911 Fund Capital Project**

- ✓ Outdoor Warning Siren.

**FY 2020 – Building & Land Fund Capital Projects**

- ✓ Public Works Facility Parking Lot and Rolling Meadows Park District Parking Improvement Project.
- ✓ Owl Drive Home Purchase for City Storage.
- ✓ Owl Drive Home Site Drainage Improvements.

## **Capital Improvements Committee Review & Recommendations for the FY 2021 to FY 2025 Capital Improvements Plan**

Resolution # 12-R-81, approved by the City Council on September 25, 2012, created a Capital Projects Committee to review and make recommendations to the City Council concerning capital improvement projects proposed by the City Manager. The Ad-Hoc Capital Improvements Committee reviews the projects that are detailed in the FY 2021 – FY 2025 CIP (reminder that the CIP is a plan, not a budget.) Staff provides the prioritization of the projects and makes recommendations for the FY 2021 Proposed Budget. The City Manager and Finance Director review the capital improvement projects in conjunction with available resources and future planning items. Not all projects will be added to the FY 2021 Proposed Budget. Due to COVID-19, there are projects that are deferred/delayed to future years.

In FY 2020, the Capital Improvements Committee held meetings throughout the year to discuss and review the City's Capital Improvement Plan. The following is a review and summary of recommendations by the Capital Improvements Committee to the City Council:

1. Recommend that the City Council determine the Annual Street Program at a minimum range of \$1.0 million to \$1.5 million contingent on available resources. *[This is an updated recommendation to show a range and contingent on available resources.]*
2. Continue to follow the Annual Street Program planning calendar with September 2020 as the month to determine the annual funding (by the City Council) at the September 15<sup>th</sup> Committee-of-the-Whole Meeting. Typically, following the September COW Meeting, the City Council awards the contract for engineering for the Annual Street Program. *[This schedule was followed for FY 2015 to 2020's Annual Street Programs which resulted in savings to the City.]*
3. Develop a plan which includes priorities for year-end priorities for FY 2020 and make FY 2021 recommendations to the City Council for needed maintenance, repair, and/or replacement of City facilities and infrastructure.
4. Continue to engage businesses and residents by providing timely capital project improvements' updates and information on the City's website, the City's Newsletter, the Business Messenger Newsletter and other communication platforms. *[This recommendation continues to be implemented.]*
5. As part of rate stabilization, the City was able to stable utilities' rates in FY 2020 as part of a bond issuance for underground utilities. *[This recommendation continues to be implemented.]*
6. Continue to review the City's stormwater management plan and review possible additions to projects (where possible and as part of the overall plan). The Capital Improvements Committee suggests identifying and making plans to address areas of concern in the City. *[New recommendation for this year.]*
7. The Ad-Hoc Capital Improvements Committee recommends that the City Council use the FY 2021 – FY 2025 Capital Improvements Plan (CIP) as a "working and planning document" for the FY 2021 Budget process which will assist in making decisions on future infrastructure improvements. [City Council should also look at planning for financial items as resources are needed and fund balances are taxed.]

**FUND & PROJECT NAME - CAPITAL PROJECTS - FY 2021 to FY 2025 Proposed Projects**

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
<b>911 Fund</b>					
Emergency Outdoor Warning Siren Replacement	\$ -	\$ 30,000	\$ -	\$ -	\$ -
Mobile Data CAD and Records Management System	\$ 100,000	\$ -	\$ -	\$ -	\$ -
<b>Sub-Total 911 Fund</b>	<b>\$ 100,000</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FUND & PROJECT NAME - CAPITAL PROJECTS - FY 2021 to FY 2025 Proposed Projects					
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
<b>Building &amp; Land Fund</b>					
<b>City Hall</b>					
Interior Building Improvements & Modifications <i>(Deferred - FY 2020)</i>	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -
<b>Public Works</b>					
City Building Parking Lot Rehabilitation	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -
Development of Vacant Land-Hicks & Kirchoff	\$ 75,000	\$ 175,000	\$ 25,000	\$ -	\$ -
Protective Floor Coating Repairs-Vehicle Services	\$ 75,000	\$ -	\$ -	\$ 50,000	\$ -
HVAC System Replacements <i>(Deferred - FY 2020)</i>	\$ 70,000	\$ -	\$ -	\$ -	\$ -
Replace Overhead Doors	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Floor Covering Replacement-All Buildings	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000
<b>Sub-Total Building &amp; Land Fund</b>	<b>\$ 625,000</b>	<b>\$ 930,000</b>	<b>\$ 690,000</b>	<b>\$ 430,000</b>	<b>\$ 1,977,000</b>