

**COMMITTEE-OF-THE-WHOLE
MINUTES
August 18, 2020**

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

COUNCIL IN ATTENDANCE REMOTELY: Aldermen Mike Cannon, Nick Budmats, Kevin O'Brien, Jenifer Vinezeano, Jon Bisesi, John D'Astice and Lara Sanoica

COUNCIL MEMBERS ABSENT: None

STAFF IN ATTENDANCE REMOTELY: City Manager Barry Krumstok, Finance Director Melissa Gallagher, Deputy City Clerk Judy Brose, Police Chief John Nowacki, Deputy Fire Chief Rick Acosta, Director Public Works Rob Horne, Superintendent of Internal Services Don Wenzel, Business Advocate Martha Corner and City Attorney Melissa Wolf

Those who are joining us via Zoom or in the City Council Chambers will be afforded the opportunity for public comment to address the City Council on matters that are on tonight's agenda after the City Council discusses with Staff.

Members of the public present in the City Council Chambers listening to the meeting will be afforded the opportunity to provide public comment in accordance with the procedures applicable to public comment at an in-person meeting of the City Council. Namely, members of the public must have signed-in before the start of the meeting.

Public comment will also be afforded to the public who are joining us on this conference line as long as they provided their contact credentials and the subject matter for which they would like to speak about before the deadline as noted on tonight's agenda.

Written comments that were submitted prior to the meeting will also be read after the topic is discussed by Council.

We ask that 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 will not be tolerated.

1) FY 2021 – FY 2025 Capital Improvement Program (CIP)

Melissa Gallagher, Finance Director - The Capital Improvements Plan (CIP) was submitted to the City Council as a Staff Report at the August 11th City Council Meeting. The CIP is available on the City's website at www.cityrm.org under the Government Transparency Portal or at <https://www.cityrm.org/DocumentCenter/View/3426/Capital-Improvement-Plan-2021-2025>. The CIP will be discussed tonight with a brief Power Point presentation. *The CIP is a working document and is subject to change and the CIP is not a budget.*

The CIP is a financial planning tool –only a snapshot into future capital needs and a financial planning tool. Each individual project continues to be evaluated and is approved through the budget process. In addition, in the year that the contract is awarded, the City Council and public will again have the opportunity to comment on, modify, delay, defer or cancel the project. COVID-19 presents challenges but also opportunities to re-evaluate the planning and prioritization of the City's capital projects. As part of resiliency planning, the City is holding the line due to fiscal uncertainty. Stability and financial prudence is always key to sound budget and financial planning. The Capital Improvements Committee has reviewed the projects shown in the Capital Plan. Tonight Staff will review

their recommendations with the City Council. The City discussed Budget and Capital Improvement Program parameters. Those parameters have been followed in the FY 2021 Proposed Budget and the CIP. The CIP is reviewed every year. Not every project in the capital program is added to the proposed budget. The Capital Plan includes the following funds: E911 Fund, Utilities Fund, Vehicle & Equipment Replacement Fund, Building & Land Fund, State Motor Fuel Tax Fund and the Local Road Fund (Police Department Vehicles are budgeted in the General Fund.)

High-priority water main replacement projects taking place throughout Rolling Meadows will improve water capacity, fire protection coverage, and system reliability for residents and businesses in the following areas: Waverly Park/Weber Drive, Arbor Drive, South Street/Plum Grove Drive. These important investments into the City's underground utilities will be completed FY 2021 but started in FY 2020. These projects were funded by Bonds issued in 2019. The projects will be completed in FY 2021. (Following the bond ordinance requirements.)

Funding is limited for the Local Road Fund, more review and revenues are necessary. Chargebacks are not at their full funding –more review is needed here. The chargebacks will be increased where Staff is able to do so. The Capital Improvements Committee reviewed the capital improvement program (Committee established in 2012 by Resolution # 12-R-81). The Committee developed recommendations to the City Council.

This is the eighth year that the Capital Improvements Plan (CIP) was reviewed and discussed by the Capital Improvements Committee and incorporates many of their recommendations. The Capital Improvements Committee members were resident members Bob Losh, Steve Holish, and Jack Eleftheriou; Alderman John D'Astice; Alderman Lara Sanoica; Public Works Director Rob Horne and Finance Director Melissa Gallagher. The Committee extends their appreciation to Elizabeth Payne, PW/CD Administration Services Coordinator, for drafting the minutes for the Committee's meetings. The Committee prepares a list of Recommendations to the City Council which is found as an attachment with this report and in the FY 2021-FY 2025 CIP.

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 15th 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 storm water 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.]

General Fund: The General Fund is the largest operating fund for the City. The General Fund does not pay for capital expenditures directly from this Fund. However, the General Fund does account for economic development activities. In FY 2018, the City Council approved a resolution to update the City's Comprehensive Plan and Zoning Code. Work was completed for these key planning documents in FY 2019 (Comp Plan was completed) and continued in FY 2020 (Zoning Code). Note: the General Fund does pay for Police Department Vehicles and these are budgeted in this Fund (not considered capital). For FY 2021, there are two Police Department vehicles proposed at \$114,000 (the original plan had proposed three and one was deferred to a future year).

911 Fund: The City contracts its emergency communication dispatch services through Northwest Central Dispatch Services. All parts of the emergency communications system is accounted for in the 911 Fund. The tax levy for the FY 2021 Proposed Budget is held at \$700,000. This tax levy does need to incrementally grow over time to cover the annual expenditures in the Fund. (The tax levy is subject to review and approval by the City Council.) This fund is also ready for a major purchase by Northwest Central Dispatch in 2020 or 2021. This has been delayed in the past. As a reminder, the City Council approved a Fund Balance Policy for the 911 Fund in FY 2016. The estimated fund balance is lower than the Policy due to the upcoming capital purchase by Northwest Central Dispatch (being monitored).

Building and Land Fund: The Building & Land Fund accumulates funds (chargebacks from other funds) to pay for the maintenance supplies, maintenance and capital improvements for all of the City's buildings, land and infrastructure. There were a few projects that are deferred from FY 2020 and now proposed for FY 2021. The proposed projects for FY 2021 deal with maintenance of infrastructure and some building modifications.

Utilities Fund: Not all projects are included in the Proposed Budget due to a variety of reasons from funding availability to project readiness. Some projects were deferred from FY 2020. Baxter & Woodman's Utility Rate Study was completed in FY 2019 and with the bond issuance –rates are not increased (for another fiscal year).

State Motor Fuel Tax Fund: The City receives from the State, on a per capita basis, a share of the State's motor fuel tax and is known as a Local Government Distributive Fund (LGDF) revenue. This Fund pays for Road Resurfacing and Reconstruction. The revenues are estimated based on data from the Illinois Municipal League (IML). There are restrictions on its use by the State. The Illinois Department of Transportation approves all expenditures. Due to COVID-19, with less vehicle traffic for a time period, less revenue has been generated from the Motor Fuel Taxes. Revenue estimates indicate approximately a 25% decrease in State MFT revenues. For example, the City budgeted an estimated \$600,000 for the annual allotment from the State of Illinois and is estimated to receive \$440,000 for FY 2020. There are now three types of revenue deposited to the State Motor Fuel Tax Fund: 1) Regular State Motor Fuel Tax (annual allotment). 2) Additional State Motor Fuel Tax (new at the end of FY 2019 due to the additional State MFT tax). 3) Rebuild Illinois Bonds –State of Illinois Capital

Program (new for FY 2021). [The Illinois Department of Transportation has started a program called Rebuild Illinois and is awarding municipalities with grant funds. These grant funds are deposited into the State MFT Fund and must be restricted for certain capital projects. The estimated amount to be received is \$1.5 million over three years to the City.] Due to the decline in the Regular MFT and the additional State MFT, the City is still able to complete the annual amount of \$600,000 for the Annual Street Program (due to the additional MFT from the State of Illinois). The remaining expenditures for the Annual Street Program will be expensed from the Local Road Fund. The City will be reviewing the Rebuild Illinois Bonds grant program to determine the appropriate projects based on the State of Illinois' requirements. There will be a separate Audit by the State of Illinois for Rebuild Illinois funds and how the money was utilized.

Local Road Fund: The Capital Improvements Committee focused much of their time and energy reviewing projects for repairing and replacing the City's roads. Funding is primarily provided by a Property Tax Levy, Home Rule Motor Fuel Tax (at \$0.04 per gallon last increased for FY 2016), Road & Bridge Tax (County) and the Natural Gas Tax (performing as it has been budgeted). The Property Tax Levy for this Fund is \$1.0 million and is held the same for FY 2021. This tax levy does need to incrementally grow over time to cover the annual expenditures in the Fund. As a reminder, many grant-funded projects require an up-front amount or a local share to be paid. The City covers this amount first before a reimbursement for the project is made back to the City. (Reimbursements take months to years.) There were a few projects deferred from FY 2020 to FY 2021.

Summary: This Program is only a snapshot (a plan) –is not to be considered as the proposed budget. The Plan has flexibility built into it should the need arise to reprioritize the projects and defer additional projects. Completing a CIP is considered a "best practice" for a municipality. It is a document that is necessary to the City; Residents & Businesses; outside funding agencies (such as IDOT); the City's Auditors; Credit Rating Agencies (such as Standard & Poor's); and many others. The FY 2021 Proposed Budget will be released at the September 8th City Council Meeting and posted on the City's website. Budget discussions will start at the September COW Meeting. As a reminder, the Finance Director will be reaching out to the Mayor and City Council to set up one-on-one meetings to review the FY 2021 Proposed Budget to be scheduled after the September 8th City Council Meeting (past practice).

Alderman O'Brien – Director Gallagher, thanks and kudos for all the great work. I want to reconfirm or add my thoughts for all the great work Alderman D'Astice and Alderman Sanoica and the rest of the committee did. I'm sure all of us received numerous phone calls in the spring and summer regarding the storm water so it was great to see recommendation 6 on that going forward. I would definitely be in favor of that staying on there as we look at the budget for 2021. Anything we can do for the storm water I would certainly be in support of it based on the calls we received from residents and providing the feedback to the team.

Alderman Sanoica – I just wanted to follow up with Alderman O'Brien's comment and state that in addition to these recommendations there was some discussion that's present in the committee minutes of the report and it includes an explanation from Director Horne where he outlines the different approach that we would like to take as a City from very localized shared cost projects to something that's more comprehensive. If Director Horne is present tonight if he would like to speak on that transition I would like to give the floor to him.

Rob Horne, Director Public Works – Alderman Sanoica, if you could provide a little additional information. I know we spoke about many things, I just to clarify that I answer the right item.

Alderman Sanoica - In some of the minutes at one of the meetings in June or July, where in the past if there was a resident that was experiencing storm water retention issues due to land grading from other residents or for some other reason than the City would work with the resident and the surrounding residents for a cost sharing approach

and it was found that this was not necessarily an effective approach to fixing storm water management. Instead the City was going to approach these issues more of as a hotspot type of approach where we're looking at the City as a whole as opposed to just a couple of residents.

Rob Horne, Director Public Works - Thank you, Alderman Sanoica, you're absolutely correct. What had been done in the past is that we would respond to a single complaint and what would end up happening is that in a block or an area we would have 20 different single-family residential storm sewer systems not working together. We are starting to track our drainage concerns based on the ability to include them in a comprehensive repair or improvement. We're going to use GIS to track that data and develop hotspots in the community and we will look at those areas comprehensively and design a system that can accommodate maybe a whole city block. Our philosophy moving forward is to create public improvements that enable residents to help themselves as opposed to trying to build little residential improvements in residents' backyards. Our goal moving forward is to put systems in the right-a-way or in a dedicated easement that will allow them to connect a small residential system to it to take care of their own residential concerns. Alderman Sanoica, hopefully that answers the question.

Alderman Sanoica - It does provide that additional information that I wanted to share. I also have some residents that are tuning in tonight and have been very vocal about the storm water issues in their area and how we'll be approaching these issues going forward. Thank you again to everyone that had submitted pictures and descriptions of all of the storm issues that they've encountered and if you continue to do that we can tract them as a City and we do appreciate that partnership with residents going forward.

Rob Horne, Director Public Works - Alderman Sanoica, that giant list of addresses you gave us has been entered into our GIS system and we are tracking those properties.

2) COVID-19 and the City of Rolling Meadows

Barry Krumstok, City Manager - When Illinois Governor J.B. Pritzker announced a state-wide shelter-in-place strategy on March 20th to slow the spread of the coronavirus (COVID-19), City employees developed and applied creative social distancing strategies to maintain full staffing levels and deliver vital and essential operations & services while simultaneously protecting our own personal health. The outstanding professionalism and commitment to service during this difficult and uneasy time has been done many times on the fly.

As the City started down this "journey" the City did have a small supply of gloves, masks and overall PPE's. [All employees were issued and have available masks and gaiters.] During the past few months, the City has received from Cook County around \$60,000 worth of PPE's. This has been added to by the City utilizing around \$30,000 to supplement supplies. The City is grateful for the supplies we have received and now the City has about a sixty day supply on hand (per Cook County's request of municipalities and this also is with watching our burn rate of items). When looking at wages that can be attributed or assigned to COVID-19 work, by the end of July the City has identified around \$130,000. We will be filing with FEMA and Cook County for reimbursement.

Following are snapshots of the actions taken by City Departments in the wake of COVID-19 to (1) continue providing important services to residents and businesses, and (2) protect the health of all City employees.

Staff Meetings (Department Heads and the City's Emergency Management Committee): From March to the end of June, there were meetings on Tuesday's and Friday lasting over an hour each time for full communication. Starting in July these meetings went to once a week and eventually in August they are only as needed. There are still some weekly status meetings with Departments but this is only with certain folks, the Finance Director and the City Manager.

Webinars, Meetings, and Audio Conferences: Starting in March to today, there have been weekly and almost daily webinars, meetings and audio conferences that Staff has attended or participated in and this has taken up hours of time.

Building Maintenance: Ensuring expanded cleaning procedures for all facilities. A firm volunteered and sanitized (fogged) both fire stations and City Hall. The purchase and installation of UV technology in the HVAC associated in the City Hall Council Chambers was completed in June. Staff still is investigating more technology for the entire City Hall & Public Works Building.

Building Updates: Open customer service counters (specifically Finance & Community Development) were closed up and additional protective measures were taken up throughout the building.

Vehicle Maintenance: Ensuring expanded cleaning procedures for all vehicles. A UV box unit was purchased for the cleaning of the ambulance patient compartment. At least one person on each fire shift is trained on this device and it takes ten to fifteen minutes each time to sanitize the ambulance. A UV wand unit was purchased for the cleaning of all vehicles that roll into the Public Works Garage for maintenance.

Public Works ‘Split’ Staffing Plan (and split buildings): Ensuring the continuation of water operations and other critical functions led Public Works to split its employees into two separate shifts throughout their respective divisions. By implementing a staggered work schedule that ran Monday – Saturday, Public Works created a level of redundancy among employees and made certain that each division’s responsibilities would be able to proceed uninterrupted if an employee from one shift fell ill. In addition to effectively covering daily operations, the new schedule enabled Public Works to begin important seasonal projects on-time, including street sweeping, street patching, mowing/maintaining public areas, and preparing for 2020 capital projects just getting underway. Staff worked out of the Berdnick building and old Fire Station# 16. Certain staff also worked remotely on certain days.

Permit Processing at Community Development: A similar approach was applied on a smaller scale at Public Works’ Community Development Division, whose employees were separated into two work groups: one that continued to operate from its City Hall offices; the other took up space at old Fire Station# 16. The division also adopted new ways to process permits submitted by developers, businesses, and residents. They are fully open since June.

Police Department: The Rolling Meadows Police Department adopted new standards that guide the use of personal protective equipment (PPE). The Department also expanded reliance on web-based training modules, online reporting, and remote briefings to ensure police officers were able to serve residents.

Fire Department: New Fire Chief Jeff Moxley succeeded retiring Fire Chief Terry Valentino on March 14th, just as the coronavirus’ impact was being felt nationwide. He and newly promoted Deputy Chief Rick Acosta worked closely with personnel to develop expanded safety protocols for protect firefighters who provide emergency medical services to the community. Responding firefighter/paramedics now deploy a two-person “reconnaissance team” that provides initial patient evaluation and treatment. If a situation requires additional onsite assistance, other responding firefighter/paramedics step in one person at a time. Masks, gloves, and other PPEs help further reduce risks to firefighters’ health.

Finance Department: With City Hall closed to the public, the Finance Department moved quickly to help customers make online payments for real estate transfers, building permits, local motor fuel taxes, and food and beverage tax payments. These new expanded options were in addition to monthly utility bill payment options that were already available through the City’s website. The City also extended deadlines for local businesses to make payments for

food & beverage and liquor license payments. Some remote work was allowed. They are fully open since June and online payments continue.

Administration (with IT): Some remote work was allowed, but overall, Staff was here at City Hall every day.

Website: COVID-19 Information from other sources was and continues to be loaded onto the City website. For the latest updates on the City's evolving response to COVID-19, visit www.cityrm.org and follow Rolling Meadows on Facebook (www.facebook.com/cityofrollingmeadows).

Final note from City Manager: A grateful thank you to all the Department Heads and a special thank you and appreciation should go out to Fire Deputy Chief Rick Acosta, Fire Lt. Ben Dwyer, Lisa Norton, Don Wenzel, Deb Austerlade and Finance Director Melissa Gallagher for the extra work they did and continue to do on the City's COVID-19 response.

Mayor Gallo – Consequently, I spoke with Northrop Grumman last week on Tuesday with a couple of stakeholders regarding best practices and they have over 90,000 employees. Where they are at this point is at a level of willingness to share their best practices not only for the City of Rolling Meadows municipal buildings but also for other members of the business community who are looking to have their employees come back. In a week or so I should be seeing this information come across my desk to share with not only the City but also the Chamber of Commerce who attended that conversation with me as well.

3) New Billing System Update

Melissa Gallagher, Finance Director - As part of ongoing service enhancements, the City is offering e-Billing and a new 24/7 customer access called Citizen Self Service Portal to residents and businesses for their City Utility Bill (Water, Sewer, Garbage/Recycling & Stormwater). This new web-based customer service portal will make it easier than ever for residents to enroll in the City's automatic bill pay program or pay their monthly utility bills online.

In August, the City mailed approximately 6,700 bills to customers (residents and businesses) in the New City Utility Bill format. If customers wish to sign up for E-Bills, they may login to the Citizen Self Service Portal at www.cityrm.org.

The City offers many options to safely and securely pay for City Utility Bills: there are in-person, automatic payment and online options, by mail and the white drop box in the City Hall parking Lot (by check with payment coupon).

What is the Citizen Self Service Portal? As part of ongoing service enhancements, the City is offering e-Billing and a new 24/7 customer access called Citizen Self Service Portal to residents and businesses for their City Utility Bill. (This is part of the ERP system.) This new web-based customer service portal will make it easier than ever for residents to enroll in the City's automatic bill pay program or pay their monthly utility bills online. Online customers are required to register their account to make payments online, sign up for Auto Pay, view their E-Bills or water usage history. (Seniors may still sign up for Auto Pay with a Bank Account with a paper form at the Finance Front Counter.)

On the City's website customers may download instructions for how to create your utility bill online account, how to make a one-time payment, how to set up bank draft auto pay and how to set up credit card auto pay.

Benefits for New Billing System: You can receive monthly utility bills electronically (e-billing) at no charge. No action needed if you still want to receive a paper bill at no charge. Sign up for auto bill pay. Look up past bills, view usage and payment history. Make safe and secure payments in real time. Flexible options and reports for Finance Staff. You can access your Utility Billing account(s) from anywhere at any time.

Residents with questions may contact the Finance Department at ub@cityrm.org or 847-394-8500 (Monday through Friday from 8:00 AM to 4:00 PM).

Please note that this new billing system was delayed a few months due to COVID-19 (by the vendor), but Staff is happy with the final product. So far residents and businesses have been very positive about the new system. Staff is now moving onto the next ERP module.

4) Business Licenses/Registrations

Rob Horne, Director Public Works - Staff was asked to provide a brief overview of the business license/registration purpose and process, which is already being reviewed as part of the overall ERP implementation process. As part of that process, staff anticipates refining applications, inspection processes and fee structure. Necessary code amendments will be processed as amendments through the Council and timed to coincide with the ERP implementation.

Like many communities, the City of Rolling Meadows requires annual business licenses or registrations from all of its business establishments. Technically, “licenses” are required from those businesses not already licensed by the State of Illinois Department of Finance and Professional Regulations, such as doctors, lawyers, engineers, etc., as businesses licensed by the State cannot also be licensed by a local government. Instead, in these instances, the City requires “registrations”. The purpose and information collected for both, however, is the same. This report describes the purpose and benefits of licenses and registrations, and the existing and proposed fee structure being recommended for revision as part of the next phase of the ERP which is currently under way.

Business licenses and registrations are regulated by Chapter 22 of the City Code (https://library.municode.com/il/rolling_meadows/codes/code_of_ordinances?nodeId=COOR_CH22BU_ARTIINGE_S22-3ENMOONLIBU). The process is managed by the Community Development Division of the Public Works Department and serves three main purposes. First, business licenses provide critical up-to-date business owner and emergency contact information that can be accessed by the City during after hour emergencies. Additionally, this contact information serves a critical role in the code enforcement process because court protocols (if a case gets that far) require up-to-date and accurate owner information, or a case can be dismissed. Secondly, the process serves an important role in ensuring businesses are safe for our residents, visitors and consumers, and that they are operating responsibly. This is because the process provides both an immediate as well as an annual opportunity for City personnel to resolve issues such a property maintenance or fire safety issues, and to settle outstanding financial obligations like unpaid water bills or sales taxes due the City. Business licenses can be withheld when renewals identify issues with the building or the property. Finally, business licenses do provide a budgeted and fairly predictable revenue stream for the community (budgeted \$260,000 in FY 2020).

Business licenses/registrations are on an annual cycle from January 1 through December 31. New businesses pay a prorated fee based on their opening date. For new businesses who are opening as a result of going through a permitted construction process, there are no additional inspections required beyond what is required for the building permit. Their business license is issued after providing the necessary information on the application form and paying the fee. For businesses who are occupying space but whose occupancy does not include interior work that requires a building permit, the City’s part-time fire inspector in the Fire Department is scheduled to perform a basic

fire and life safety inspection of the space to ensure basic protocols are in place. His part-time schedule only provides for inspections a couple of times per week, so the existing process can sometimes be delayed. Furthermore, the person in this position will be leaving in the near future, necessitating the Fire Department's request to replace that position with a new position, which is discussed further below.

Existing businesses are notified by mail annually in October, and are asked to review, confirm or update any relevant information on the application form. These renewals and the annual fee are due back from businesses no later than December 31st. A 100% late fee applies for payments postmarked after December 31st, or for failure to return the application and fees. Although it would be ideal for all business renewals to be inspected annually, or even bi-annually, there is currently insufficient staff resources to complete inspections for all renewal business licenses. These renewals are still important as they provide that invaluable contact information, and give the City an opportunity to address various code compliance issues. In these instances, staff resources are assigned to address the issues, which is in-line with the City's current "complaint based" enforcement system. Renewals are also an important factor in ensuring a "last resort" way to secure payment of outstanding debt.

As mentioned above, staff is aware that the Fire Department is discussing the potential of a new "inspector" position within their department. Fire Department personnel are particularly well-suited to performing this work as inspectors can provide their line personnel with valuable insight about the layout of and contents within buildings, which could prove useful and potentially life-saving when they are called to provide service in that building. With roughly 1,500 existing business establishments, and assuming an inspection requires an average of one hour to complete, approximately 75 percent of a full-time position could be dedicated to annual business license inspections. Annual inspections are not likely warranted in all cases. Staff anticipates investigating an inspection program that rewards businesses who pass annual inspections by not requiring another inspection until the second or possibly third year. Of course, the license program does afford an opportunity to inspect based on any complaint that might be received.

Businesses are required to display the license in a conspicuous place.

The 2007 Business License Fees found in Appendix B of the City's Code of Ordinances. The column header gives an "as of 1/1/09" date, which is presumably the last time fees were updated.

The table contains nearly 100 rows of various fees charged for different businesses, with fees ranging from \$75 for certain contractors, all the way up to \$2,500 for higher profile/impact businesses such as "itinerant precious metal dealers" and "pawnbrokers." About 40 percent of the fee categories aren't even utilized in the City. While completing preliminary worksheets for these fees as part of the City's implementation of the new ERP, it became painfully apparent that these fees were unnecessarily and overly cumbersome to assess and likely confusing to our businesses. This was confirmed by staff who implements these fees and noted the difficulties she has had explaining why some fees are so different. Staff also learned that the fee structure based on square footage resulted in some applicants incorrectly reporting their square footage in an effort to reduce their fees. As a result, staff is investigating a revised fee structure as part of the ERP implementation. Understanding that certain "high-impact" businesses warrant higher fees, there are several business listings that require a \$100 fee.

Staff intends to evaluate the data included in the business license database and establish a fee structure that has fewer categories and where fees can be more easily explained as "fair". Staff is also waiting on the results of a survey of neighboring communities, and will incorporate that information into a revised fee schedule. At this time, staff favors a square footage based fee, provided the square footage data provided by the applicants can be confirmed. Staff's intent in revising the fee structure will be to keep the overall budgeted revenue of about \$260,000 the same unless otherwise directed by Council.

Alderman Budmats - No questions just a comment. When I get my annual business license renewal in Schaumburg, included with the business license renewal is a check off for the Chamber of Commerce and you have to physically uncheck if you want to be a member of the Chamber of Commerce. They include that with their bill so that they build up their Chamber of Commerce and business participation with the Chamber. I'm just thinking that might be something we want to consider doing in the future. I can provide you with a copy of that if you wish.

Barry Krumstok, City Manager - We've had past discussions about that Alderman Budmats and the Council at that time said that it should be a standalone and that they need to do their own recruitment but if the Council wants to have more discussion about that we can have it.

Mayor Gallo – Manager Krumstok, now is not the time for legacy information like that.

Rob Horne, Director Public Works - I believe the Village of Schaumburg uses Muni software as well so we certainly can reach out to them to see what that looks like when we're developing the software.

Alderman O'Brien - I appreciate that Alderman Budmats and Manager Krumstok for any background you can give because some of us that haven't been on Council I do appreciate any kind of historical information that can be shared. Director Horne, do we have a follow-up process? The reason why ask is because at the EDC we'll get updates for business renewals that are shown as late renewals and there does seem like there is a fair amount. I think you might have answered the question in the long term it's all through ERP but do we have a type of follow-up program? I'm guessing we send out renewals with snail mail by October 1st and since I believe we're trying collect email addresses for every business, do we email out a reminder November 1st and December 1st? I was just wondering what type of follow up process we have.

Rob Horne, Director Public Works - Right now we do have a follow-up process but it is a laborious process. The previous applications did not ask for an email address so we have revised the application and we're making a concerted effort to build a database of email addresses so we can start sending those mass emails out but right now we're not using the email address in the way that you're suggesting at this point. I believe the new application was started as part of the ERP implementation that began at the end of last year. There were some certain applications that they wanted to get a feel for and I believe the business licenses was one of them.

5) Tree Preservation Ordinance

Rob Horne, Director Pubic Works - At the request of a resident, through a City Council member, Staff was asked to provide a report on the advantages and disadvantages of adopting a tree preservation ordinance. The issue comes down to one reality that is really a policy decision by the Council. The issue really lies with whether we are okay or whether the Council feels comfortable restricting what a resident can do on their property with their trees. Homeowners get very protective of their property and they can do on it. A lot of communities look at trees not from the perspective of landscaping but from the perspective of community asset. As we go through this item, I would all the Council's attention to that one ultimate kind of overarching criteria as to whether we want to regulate what a resident wants to do on their private property. I know discussing this internally at our weekly supervisors meeting it got very contentious and there was very strong opinions on both sides so it was about a 50-50 split as far as what they thought or what our supervisors thought what the community should have or what we should do in that regard.

In reality trees provide a great benefit to any community, they enhance its character, they improve property values, they provide a great energy savings for homes, there are so many positive benefits to a heavily wooded forestry canopy in a community. A great example of that, if you drive through any Northshore community or any community that has significant tree protection regulations you're going to see that property values in that community are higher. One of the benefits to developing a tree ordinance is that property values generally increase (generally 15%) based on a greater number of high quality mature trees (Oak, Hickory, etc.) on a property. If you consider many of the communities that have high property values, a common factor realized in all the communities is existence and preservation of significant, high quality trees. Another benefit to a tree preservation ordinance is it provides an opportunity to generate revenue. Tree permits generally range from \$50 to well into the thousands, depending on the project. Additionally, as part of a comprehensive tree preservation ordinance, the City would typically require a "cash deposit" to guarantee replacement of trees. If the site cannot accept additional trees using good forestry practices, then the funds would be forfeited to the City to invest in installing new trees elsewhere to enhance the community tree canopy. The value of trees to a community are vast, and generally speaking, most people understand that trees support habitat and food sources for birds and other wildlife. They also generally understand that trees help reduce air pollution and lower heating and cooling costs. However, trees also help reduce surface water runoff from storms, act as natural screening and noise buffers from vehicle traffic. Lastly, a surprising benefit of a robust tree ordinance that many people don't consider is that these stringent regulations can actually enhance economic stability by attracting businesses and visitors to your community.

While most people love trees and certainly appreciate all the benefits trees provide their community, there are equally several negative aspects to implementing a tree preservation ordinance. First is the perception of an over-reaching government. A significant percentage of homeowners are protective of their property rights and hold a perspective that "the City won't tell me what to do on my property". Residents may be opposed to the City dictating what they can do on their property. Also, while this adds a revenue stream to the City, it may be seen as added fees to residents and developers. This could result in negative feedback and a perception of additional red tape involved in the development and permitting process from residents, business owners, etc. Lastly, the City would likely have to incur the costs associated with the addition of a new position (qualified Arborist or Horticulturist) to manage and enforce all City activities related to the tree preservation ordinance.

Tree preservation ordinances can be developed at both ends of the spectrum, from very minor and malleable to extremely well-thought out and regulatory. As with most regulations, the more relaxed and unmanaged the regulation, the less likely the regulations will have a positive effect on their intended goals.

This report is provided for discussion purposes, and is intended to determine whether there is Council interest to invest staff resources to further investigate and create a new ordinance for Rolling Meadows, and more importantly, whether there is a long-term financial commitment to appropriately staff and fund the implementation of such a program. Staff has no recommendations at this time.

Mayor Gallo - I would like to start with some questions myself. I'm a fan a trees but not necessarily a fan of the sap that they drop on my car or my house but I love being surrounded by trees. What is the catalyst for this conversation? Have we recognized that we have a shortage of trees or do we have this uptick in residents chopping trees down? Where is this conversation coming from?

Rob Horne, Director Public Works - I don't want to put Alderman Budmats on the spot but I think this was made an item to discuss because I think a resident brought an item to him regarding why the City didn't have a tree preservation ordinance. I believe someone near his house or near his neighborhood did remove a bunch of trees and I don't think there was anything the City had as far as an enforcement tool to stop that from occurring. I would defer to Alderman Budmats if that's okay.

Mayor Gallo - Are we looking at this as an opportunity to get ahead of something? Do we foresee that residents are going to felling numerous trees throughout the community? Alderman Budmats, can you help me understand a little bit more so we can get the ordinance right?

Alderman Budmats - Let me give you a little bit of background. I want to say maybe three or four years ago a large lot in my Ward had a number of mature (100 year old plus) trees on it. On one particular weekend the developer cut down a significant number of those trees much to the dismay of the neighbors in that community and it created actually newsworthy type of reactions. At that point it kind of started and personally I don't have a dog in this fight usually unless of course the trees are on my property but I will say that in reading up for this particular item that I do know a number of communities that have this preservation ordinance put in place have been able to tailor the ordinance based on the tree size. What ends up happening is that the oldest and the most mature trees that are in good condition, 50–100 year-old trees that provide value to probably more than one property owner because their drip line is over several properties. Those kinds of trees I think are what the goal of many people who are in favor of this are about saving. This is not about some guy who wants to cut down half a dozen small trees on his property that are probably more than overgrown bushes anyway. This is about saving 100 year-old oak trees type thing. One resident in my Ward asked me to bring this to the Council which is why it's here before you. I will say that talking with the City's Arborist to try and get some background information on this. He did say that there are some communities that have done a good job with this and he recommended that we look at the Park Ridge ordinance and how they have written there's. We don't have to be completely restrictive and that we have to be thoughtful and there is a benefit by looking at it. He said our particular code regarding trees hasn't been updated in a long time and it could use some tweaking and seeing that he's the expert that we call on I'm just going to take him at his word that there is some benefit to looking at this.

Mayor Gallo - That's a good point, as ordinances mature we should regularly review them and make sure they're still aligned with where we are as a community or where we're going. My trepidation is that we get it right if we're going to explore a tree preservation ordinance that we take our time, do it with thought and model the other communities that have it right because I don't know that we have a problem yet and I don't want us to have a problem with losing trees at an alarming rate in the community. I just want to make sure that we're looking through it with the right lens and take the appropriate steps and the right amount of time.

Alderman O'Brien - In the write up, most of the ordinance research wasn't from adjacent communities, is that research from 2014? I just want to clarify that no current research was done, correct? If we were to do this, Arlington Heights, Schaumburg or Palatine may have an ordinance now. The referenced municipalities in the write up were from 2014, is that correct?

Rob Horne, Director Public Works – Yes, I felt I needed to attach something.

Alderman O'Brien - I just want to make sure that I was reading it right and that it wasn't a current assessment until you got direction from us. I'll rely on Alderman Bisesi, when we were on the Planning and Zoning Commission I do remember this situation that Alderman Budmats brought up, it took a lot of folks by shock. I think the Planning and Zoning looks at that when a variance or a special use permit comes before them. Alderman Bisesi, am I remembering correctly that it was part of the Planning and Zoning review? I think we do capture it in an unofficial ordinance but it is generally something that Planning and Zoning looked at also.

Rob Horne, Director Public Works - I will say that development occurred just before I started so I heard a lot about it. I will tell you that one of the issues is that Planning and Zoning and Alderman Bisesi can correct me if I'm wrong, the Planning and Zoning Commission looks at what is proposed in the future. So what a tree preservation ordinance would do in this scenario if we had a preservation ordinance prior to the development of

that site is it would have required a tree survey of the property prior to development and staff would have had the latitude to require the developer to develop the property in a way that insured preservation of as much of the trees as possible as opposed to just cutting the site and putting a detention area on the far end. If I remember correctly, a lot of the trees that were high-quality were on the northwest corner of the property and very little grading occurred there. Most of the heavy grading took place at the northeast corner of the site. A tree preservation ordinance would give us some latitude at the front end of the development and if a developer needed to remove a bunch of old trees we would have language in the ordinance that would require them to post a significant deposit to ensure some sort of replanting for the entire community. The example I gave in the write up is very common. I think each property in that development (4 homes), that developer cut all those trees down and only had to plant, I think 2 ½ caliper inch trees on each site. If we were comparing inch per inch, they probably had to replant one tree worth of inches as opposed to hundreds of inches of trees.

Alderman O'Brien - The plans we did see at the time that was just the good will nature of the developer that had it marked that they were going to save or replace the trees, it wasn't a requirement on our side.

Alderman Sanoica – I do want to start off by saying that natural resources have value, and for us to easily and quickly communicate that value, we need to quantify that value as a community. In preparation for tonight, I reviewed some of the forestry policies enforced by the City of Highland Park and Park Ridge, and I think a tree preservation ordinance is one avenue that we can pursue as a community to assign the value of mature canopy in our neighborhoods. A preservation ordinance does not prohibit tree cutting, but it does assign a monetary value that allows for canopy to play into a developer's plans in a way that recaptures value that is, at this time, lost without a defined policy. At this time, I am absolutely in favor of revisiting this section of our code to recapture that value. The City already has a section of code that regulates lawn grass length and how many dogs a homeowner can keep, so to say that the City is overreaching by considering this policy is perhaps premature. I would however recommend that this item be referred to our Environmental Committee, which consists of all resident volunteers since it appears that Director Horne mentioned that his staff's trepidations is mostly related to resident buy-in than anything else. I think having this particular committee of resident's review this policy would probably be a really good start to get a pulse on the community's buy-in for a policy like this. As it stands, I think this is definitely worth exploring.

Alderman Cannon - Knowing the situation that happened over in Alderman Budmats Ward was unfortunate to say the least but I do worry about us overreaching on some of this stuff. I will use the example of a homeowner who might want to do a remodel of his house or put a new patio in the backyard and all of a sudden he has to replace a tree even though he originally planted it and now the City is going to come in and tell him it doesn't make any difference we're going to make you put one in somewhere else. I just worry about us getting too detailed with this. The irony in my Ward is the two biggest violators not from a legal standpoint, the City had to come in on my block and knock down a lot of trees because they were failing and I don't mean that as a slam towards the City because they had to do it. It's kind of ironic on Euclid Avenue between Quentin going east down to Salt Creek, at one time that stretch of land had about 15 trees and the County never took care of them and in the last 5 or 6 years every one of them has died and removed and none of them have been replaced. There is one still standing and it has been dead for about three years. Again, I understand where everyone is coming from and I'll support part of it but I would ask that we don't get too carried away. I think a lot of homeowners have planted their own trees and I wouldn't want to be told whether I could or couldn't take one down.

Alderman O'Brien - Alderman Cannon's comments made me think of something that I'm working closely with Director Horne on as we speak. I am in support of pursuing and taking a look at this and getting some resident feedback. What about Comed and the City and trees that have to be cut from power lines, how does that fit in? I don't expect you to know the answer now but if Comed comes into somebody's backyard and says that the tree has

to go, does Comed pay or the homeowner pay or does the City pay? It's just something that happens to be something that Director Horne and I talked about today in a current situation and it's something to address as we go forward.

Alderman Vinezeano - I am in support of getting more information on this and definitely working on revisiting this ordinance because as we have stated it's in need of being addressed. I agree that I don't want to overstep but I do agree that we do need to reevaluate it especially with developers. With the big development that's in my Ward if there were trees in there that we could have saved simply by having this ordinance redone that would have been beneficial to the new development that's going in and obviously what we consider our downtown of Kirchoff Road. It's definitely something that I'm in support of looking further into and exploring our options.

Alderman D'Astice - I agree with Alderman Vinezeano that we should revisit the ordinance and that we should not overstep our boundaries. As a property owner, if I planted a tree and I deem it needs to go that needs to be my decision. I think if we're talking about major developments I would agree Alderman Vinezeano. Yes, we should have something in there in terms of business development. If I put a willow tree in my backyard 30 years ago and the roots are over growing and it's interfering with the pipes it's up to me to take it down. I'm in favor of reviewing it but I am not in favor of the City telling me I can or can't put in a tree or remove one that has to be my decision, it's my property. I think most of the property owners are going to agree with it, they're going to say yes we need to have an ordinance but not so much that the government can tell me what I can or cannot do.

Alderman Bisesi - I would be in favor of looking into it however I do agree with Alderman D'Astice. If a homeowner has a tree that is causing a problem or if they need to take a tree down I think that it should be their decision. As far as developers clearing a lot that's a different story. There needs to be a new landscaping plan for the development that would be acceptable and I know we've done that in Planning and Zoning in the past. I would be in favor of looking into it and see what other municipalities are doing but at the same time I don't think we should be restricting our residents from taking a tree down and replant one in a different spot I don't think we have any business of getting involved with that. It may be different if they have four trees on their lot and they're taking them all down. I think it's worth a discussion.

Alderman Vinezeano - In the ordinance that we currently have or in any of our ordinances, is there anything that says that a homeowner can't plant a tree on or near an easement or property line just like we do for a fence or shed or anything along those kind of lines?

Rob Horne, Director Public Works - I don't believe we have anything in the ordinance other than the fact that you would obviously have to be entirely on your own property. That's a property rights issue that would be handled civilly or through a civil court. I don't believe we have anything on the books regarding that.

Alderman Vinezeano - I have a huge tree in my backyard that may have to come out that our family planted 40 years ago because it's encumbering on my patio and my house. At the same time maybe that's something we need to look at, if it's affecting a neighbor and its 5 feet from the easement maybe that's something we play into because it doesn't just affect you it affects your neighbors too. I'm all about it's your property and it's your decision. I'm just throwing ideas out there for discussion. If it does affect neighbors, how do we respect the neighbors at the same time?

Rob Horne, Director Public Works – Just because you started being more descriptive I just want to make sure I'm clear, we do have certain language and authority that if a tree is in declining health and presents potential concerns for a neighboring property, we can issue an order/request for the resident to remove their tree and that goes through the violation process however because of the time and money it takes to remove a tree we usually have to give residents a significant amount of time. For example, if the tree is on your property but it's leaning

toward your neighbor's house and it's in declining health and they complain to the City you might get a letter from us saying that we've been out and inspected the tree and it looks like it's going to cause potential damage to your neighbor's property, we do have code language that helps us enforce those issues.

Mayor Gallo – Before taking a straw vote in pursuing this ordinance, we do have a member of the public who would like to speak so I would like them to share their opinions before we take that straw vote and of course refine the conversation and additional direction for you Director Horne and staff.

Mayor Gallo opened the floor.

Christine Gabe – I'm in Alderman Budmats Ward and I was subject to the tree destruction right behind me that took place a few years ago when the development started on Fairfax. It all occurred on a Saturday when Public Works was closed. It was a whole big scuttle about it in the neighborhood and it was very, very bad seen, lots and lots of excellent oak trees, willow trees and others were completely wiped out and it was really without any consideration for the rest of the neighborhood and I guess that is where I'm coming from. We bought here 25 years ago and we're basically in a wood land and certainly progress comes along and we understand that but the kind of destruction that took place not only by the developer to consider but the neighbors and what happens to their property values. We were a bit lucky some of the border trees along the back end of that lot which is where our house is located are still there. Our neighbors next door have no screen whatsoever between themselves and now this very, very large brick home, they look on to the fellow's deck and he looks into their windows and he continues to take more trees down after the trees that were taken down by the developer. I don't know if he doesn't like trees or whatever but the point here is that it's important to consider the homeowner and their property but what about the impact that it has on the neighbors. Sometimes when a large tree or several large trees are what gives your property value. In the case of our neighbors they didn't take down the trees but there's no question that it's going to be a mitigating condition if they would want to sell their home. I am here to say that I think it's time for Rolling Meadows to investigate this and to look carefully into it. We are after all the city of trees and I think if we want to hold on to that title it's important for us to protect our trees. Protect what we have and actually make it a city of trees. In addition, the obvious things about trees, the environment, the animals and the habitats we maintain, etc. Thank you for listening.

Mayor Gallo closed the floor.

Mayor Gallo - Thank you, it's good to get residents perspective even with Covid-19 today, the individual rights do have to be put into perspective to the greater good of society and in this case with trees it's important that we as homeowners and individuals of our property domains we do have rights but we do have to be considerate of the existing neighborhood that we live in. I would like to get a straw vote to demonstrate that there is a desire to explore these ordinances and then we'll get into refining them when they come through. All those in favor of exploring this tree preservation ordinance please show your hand. 7 in favor and 0 opposed. It's unanimous, it's about time that we explore this ordinance. Director Horne, is staff going to bring us a menu of ordinances from different communities or what's the process that you are thinking or would like to think to bring this back to our community and what we should do going forward?

Rob Horne, Director Public Works - I would like to talk to staff about this. The information that the Council gave was very good and helped draw a path for what the priorities are but we have to make sure we do a thorough job and it may take a little time to get this done so I wouldn't want to commit it to be brought back very quickly. My initial thought is to present a kaleidoscope of different regulations that other communities enforce and regulate to see which ones the Council's in favor of and which ones they're not and see how we could craft an ordinance or at least some sort of framework from that discussion. We certainly would have the communities that we use as

reference as exhibits to that and probably highlight areas that we used to not reinvent the wheel as what we would propose for the City.

Mayor Gallo - While that's going on I hope it wouldn't be too much to ask that this topic does get passed to the Environmental Committee so we can get the residents perspective from those that are involved in that committee and maybe bring some of that information back at the same time that staff brings the other ordinances from other communities.

Barry Krumstok, City Manager - I do like that word that Rob used, kaleidoscope. I think it's important to get all the different ordinances especially the mature ones. When Lake Forest went through this with Mr. T they actually revised their ordinance over time so we need to take a conscious look at what our neighbors are doing but also ask the Environmental Committee and we should also reach out to other arborists and see if they have some ideas, concerns or best practices. It's going to take a little time for it to come back.

Mayor Gallo – Director Horne, do you think you can keep the Council up-to-date via email on the progress of defining or identifying the local ordinances from other communities and keep us up to speed on how soon we can anticipate this to come back before the Council so we can keep that timeline in line with the Environmental Committee whose massaging this from the residents perspective?

Rob Horne, Director Public Works - Yes, we can do that. As I said, I can certainly provide Council an update in the very near future once I have an opportunity to talk about it with staff. I know we have two extremely important items that are coming up on the Committee of the Whole agenda is in the near future that I believe would be high precedent with the City Council but certainly would try and get something drafted before the end of the year for the Council to review.

Alderman Vinezeano - I just want to reiterate my feelings on this. Since it seems like we are going to be the kind of redrafting this ordinance from scratch much like our G1 license that took us multiple conversations and I am not opposed to that and I would hope that we would want to do this right and if that's what it takes I'm not opposed to that to get it right from the beginning. I just want to put that out there and I would expect it would take some time to get it done so I don't want Director Horne to feel too much pressure as I anticipate this to have multiple conversations to get this done the proper way.

6) Property Maintenance Code Compliance

Rob Horne, Director Public Works – Staff has been asked to prepare information for the City Council on activities and processes associated with property maintenance including code compliance issues and as such, have prepared the following information.

Pursuant to the Ordinance referenced above, the City of Rolling Meadows adopted the 2009 International Property Maintenance Code, with local amendments. These requirements are codified in Chapter 18 of the City Code Article IV). The code provides definitions, regulations and standards that are used by the City's Community Development Property Maintenance Inspector, Public Health Officer, Building Inspector, and Engineering Inspector when investigating complaints or when enforcing the City's Codes from a noticeable violation observed when passing the property on the public street.

Given current staffing levels and based on recent past practice, Community Development performs its code enforcement function primarily on a "complaint basis", meaning if it's not bothering someone enough to call about it, staff doesn't commit resources to looking for and prosecuting violations. While complaint volume comes largely

from neighbors, staff also processes violations reported by other staff, obvious high profile issues (high grass) and elected officials interested in ensuring key visible properties in Rolling Meadows don't fall into disarray and impact the marketability of the community. Despite, operating primarily on a complaint basis, in 2019, the Community Development Division investigated a total of 215 exterior property maintenance complaints. The complaints mainly addressed issues such as tall grass and weeds over 8", paint peeling, standing water, accumulation of junk on the property, inoperable vehicles stored on the property, structural deterioration of fences, sheds, and roofs, storm water drainage, and working without a permit. To date in 2020, the division has investigated 162 similar type complaints, or a slightly higher monthly average than last year. For this discussion, complaints for working without a permit and Stormwater discharge are not included in the numbers provided.

The year 2020 has posed many new and unprecedented problems and challenges for all of us, and the Community Development Division is no different. As we have been working hard to address these property maintenance code issues, we are faced with stumbling blocks that staff has not had to deal with in the past. Beginning in March of 2020, all non-essential businesses were closed, City Hall was closed to the public, monthly code violation adjudications were suspended, the County Housing Courts were shut down, and evictions were suspended. While all of these factors make code enforcement more challenging, the inability to adjudicate violations has stripped the City's leverage for the most challenging cases. To help illustrate this point, it is helpful to understand the Community Development Division's process for investigating and resolving property maintenance complaints. The current process is as follows:

1. Complaint is reported to Community Development from various sources and recorded in the records management database (BS&A). Neighbors will often call to file a complaint against another neighbor for various reasons. These reasons are usually related to the up-keep of the property.
2. The complaint is assigned to an inspector who must first research and identify the property owner(s) of record, and if in a trust who the beneficiaries of the trust are. Once property ownership is established, the inspector will then:
 - a. attempt to make verbal or person to person contact with the owner on site or if necessary via phone conference ("Code Consultation"), in which the issue is brought to their attention and they are given 10 days (or some other reasonably agreed to time frame) to comply; or
 - b. If they cannot contact subject, a FIRST letter will be sent to property owner making them aware of the code violations, if any, and asking them to contact the City and correct the violation within 10-14 days (depending on the extent of the violations).
3. If corrective action is not taken in the time frame provided and/or no response has been made to the inspector, a second letter is sent which serves as the "FINAL NOTICE" prior to legal action being taken. This time frame to comply is typically 10 days.
4. If the violation still exists after 10 days of receiving the final notice by U.S. Mail and there has been no communication by the property owner with Community Development, the subject is mailed via U.S. Certified Mail, a written summons to appear in adjudication court, where the Adjudicator either dismisses or confirms the violation. The adjudicator (not the City) assigns the fine/penalty within the parameters provided in the City Code.. Should violations continue to exist after adjudication, each day and each violation can be considered a separate offense.

Note the approximate six (6) week timeframe that passes before a case gets to adjudication. Furthermore, once a case gets to adjudication, there is no guarantee the case won't be dismissed by the adjudicator on a technicality, or continued for another month or more at the request of the property owner. For these reasons, it is the intent of the

inspectors to get violations resolved through conversation with the property owner/landlord/tenant and that "Adjudication is used as the last resort".

As mentioned in the beginning of this report, 2020 has brought on many new and increasingly difficult challenges for dealing with Property Maintenance Violations and Code Enforcement. We have several homes in town that have been abandoned due to foreclosure, meaning that we have to wait for the whole court process to proceed before we are able to identify which financial institution owns or responsible for the property to even contact about the violation. We also work with absentee landlords who are having difficulties because they are now unable to process evictions of irresponsible tenants who do not maintain their property as required in the leases. There are also a couple of homes where the owners have recently passed away, and the condition of the property is so bad that family members just want to walk away. And then we have our frequent fliers that are basically just lazy and only cut the grass when the City reacts.

As Community Development staff continues to streamline its processes, we intend to evaluate possible alternatives, including whether we have an ability to assign fines without adjudication. If possible and implemented responsibly, it could prevent repeat offenders (who fail to correct the violation until right before court) from "playing the system", which consumes a considerable amount of City staff resources.

It is important to understand that the application of this procedure and the enforcement of our codes require a level of consistency to enable staff it is not to say that there aren't opportunities to consider each issue on its own merit. However, staff also has to be mindful that when it comes to the application of the code, compliance is our main priority. We cannot overlook the violation because a resident has an issue, nor can we enforce more aggressively because a resident is dismissive of City regulation. Our main goal is always compliance, and our staff works very hard to get people there using all the tools available to them.

Community Development will continue to utilize the City's Landscape Maintenance contractor to cut the grass of the properties at a cost of \$150 each cutting. In these instances, a lien is placed on the property when we have exhausted all other options, and those expenses are either lost or not paid until the property changes hands.

Alderman Budmats – One of things here in this report says there is a cost of \$150 per cutting, is that the cost the City charges or is that the cost the City incurs? Is that per property or is that for all of the properties?

Rob Horne, Director Public Works – The \$150 fee is a one-time fee for the first cut. Generally, by the time we have to contract out that cut it has been over a month of growth so it's usually a harder cut. Those properties that are listed in the report were cut once at \$150 but every follow-up cut which is every two weeks is \$40 per cut. Obviously, that number can go up or down slightly based on the size of the lot but generally its \$40. Most lots in the community are pretty consistent in size.

Alderman Budmats - With ERP is this going to be the kind of thing where if a resident makes a complaint about a neighboring property where they would be able to look and see if there's an outstanding violation that's unmet on a neighboring property so they would be aware if their complaint is being acted upon or is in process are not?

Rob Horne, Director Public Works - I know someone calls in on CivicPlus portal on our website there are automatic follow-up emails sent. Don has been our subject matter expert for ERP. Don, do you have an answer?

Don Wenzel, Superintendent of Internal Services - With ERP each complaint will be taken as a separate complaint unless the same complainant is making the complaint they will not be able to see if their neighbors have complained. Many of the complaints that we get the people want to be anonymous of their complaints. At this point

with what we're going to be having at our disposal for use as far as the online tool, staff will be able to see it but not the complainant.

Rob Horne, Director Public Works - I'll look into that Alderman Budmats because I know that's a solution that is provided as part of the permitting process, that an applicant can see the status of their plan review so I'm hoping that function may be available and maybe we just haven't gotten to it as part of the implementation.

Alderman O'Brien – I had a similar question as Alderman Budmats and I talked to Director Horne today, my concern was that the City was at least covering the costs to recoup any costs or at least a net neutral charge and regrettably obviously I did learn that if it does go the whole lien process we do recoup our costs. I appreciate Don and Rob taking the time tonight because I can only imagine how many you get through the website because I know I've reached out to you probably one or two times each week over the last several weeks given the current situation. It's been helpful from that perspective because we can knowledgeably talk to the residents calling us with their concerns because it is a legal process that they have to go through in terms of notification the 14 days and 21 days. So you taking the time tonight as well as the individual education you have both given me over the last several weeks, I really do appreciate it.

Rob Horne, Director Public Works - I do appreciate the compliment but I will tell you that all the compliments should go to Don and his team. When you guys email me one I just forward them to Don. Thank you.

7) Business and Temporary Family Assistance Program Update

Barry Krumstok, City Manager – We were asked to do an informational update. Since the business assistance program was launched, the City has heard from nine businesses. They were sent applications and the City awaits their return. If all nine businesses return their applications we will come back to City Council for additional funding. This program was announced by e-mail blasts, direct contact, and a discussion with the Economic Development Committee. (Note: if money is eventually utilized for this program, Staff will try to have this reimbursed by Cook County under the CARES's Act. We believe it is eligible because of this being a new program and directly related to COVID-19 in an economic way).

Regarding the City's Temporary Family Assistance Program, there have been numerous calls regarding TFA, but most have been looking for "free money." They had their own feelings about the program from what they read somewhere or heard from someone, but once the rules and procedures are explained, most individuals hang up. (The best call was a resident who wanted to utilize the TFA to move one of the residents family member to Rolling Meadows from another municipality – needless to say, once the program was explained they did not ask for an application). To date, there has been at least one application sent out but it has not been returned. For fiscal year 2020, so far, no money has been spent out of this budgeted account. Also, since this was already an established program it looks like it does not qualify for reimbursement under the CARE's Act.

Alderman Budmats - In reviewing the application for the business program, I noticed that it's considerably shorter than the TFA program. It doesn't ask if they asked their employees for money, family members for money or any of those kind of questions that are in our TFA application so they really don't mirror each other. It doesn't seem like we're as tough with our businesses in asking to make sure that they've explored other avenues before coming to us whereas our TFA application is pretty far-reaching. I don't want anybody to think that there's not a need, I spoke with a representative from Salvation Army today and she told me that since Covid-19 started they have granted over \$41,000 to Rolling Meadows residents for rent and for utility payments. There is a need in Rolling

Meadows amongst the residents and apparently that organization has figured out how to take care of our residents and the fact that we haven't had any applications that have been processed seems to me to indicate that our program is not as effective as theirs based on the results that they're getting. If we have a short application that looks like it's going to have nine applications for the business, first of all I don't want to hear how we're not business friendly anymore, besides that it seems that we need to have our business program and our TFA program match because both are equally important to us in my estimation anyway. We depend on residents as well as businesses to make Rolling Meadows a great community it is. Inasmuch as the Salvation Army is doing such a great job at taking care of our residents, I would ask that we could revisit, I had a conversation with our City Attorney today in regards to if we can't get the funds to the people who need it in Rolling Meadows and the Salvation Army is capable of doing it then maybe we just need to let them handle our program for us rather than us do it and then not do it.

Alderman Bisesi – Manager Krumstok said that we would not be able to submit the TFA portion as part of Covid-19 relief, my question is if we were to increase the current amount of money that we're offering because I'm anticipating that there will be a lot more demand once evictions start again, would that be eligible?

Barry Krumstok, City Manager – Probably, but because this is an existing program and we're trying to say that this is related to Covid-19 because we would only have \$5000 in the program normally and if we go above that it would be a result of Covid-19. We will include it when we file but Cook County will make the final decision and they distribute the money overall.

Alderman Bisesi - I know it's hypothetical because right now our dollar value is still at \$5000 but if we do wind up going higher at some point and if the Council feels the need to do that, I would assume when we are filing this we would show Cook County the history of the program and how much we've given out per year and based on Covid-19 this is what we're being asked for this year.

Barry Krumstok, City Manager - That's how we're trying to package it. We believe that we can attribute it to Covid-19 but they look at it as being an existing program and we're looking at it as an economic program. Again, they have the final decision. We would use as much benefit/documentation/history to try and justify to get a reimbursement.

Alderman O'Brien - I'm in agreement with Alderman Budmats. I did think that was my understanding when we were talking about the business program that the application would mirror the TFA program. I do appreciate the information that Alderman Budmats shared with all of us. To me, that's my understanding of what the Council's hope was. To me, that \$41,000 that Salvation Army has spent to date and I appreciate him getting that information for us. From our conversation from June and July, the City would be the last resource for residents so I feel that \$41,000 is outstanding and the work of the Salvation Army does and maybe some of us personally donate to the Salvation Army having being a private entity that does that, it's their mission to assist others. I actually think that does confirm that the City is absolutely available if the other resources were exhausted. I think that's great information to have and it confirms what we were looking for in that the Salvation Army is there to assist. We've talked about Palatine Township assisting and Elk Grove Township assisting so that was great information to have. It does show what the Council talked about and moving in that direction. We did talk and it would even be a longer discussion of earmarking another \$5000 and allocating that to the Salvation Army with that earmarked strictly for Rolling Meadows residents. I think that does justify additional conversation around that opportunity if need be.

Mayor Gallo – I think to Alderman Budmat's point and like I said before, the Salvation Army seems to have a better handle on this system of assisting residents and therefore the City of Rolling Meadows could just make that deposit of funding then staff don't have to utilize their time and energy into helping with that system of relief because it's baked into the Salvation Army's model. It takes it hands-free from us and turn key to the Salvation

August 18, 2020

COW Minutes

Page 21 of 25

Army to assist our residents rather than having them go to the Salvation Army and after that's exhausted then come to the City of Rolling Meadows after going through Palatine Township, etc.

Alderman O'Brien - I don't disagree, I think some of that got into the legal perspective if Attorney Wolf had to look into that, I would be in full support of discussing that again.

Mayor Gallo - Yes, that's where we're going to go if we cannot get to deposit funding into the Salvation Army than I want to be able to assist by automatically paying residents utility bills directly online for them so we should think of other mechanisms. If we're not having enough residents come to the City then we have to make sure that we have mechanisms available to still offer relief. The reality of relief being needed exists and they're not coming to the threshold of City Hall it doesn't mean that it's still not there. We need to make sure if one action is not working that we have a couple others set up because I feel if we don't we're going to fail our residents for some reasons that we could do better with.

Alderman Sanoica - When we're talking about these quarterly updates on this program, I was anticipating much more of an insight as to the types of calls that we were receiving and why those participants did not pursue an application and it doesn't sound like we have that information. To Alderman Budmats point, I think that would suggest that the City would need some help in this arena of expertise. To follow up with that we did request as a Council on May 19 Committee of the Whole that we would like to pursue grant opportunities with the City and a third-party similar to what other municipalities do such as the City of Chicago that can help us leverage their expertise and their auditing powers and allow the City to continue to pursue City matters regarding Covid-19 and just regular functions of the municipality. From my understanding this kind of information, knowing over \$41,000 in aid have been distributed in utilities and rent alone, is an insight that's really important for us as policymakers to know how we're doing as a City both from a relief standpoint and also from an economic development standpoint. It's really insensitive I think to discuss things like eating out if we have individuals who can't make water and electricity bills. That's helpful just by itself to have that information. Additionally, it helps for property owners and landlords to know that the City is also interested in the economic development of the area by ensuring that we are going to also assist in addition to the county, state and local charitable organizations that are also going to ensure that people aren't evicted from their homes, I think that is valuable information and something that the City should be pursuing just from an economic development standpoint not just from a moral standpoint. Not to say that I'm disappointed but I'm kind of disappointed that we don't have anything more concrete regarding that grant possibility and that grant partnership that we said that we were going to look at back in May. I would want to know what next steps would be as far as that process is concerned.

Mayor Gallo – Are you looking for staff to outline a plan?

Alderman Sanoica - That's what I was expecting tonight and I don't see that. I was expecting to see how we would pursue a policy or resolution to provide a grant to the Salvation Army or an equivalent organization. It seems like the Salvation Army has been the most vocal as far as it's support and it appears to have the expertise that we're looking for. That's what I wanted to discuss tonight if there were any other organizations or other methods to ensure that our residents are able to stay in their homes but I don't see that tonight. That's something I would like to see for next time.

Mayor Gallo - That is an agreeable point. That's where I mentioned if we can't get this funding out then we have to find other opportunities to afford funding to our residents whether it's by going directly to NICOR and Comed and being able to work on direct payments for our residents if we can't go through the Salvation Army so they can take care of their rent or mortgages. We need to have alternatives established and well-defined ones otherwise we are potentially failing residents who will need us at their lowest.

August 18, 2020

COW Minutes

Page 22 of 25

Alderman D'Astice - Manager Krumstok, if we created a new program and called it Covid-19 Assistance, would that qualify for reimbursement?

Barry Krumstok, City Manager - Yes, it would be a new program to respond to Covid-19 and they would not look at what's already an existing program.

Alderman D'Astice - I would suggest that we look into that and as Alderman O'Brien stated we are the last resort and if there's a possibility of being reimbursed for that money then I definitely want put more money into that.

Alderman Bisesi - I would like to add on to Alderman D'Astice's thought, if we decide to create a new program we can easily mention to the State that the existing program is just a regular program non-Covid related. Applicants that are not showing any job loss or anything like that due to Covid would be in that program but anybody they can prove that it's Covid related would be in this new program. I know Alderman Budmats stated \$41,000 since the Covid outbreak, I wonder how much the Salvation Army was giving, in general, prior to that. Is that an increase of \$41,000 or not? I'm not trying to say that we shouldn't do our part, I'm all for doing more for our residents and I'm somewhat dismayed when it didn't get passed the first time. I'm just curious about the Salvation Army number.

Melissa Wolf, City Attorney - I just wanted to provide comment to Alderman Sanoica's request regarding looking into partnering with a third-party like the Salvation Army with respect to the administration of assistance to the City of Rolling Meadows residents. Recently we've had an opportunity to look into the issue from a legal perspective, I had a concern regarding the constitutionality of what could be considered a donation to another organization. However, as Alderman Sanoica has indicated a program such as our family assistance program which provides assistance to our residents so they could pay when they are need so they aren't evicted and to assist in payments for their homes and utility payments similar to our program, those things could arguably be economic development for the City and using the Salvation Army as a mechanism to administer those funds could be illegal from a constitutional perspective. What we needed to do was make sure that any funds that would be donated from the City would in fact go to City residents. We've gotten some affirmation with the help of Alderman Budmats with his communications with the Salvation Army that would indicate that there is indeed an opportunity to be able to administer those funds to City residents and to track those funds. From an administration standpoint from the City's perspective I don't know the other concerns that would be related to that or the impact of that. In addition, we're talking now about potential Covid reimbursement and if the funds are given directly to the Salvation Army I don't know that the City would be able to get reimbursement for those funds that are directed to the Salvation Army. I don't know if that's not the case but as Manager Krumstok has indicated there are certain requirements that you have to illustrate in order to get that kind of reimbursement. Now that we know that we can move forward with that potentially, we would need direction from the Council as to their position on it first and then from a staff level we could potentially meet with the Salvation Army. I think we need to understand here because it was just proposed by Alderman D'Astice the potential for creating a new program that's administered by the City which of course we can do as well. Which direction do we want to go and which avenue we would like to take? Alderman Sanoica, we can have this discussion tonight and can get staff direction to move forward with a third-party like the Salvation Army and partner with them, if that's what this Council would like.

Mayor Gallo – We'll conduct a straw vote after this. To my understanding for clarification, the recommendation that Alderman D'Astice made with establishing a new program it becomes potentially reimbursable from the State or from the Feds? Who is it reimbursable by and what's the likelihood that it is?

Barry Krumstok, City Manager - Our filing is to Cook County for reimbursement and they have federal money from CARES.

August 18, 2020

COW Minutes

Page 23 of 25

Mayor Gallo - Let's finish this round of dialogue and then take the straw votes and then identify which is the best opportunity for both the City and the residents.

Alderman O'Brien - There are Comed/NICOR relief programs and Gov. Pritzker just extended the rental program for another two weeks, I want to make sure that I was tracking correctly, you said we could just pay the Comed bill online on behalf of residents if they don't come to us? How does that work? Is it an angel type funding? How do we know that a resident needs their Comed bill paid? Do we, as a municipality, have insight into utilities?

Mayor Gallo - We wouldn't anonymously just start donating funds into residents' accounts in any capacity but we would work directly with our Comed representative and our residents. We would make an announcement to our residents that if they are facing difficulties, we as a City have the ability to help with some relief. There's one simple way of just helping others and Comed suggest to give a Comed gift certificate to anyone the list. We can tweak these opportunities. I believe the Council has the email too but I don't know if I'm the only one that gets them from our representative from Comed. We can set up an assistance program as a result of what Comed has in place here. Comed also offers independent bill assistance, so if our residents were to call Comed and say they need to be put on some sort of payment program, they're probably already working on that but if we can go one step further and maybe payoff a balance or pay a month's bill, it's just one other facet that we can assist our residents.

Alderman O'Brien - That would be more of a pointed/targeted outreach to our residents versus a general communication we try and do about the assistance plan.

Mayor Gallo - Correct. In general, we need to do a better job communicating. If we're going to have a program in place, we need to at least let them know that there's a program available. I can survey 10 people on my block and I bet you one of them would know that there's an opportunity here and I think that's a little disheartening so we should do a better job letting our residents know.

Alderman Budmats - In response to Alderman Bisesi's question, I did not ask for the amount that they normally give to Rolling Meadows residents but based on the conversation it seems like that was a considerable uptick in the amount of assistance that they've been providing our residents. Those were dollars just since Covid has struck and I think she said March, so we're looking at 3-4 months we're looking at that kind of influx of dollars from the Salvation Army to our residents. It seems to be much more than usual. Based on Alderman D'Astice's suggestion, when I had the conversation with Salvation Army, it sounds like we can earmark funds for residents, we can even earmark funds for residents who are suffering from the effects of Covid or employment problems from Covid, etc. If we earmark these funds, they will spend it in the way we ask them to and then that would make it that much more likely that we would be able to get those funds reimbursed depending on the expertise of the Salvation Army to help us judiciously distribute those funds versus looking at it as a donation to the Salvation Army and then they do what they want with it. It might help us get it reimbursed and it might help us get more money to our residents if it was reimbursable. I would ask that we empower the City Attorney to dot the i's and cross the t's and see if a program like this, if approved by Council, would be reimbursable that would be an awesome side benefit, if it's legal for us to do that so that we can at least get help to our residents. If it's not reimbursable we still something we need to consider for our residents, either way we're here to help people and not get reimbursed.

Alderman Sanoica - I would also support Alderman Budmats points, we're basically leveraging the expertise of the Salvation Army or at least partner with them. What I'm looking for, if we're working with them and they say we have some residents that are seeking utility forgiveness or help with utilities and then we can say that they're still eligible for the program through the City or through Comed's partnership then that's something that the Salvation Army can prepare weekly or communicate with our City Manager or our Finance Director moving

forward and vice versa. To previous discussions about creating a new fund just for Covid, I would say that should be the grant money and we continue to keep this \$5000 for our own Emergency Temporary Assistance Program so that if there's anything the Salvation Army can't pay. I believe when we had our Social Services Outreach Coordinator speak with us back in May she stated that the limits for the Salvation Army was \$600 and that doesn't solve the issue with housing being at least \$1500 which is why we raised our cap for housing in the first place for our own program but that could also be something that I'm sure the City Attorney can discuss as far as the grant by either doubling that \$600 cap or some sort of other arrangement to make it useful for our residents. That's what we're really looking for, the expertise and the auditing power that the Salvation Army can give to us so that way we have very concrete numbers so we can see what kind of an impact these funds are having and we can also have a pretty good idea of how this pandemic is affecting our City economically and in other ways as well and make us more effective policymakers in the future. I would be in agreement with that for the straw vote that we'll be taking shortly.

Alderman Vinezeano - I wanted to share this with all of you. I was recently in a resident's home working and they were faced with do they pay rent or buy their prescriptions for the month which is a very tough decision to make and they chose to pay rent which is obviously very detrimental. The resident knew nothing of our program and so I informed them of our program and so they did reach out to get the information. They were very overwhelmed because they have not gone to one of the other resources that was possible but they had exhausted all the other options. At that point the person was very overwhelmed and we don't have that infrastructure set up to kind of facilitate the program and help the person walk through this whole process. The person did turn around and go to Salvation Army and they were able to help this resident pretty quickly. They said the turnaround was very quickly actually. I'm grateful that this program exists within our community of the Salvation Army but I'm also kind of disheartened that we have this program established in our community and this was a prime example that it needed to help this resident and that it wasn't able to be utilized because our infrastructure of the program is not what it needs to be. I am in all support if we can earmark money to Salvation Army to help our residents despite the fact of possibly getting reimbursed from Cook County. I don't know how realistic that would be at this point. I would really like to see what we can do with the Salvation Army.

Mayor Gallo - The Council knows when donating to a not-for-profit, if you put restrictions on your donation that not-for-profit has to honor the direction that you're giving for that funding. For us, giving this donation to the Salvation Army so they can offer relief to residents of 60008 ZIP Code, they have to honor that by law.

Alderman O'Brien - Manager Krumstok, are you able to confirm I know we're talking about outsourcing something that we do from an overall perspective and this is by no means based on the volume we've seen, this wouldn't be impacting Dr. Nieves or Joyce's job day to day work since this a fraction of what they do? Just before we all agree, Salvation Army might be more efficient and it might be the way to go but from a staffing perspective this is not taking away and I'm guessing less than 5% of somebody's job responsibilities?

Barry Krumstok, City Manager - It's probably .001 because they have their own job responsibilities. It also goes back to what Attorney Wolf can tailor.

Mayor Gallo - All those in favor of providing funds to the Salvation Army to offer relief to Rolling Meadows residents. 5 in favor, 0 opposed and 2 abstain. The next straw vote is for staff to establish a new Covid-19 relief program so that Cook County may reimburse us. 7 in favor and 0 opposed.

Alderman D'Astice - With respect to donating money to the Salvation Army, I abstained because I wanted to hear back from the City Attorney whether that money was going to be eligible for Cook County reimbursement before we just give the money away. If the Attorney could at some point would let us know.

August 18, 2020

COW Minutes

Page 25 of 25

Mayor Gallo – Are there any other questions or comments from Council? Seeing none, is there a motion to adjourn? Alderman D’Astice has made the motion and it has been seconded by Alderman Bisesi. Any discussion? Seeing none, will the Clerk please call the roll?

AYES: Sanoica, Cannon, Budmats, O’Brien, Vinezeano, Bisesi, D’Astice

NAYS: 0

ABSENT: 0

With 7 in favor and 0 opposed, this meeting is adjourned.

There being no further business, by unanimous consent the Committee-of-the Whole meeting was adjourned at 10:34 p.m.

Respectfully submitted: Judy Brose, Deputy City Clerk

August 18, 2020 Committee-of-the-Whole Minutes Approved by Council on September 8, 2020.

Judy Brose

Judy Brose, Deputy City Clerk