

**COMMITTEE-OF-THE-WHOLE
MINUTES
July 19, 2022**

Mayor Gallo called the Committee-of-the-Whole meeting to order at 7:30 p.m.

ROLL CALL:

Physically Present: McHale, Budmats, Vinezeano, Bisesi, Reyez, Sanoica

Remotely Present: O'Brien

Absent: 0

Mayor Gallo declared that a quorum was physically present.

Mayor Gallo stated that Alderman O'Brien is prevented from attending the meeting in person this evening due to employment purposes and has requested to attend the meeting remotely pursuant to Section 2-114 of the City Code. As such, at this time, I would like to call for a motion to permit Alderman O'Brien to attend this evening's meeting remotely. Alderman Sanoica made the motion and was seconded by Alderman Reyez.

ROLL CALL:

AYES: Sanoica, McHale, Budmats, Vinezeano, Bisesi, Reyez

NAYS: 0

ABSENT: 0

With 6 in favor and 0 opposed. Alderman O'Brien was permitted to attend this meeting remotely.

STAFF IN ATTENDANCE: City Manager Rob Sabo, Finance Director Molly Talkington, Deputy City Clerk Judy Brose, Police Chief John Nowacki, Fire Chief Jeff Moxley, Deputy Chief Pete Sutter, Assistant Director Public Works JoEllen Charlton, Chief Information Officer Waseem Khan, and City Attorney Melissa Wolf

Mayor Gallo announced that the floor will be open to the audience for 20 minutes to address the City Council on matters that are on the agenda after the City Council discusses with Staff. Persons wishing to address the City Council keep their comments to 5 minutes in length. Comments must be addressed to the Council as a whole through the Mayor, and profanity may not be used in any form.

1) Emergency Backup Generator for Public Works Facility at 3900 Berdnick

Rob Sabo, City Manager stated that the Combined Services Park District/Public Works Facility at 3900 Berdnick Street provides critical services to businesses and residents, as well as the City's Police and Fire First Responders on a daily basis. Rolling Meadows Public Works is responsible for fueling, maintaining, and servicing breakdowns of all City fleet vehicles and equipment, weekly refuse service, drinking and potable water supply and distribution, routine and emergency response to watermain breaks and other underground utility issues, street maintenance and snow plow operations, and providing emergency response to victims of flooding or other storm related damage. The delivery of these services is highly reliant on a reliable and uninterrupted supply of electricity. Without electricity, overhead doors to the bay where all the equipment is located cannot be opened and emergency repairs to fleet vehicles cannot be made. Additionally, crews and support staff are limited in their ability to communicate with each other or other City staff given that the City's telephone system cannot operate without power. Computer

July 19, 2022

COW Minutes

Page 2 of 7

and internet services also go down. The Public Works facility functions as a core facility in the event of emergencies.

While all other critical buildings occupied by staff in the City, including City Hall and both Fire Stations are equipped with emergency backup power with a generator that activates immediately in the event of a power outage, the Public Works Facility is “out of service” until crew members gain manual access to vehicles in the storage bay, which requires lifting a very large and heavy overhead door manually, and then driving a truck and trailer to off-site locations where portable generators are stored, delivering them to the site, and making one or more connections with extension cords, potentially in the dark, where power in the building is most critical. This process takes considerable time and multiple staff thereby reducing the speed with which the City can respond to emergency situations in the field. Portable generators do not power the entire facility, so what gets powered and when depends largely on the event, its duration, and the demands being requested. Past power outages at the facility have documented an inability to power heat in the winter or air conditioning in very hot conditions, inadequate lighting, an inability to service broken down vehicles and equipment, and total reliance on cell phones to communicate with crews and receive critical calls from City Hall, and other major impediments to job performance. Planned future efforts to modify City buildings with keyless entries would further exacerbate Public Works crews’ abilities to gain access to certain doors without power. Overseeing generator operations to ensure they remain properly connected, fueled, and with access to proper ventilation reduces the number of crews available to perform critical tasks out in the field. Performing all the tasks necessary to power critical equipment with portable generators results in employees being subject to high risk working conditions and negatively impacts our ability to provide timely critical services to the City’s residents and businesses in emergency events.

The current 2022 budget identifies up to \$325K in funding for an emergency generator that can be installed at the 3900 Berdnick facility. Preliminary inquiries with vendors the City worked with in the past suggest it may be possible to acquire a generator closer to \$250K.

On April 26, 2022, Council reviewed a request that staff pursue grant funding that would reimburse the City for up to 75% of the costs to install the budgeted generator. Staff has since learned that efforts to secure that grant were not successful. The Capital Projects Committee also discussed the pending purchase of the generator for the Public Works Facility this year.

Mick Fleming, Northwest Central Dispatch Joint Emergency Management System Director (JEMS), was in attendance to speak to the emergency response impacts presented by the absence of a generator at a Public Works facility. It’s a critical component to making sure there is a timely and efficient response to the life safety needs of the residents to have the facilities readily available and functioning to support the operations. Mr. Fleming answered any questions Council had regarding the importance of ensuring reliable power to the Public Works critical facility.

Rob Sabo, City Manager stated that since this project is in the FY2022 Budget, staff is seeking Council’s support to proceed with the budgeted purchase of the generator and to secure proposals for consideration at a future meeting.

Alderman Budmats asked how many times the current generator system been used in the last 5 years and Interim PW Director Charlton stated that the system hasn’t been used in the last 3 years but it has been used in the last 10-15 years. Alderman Budmats asked if the \$250k is the City’s portion of the cost or would the Park District be responsible 33% of the cost. Alderman Budmats stated that it’s difficult to justify spending this money for something that’s probably not going to get used in the next 3 years.

Alderman Sanoica stated that the Capital Projects Committee has had discussions about this item in the past and has addressed some concerns since this is an item that is recurring in the Budget. Maybe Mick Fleming can discuss

what would be the potential implications from a financial standpoint in these emergencies similar to security infrastructure for technology as we spend a lot of money to prevent any malfeasance to happen to the organization because those would be catastrophic costs. Is this something we should be thinking about as well in this situation? City Manager Sabo stated to look at the generator as an insurance policy. There have been workman's comp claims for injuries that amount to hundreds of thousands of dollars depending on the severity or scenario related to the event. The risks identified directly address some of the risks that Staff has identified or observed that potentially could lead to those types of expenses. With respect to facility security, we have a police force that patrols but in an emergency event their focus is directed towards the areas of need. The security components of the building may present an opportunity but the likelihood of something happening may not be that high. The fire protection component is a concern, if something were to happen with people in the building without a fire protection system would present a significant threat to personnel. There are a variety of situations that could arise that may have high dollar values in the event of loss. Again, it's like paying your liability insurance or other types of insurance, your premiums may be expended and you hope to never utilize those services so similarly in this case that's the perspective that Staff is taking in the recommendation. Mick Fleming related it back to liability for not being able to provide an adequate response based on what Council's plans are. The only example he could think of is Hurricane Katrina and debris management type of scenarios where local or county jurisdictions were responsible for their lack of speed in dealing with a situation that eventually lead to an additional disaster. Also, the water/waste water system for SCADA and the importance of have that running as it's a life safety resource that is provided.

Alderman Sanoica asked if this is an item that could be budgeted through the American Rescue Plan Act (ARPA) funds. City Manager Sabo stated the ARPA funds could be utilized for this purchase.

Alderman Bisesi asked if the generators are being used or are they just being stored. Interim PW Director Charlton stated that the portable generators are used at various locations for external power needs. The water pumping stations sometimes need supplementary power for various reasons. The portable generators are used but none of them can power the entire Public Works facility.

Alderman McHale asked if there's an option to get a smaller generator to power one side of the building to save costs. City Manager Sabo stated that we can get a smaller generator and focus it to specific areas but it would depend on the circuitry layout of the building to determine that.

Alderman Vinezeano feels that the main facilities should have their own power source and stated that it would be very irresponsible to not have power at our critical buildings. She is interested in seeing if there other options such as a smaller generator but the PW building needs its own generator.

Alderman Bisesi asked that since we have 66%/33% split with the Park District and if we were to get the generator for \$250k, would 1/3 of that cost come from the Park District. Interim PW Director Charlton stated that she hasn't had a conversation with the Park District yet. Alderman Bisesi stated that there needs to be some sort of a generator for the PW facility but before he makes a decision he would like know the cost options and if the Park District supports this investment.

Alderman O'Brien stated that he's in agreement of getting support from the Park District and for using ARPA funds. He really doesn't see a need not to have it as it's been discussed several times in the past. Additionally, Alderman O'Brien asked if there are other municipalities in our area that do not have a generator. Mick Fleming stated that the only towns he didn't hear back from were Buffalo Grove, Barrington and Wheeling but all the other surrounding towns do have a generator. Alderman O'Brien stated that he's in full support of this and would be an advocate of defraying the costs. The residents that he talks to live in town because of the service they receive so he feels we would be doing a disservice to our residents in case of a disaster if we're not able to get our first responders out so we would want a generator there when it's needed.

Mayor Gallo took a straw vote for those in favor for Staff to provide additional information and move this forward for council action during a City Council meeting. 7 in favor; 0 opposed.

2) Council Chamber Improvements

Rob Sabo, City Manager stated that the Council Chambers is used weekly for City Council, Board, Committee, and Commission meetings. Additionally, the Chambers are used daily by City staff for meetings with the public, contractors, developers, intergovernmental meetings, and for any meeting to be held at City Hall which requires a larger room. The space is one of the most publicly utilized and recognizable spaces of all City facilities. Given that the City uses the room to meet with residents, prospective developers, business operators, and contractors, it is important that the room reflect the professionalism and forward-thinking nature of the organization. Staff has reviewed room features which are aged, outdated, not utilized, and can use aesthetic improvements to reflect a modern and professional municipal operation.

The following are suggested improvements for Council's consideration:

- 1) Replace ceiling tiles for a clean appearance.
- 2) Replace lights with modern light fixtures and LED lights to reduce energy use.
- 3) Reconfiguration of COW table setup and replacement of microphones with low-profile table microphones and add a TV monitor to the east wall so that presentations can be seen easily by everyone at the table along with staff and public.
- 4) Paint window trim, chair rail, baseboards, and walls for a cohesive and fresh appearance. Painting the trim pieces will correct the mismatched colors between trim features in the room. Remove no smoking signs when painting. Remove unused window from A/V room into Council Chambers and install drywall, patch, and paint.
- 5) Replace carpeting in the room.
- 6) Remove the divider in the center of the room as it is not utilized and obstructs movement.
- 7) Install a screening film over the hallway windows which are in front of the bathrooms.
- 8) New staff tables to the sides of the dais with table fronts that block the view of legs and cables.
- 9) A presentation podium with the ability to plug in a computer at the podium to control PowerPoints from the Council Chambers (rather than from the A/V room) and for the presenter to be able to view their PowerPoint slides when presenting. Add monitors on the dais to improve visibility of PowerPoint presentations to the Council and reduce paper use. Increase size of presentation monitors to allow the presenter, public, and staff to view PowerPoint slides or presentation content.
- 10) Remove wood paneling, drywall as necessary, and repaint the wall behind the Dais and also remove paneling, drywall over, or paint the dais. Remove the telephone which is mounted on the wall behind the dais. Add sconces on the wall behind the dais.
- 11) Provide new trash and recycling containers.

In addition to improvements to the Council Chambers, the 230 Conference Room located on the 2nd floor of City Hall provides a large conference room which is used for various meetings. The wall of the 230 Conference Room is comprised of tack board material which are not utilized and outdated. To improve the functionality and appearance of the 230 Conference Room, the following improvements are suggested:

- 1) Remove tack board walls and repaint room and wall trim.
- 2) Replace ceiling tiles for a clean appearance.
- 3) Replace lights with modern light fixtures and LED lights to reduce energy use.

July 19, 2022

COW Minutes

Page 5 of 7

- 4) Replace window treatments.
- 5) Add a monitor with computer connectivity.

Lastly, it is recommended that the carpeting within the Mayor's Office be considered for replacement as the color is fading and the carpeting has degraded due to its age and use.

After Council discussed this matter, Mayor Gallo took a straw vote for those in favor for Staff to move forward with obtaining quotes and cost estimates for the suggested improvements. 7 in favor; 0 opposed.

3) Assistant City Manager/Community Development Director Position Discussion *(postponed at the 7/20/2021 COW meeting)*

Rob Sabo, City Manager stated that each year, as part of the budget preparation process, a review of staffing needs is conducted. The City currently does not have a Community Development Director position. Oversight of Community Development has been performed via a dual role by the Public Works Director who also oversaw Community Development. With the recent vacancy in the Public Works Director position, staff evaluated the structure and responsibilities of one individual serving as the Director for both Public Works and Community Development. Public Works and Community Development function are different disciplines with different professional backgrounds and experiences. While there are overlaps and interactions that occur regularly between Community Development and Public Works, Community Development's focus includes but is not limited to Citywide land use and development, zoning, building, Code enforcement, and construction and health inspection services; whereas, Public Works' focus includes but is not limited to the maintenance and upkeep of City infrastructure including roads, sidewalks, bridges, forestry, sanitary and storm sewers, water distribution, fleet and facility maintenance, natural areas, and more. With the potential redevelopment of Arlington Park along with the redevelopment opportunities which exist in the City, Community Development will be significantly used in those efforts. In most Chicago-land municipalities of Rolling Meadows' size and complexity, Community Development operates as its own department with a Director overseeing day to day operations.

In addition to evaluating the City's Community Development operations, the City has also been evaluating the creation of an Assistant City Manager ("ACM") position. The positions and duties for an ACM vary from community to community but typically focus on the day to day management of the general administrative functions of the municipality (such as human resources, risk management, leases for City-owned properties, emergency management, and franchise agreements) and serves as the backup to the City Manager in the event of an absence and also for succession planning purposes. In the current structure of the City Manager's Office, there is no role that serves as a dedicated back up to the City Manager. The creation of an ACM position within the City serves for the purposes of continuity of operations and to ensure the City is providing excellent City services in an effective, efficient, and fiscally responsible manner.

When analyzing the need and qualifications for a Community Development Director as well as an Assistant City Manager, overlaps in skillsets of both positions were identified. Given that there exists an increasing need for Director level work in Community Development balanced with a need for managerial level administrative work, it is recommended that the position of Assistant City Manager/Community Development Director be created as one position. This approach has worked successfully in communities of similar size such as Deerfield and Lincolnshire. Given the economic and land use development work that is anticipated to be forthcoming, the creation of this position will allow for the City to be thoughtful, deliberate, and proactive in pursuing and achieving economic development opportunities in the City.

The Assistant City Manager/Community Development Director job description outlines the rules and duties that the proposed position would be responsible for. The job description was crafted based on a careful analysis of the current and future needs of the City along with input from comparable municipalities with the same or similar roles.

This position is proposed to fill an existing budgeted but currently vacant Superintendent position. This position will not result in the addition of a new full-time position, rather, it will result in the re-titling of the vacant Superintendent position into the Assistant City Manager/Community Development Director position and utilize the funds which are currently included in the personnel budget. Should the Council support the creation of this proposed position, the position will be incorporated into the City's proposed FY2023 budget by replacing the currently vacant Superintendent position. If approved, the existing position of Interim Superintendent of Community Development would be retitled as the Deputy Director of Community Development and would serve as the backup to the Community Development Director

After the Mayor and City Council complimented City Manager Sabo, Mayor Gallo took a straw vote for those in favor to move forward with this position in FY2023 as proposed. 7 in favor; 0 opposed.

4) Municipal Aggregation Program Update

Rob Sabo, City Manager stated that the City of Rolling Meadows operates an electricity aggregation program whereby the City procures alternative electricity supply on behalf of residential and small business electricity accounts. The primary purpose of an electricity aggregation program is to provide residents with lower cost electricity supply rates than what is offered by ComEd. Electricity aggregation also enables municipalities to procure 100% renewable energy supply on behalf of eligible accounts, however, 100% renewable energy supply typically is more expensive than standard electricity supply and is a policy decision that municipalities can make. In addition, electricity aggregation programs also offer a municipality the ability to generate revenue, which many municipalities use to fund sustainability initiatives or utilize for general governmental purposes, while residents realize electricity supply savings versus ComEd. An overview of electricity aggregation from the Citizen's Utility Board can be seen at the following link: <http://citizensutilityboard.org/wp-content/uploads/2018/01/MunicipalAggregation.pdf>. Additional information on electricity aggregation from the Illinois Commerce Commission can be found at the following link: <https://www.pluginillinois.org/MunicipalAggregation.aspx>.

The City has historically worked with Good Energy to procure electricity supply for the City's Electricity Aggregation Program. The City's current contract with HomeField Energy (a Dynegy company) is set to expire at the end of 2022. The City can enter into a new electricity aggregation contract for a period of 12, 24, 36, or 48 months which would lock in an electricity supply rate for that period of time. Given the upcoming expiration of the current contract, staff asked Good Energy to provide indicative pricing for a new electricity aggregation contract. Good Energy has obtained and provided the City with indicative pricing which is outlined in the attached memos. Based on the indicative pricing proposals received, the City has an opportunity to provide electricity supply savings of 19% up to 23% depending on the length of the contract term based on the current ComEd electricity supply price to compare. Information on the indicative pricing has been attached to this memo. Additionally, the City's current electricity supply contract does not generate revenue for the City, however, the new contract presents an opportunity for the City to receive 1/10th of a penny per kWh (\$.001/kWh) of usage by aggregation customers which would provide an additional revenue source to fund City operations.

After Council discussed this matter, Mayor Gallo took the following straw votes:

Those in favor for Staff to provide a list of rates to also include renewable energy for 12/24/36/48 months pricing. 7 in favor; 0 opposed.

Those in favor to move forward with the opportunity for the City to receive 1/10th of a penny per kWh (\$.001/kWh) of usage by aggregation customers. 7 in favor; 0 opposed.

Manager Sabo stated that information will be in our newsletter and on our website to educate residents regarding this topic.

Mayor Gallo asked for a motion to adjourn. Alderman Bisesi made the motion and was seconded by Alderman Budmats. A voice vote approved adjournment.

There being no further business, by unanimous consent the Committee of the Whole meeting was adjourned at 8:56 p.m.

Respectfully submitted: Judy Brose, Deputy City Clerk

July 19, 2022 Committee of the Whole Minutes Approved by Council on August 9, 2022.

Judy Brose

Judy Brose, Deputy City Clerk