

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
SEPTEMBER 5, 2017**

Call to Order

President Bass called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 5:00 P.M., Tuesday, September 5, 2017, in the Council Chambers of the Municipal Complex, 6900 North Lincoln Avenue, Village of Lincolnwood, County of Cook and State of Illinois.

Roll Call

On roll call by Village Clerk Beryl Herman the following were:

PRESENT: President Bass, Trustees Patel, Spino, Ikezoe-Halevi, Hlepas Nickell, Sugarman (5:15), Cope (5:45)

ABSENT: None

A quorum was present. Also present: Timothy Wiberg, Village Manager, Ashley Engelmann, Assistant Village Manager; Steven Elrod, Village Attorney; Heather McFarland, Management Analyst; Charles Meyer, Assistant to the Village Manager; Steve McNellis, Community Development Director; Nadim Badran, Assistant to the Public Works Director; Doug Hammel, Community Development Manager; Robert Merkel, Finance Director; Robert LaMantia, Police Chief; Michael Hansen, Fire Chief

Regular Business

1. Discussion Concerning Code Enforcement Priorities

The item was presented by Mrs. Engelmann, Chief LaMantia and Community Service Officer Mark Weidner using PowerPoint.

Background

*July 18, 2017 Committee of the Whole - Staff presented a summary of how code enforcement is conducted within the Village, which included:

- Staffing, previously identified code enforcement priorities, work order request types, an overview of adjudication citations and the current code enforcement process

*The Board directed Staff to return with the following information:

- Summary of administrative tasking for the Code Enforcement Officer and the Community Service Officer

- Multi-Year perspective regarding work orders
- Fines collected for code violations
- Cost for a full-time Code Enforcement Officer

Purpose of Discussion

To present follow-up information that was requested at the July 18, 2017 meeting of the Committee of the Whole and to obtain direction regarding the Board's priorities for code enforcement within the Village

A summary of administrative tasking was exhibited.

Resource Allocation

*Immediate Compliance

- Violator is responsive and addresses the issue with minimal staff involvement
- Total Staff Time 3-6 Weeks or .5-1.5 Hours

*Supported Compliance

- Violator requires assistance and reminders to gain compliance
- Total Staff Time 6-12 Weeks or 1.5-3.5 Hours

*Mandated Compliance

- Violator does not comply, citation necessary
- Total Staff Time 10-20 Weeks or 10-15 Hours

A Multi Year Work Order History was exhibited. It was noted that as of May 2, 2016, a new and more efficient system for receiving work orders has been put into place

Administrative Hearing Fines

The years from 2013 to current year were identified.

*The total fines collected for parking tickets paid prior to the Administrative Hearing Court, fees assessed for the purchase of late vehicle stickers and handicap parking permits are also included (fees are not parsed out in the Village's financial software)

- The Village budgets \$35,000 annually for prosecution and personnel related to the Administrative Hearing Court process
- Fines collected for violation are used to offset personnel costs and contractual remediation

Full-time Code Enforcement Officer Cost

*Current (Part-Time)

- Code Enforcement Officer works two days a week
- Hourly rate is \$23.69 (does not earn benefits)
- Annual cost is approximately \$20,000

*Full Time

- Annual cost with benefits approximately \$60,000
+ In-line with comparable community's wages as well as the Community Service Officer's salary

Increased cost to the Village for a full-time Code Enforcement Officer, approximately \$45,000.

Options for Consideration

*Status Quo

*Continue to utilize the current staffing model and the Village Board identifies code enforcement priorities

*Discuss the addition of a full-time Code Enforcement Officer at the 2018-2019 FY Budget Workshop

Violation types for review were presented. Questions and comments received responses from Mrs. Engelmann, Mr. Wiberg, Mr. Hammel, and Finance Director Merkel.

Mayor Bass had questions which were responded to by the same Staff members.

Board Direction Sought

Staff is seeking direction regarding the Board's priorities for code enforcement within the Village.

Would one full time employee be better than two part-time?

Consensus was for Mr. Hammel and Mr. McNellis to address this issue.

2. Discussion Concerning Emergency 9-1-1 Calls from Cellular

This item was presented by Mrs. Engelmann and Chief LaMantia using PowerPoint.

Purpose of Discussion

To provide information regarding how wireless E9-1-1 phone calls are currently routed and a status on future regulations and technology to enhance location accuracy.

Background

*On occasion wireless phone callers who dial 9-1-1 within the Village may experience a neighboring community's dispatch center answering the call.

- Calls are transferred using a hard or soft transfer depending upon the nature of the call
 - + Hard transfer- the call is released from the dispatch center to the correct dispatch center
 - + Soft transfer – the original dispatcher remains on the phone with the caller and works with the dispatcher in the location where the caller is located to address the problem

Current Technology

- *Approximately 70 percent of E9-1-1 calls are placed from wireless phones
 - +Federal Communications Commission (FCC)
 - Calls received from wireless phones are not associated with a fixed location or address/
 - + Location of the wireless site closest to the E9-1-1 caller may provide a general location, but not an exact location

FCC Rules on Wireless Telephone Calls

- *All wireless service providers must transmit E9-1-1 to Public Safety Answering Points “PSAP”
- *Wireless service providers must provide the PSAP with the telephone number of the originator of a wireless E9-1-1 call and the location of the cell site or base station transmitting the call.
- *Location information must include the latitude and longitude of the caller
 - Accurate within 50 to 300 meters depending upon the location of where the technology is being used
- *Current wireless technology makes it challenging to locate wireless phone calls to the correct E9-1-1 dispatch center
 - Issue that exists throughout the United States.

Next Generation E9-1-1 (NG E9-1-1)

- *Requirement to update E9-1-1 service infrastructure to improve emergency dispatch services in order to improve wireless phone technology
 - Address location accuracy from wireless phone calls, enable the public to transmit text, images, video and data to a dispatch center

State of Illinois Implementation

This is to include three phases:

Phase I – December 21 2016 to October 27, 2017

- Assessment of current E9-1-1 network,
- Survey of all PSAPs and 7 Town Hall meetings for input
- Feasibility Report of the readiness and recommendations will be generated

Phase II – December 30, 2017 to May 11, 2018

- Request for Proposal will be developed for a Next Generation E9-1-1 System Network Provider

Phase III – May 14, 2018 – July 1, 2010

- Next Generation E9-1-1 System Network Provider selected, implementation of the system

It was noted that that the system will not become available immediately.

FCC Communication

*Staff discussed wireless E9-1-1 calls with an employee from the Public Safety and Homeland Security Bureau of the FCC

- Confirmed misroutes are a result of locations of the carrier cell sites and how the calls are routed
- Problem exists nationwide and the FCC continues to examine the issue

*FCC recommended contacting cellular carriers to ask for the locations of their sites and how calls are routed

- The Village contacted cellular carriers within the last year to review site locations, cellular carriers stated that the sites were properly directed
- Staff will monitor misroutes and provide further information to the FCC if necessary

The Village will generate data from Skokie

Questions and discussion ensued, clarification was provided by Chief LaMantia and Mr. Wiberg.

Neighboring Communities

The communities of Skokie, Wilmette, Glencoe and Niles were contacted for information regarding calls for other communities. All had some report of calls for other communities.

Conclusions

*Wireless phone technology presents issues for locating E9-1-1 callers due to the mobility of the technology

- Problem is persistent throughout the United States

*Dispatch Centers have transfer mechanisms to address misroutes

*The Federal Government and the State of Illinois are working towards implementing Next Generation E9-1-1 program

3. Status Report Concerning Consolidated Emergency Dispatch This item was presented by

The item was presented by Mrs. Engelmann in a joint effort with Chiefs Hansen and LaMantia, using PowerPoint.

Consolidated Dispatch

*On November 1, 2016, the Village Board approved a five year Intergovernmental Agreement (IGA) with the Village of Skokie to provide police, fire and paramedic dispatch services to the Village

*March 1, 2017 the Village of Skokie began dispatching police calls

*April 24, 2017 the Village of Skokie began dispatching all fire and paramedic service calls

*The Village's E9-1-1 infrastructure is connected to the Village of Skokie through fiber communications line

*The Police Department connects to the Village of Skokie's computer aided dispatch (CAD) system through an interface that was designed so that each call for service is electronically imported into the records management system

*The Fire Department shares the same records management system with the Village of Skokie

*The Village of Skokie answers and dispatches all Lincolnwood E9-1-1

- 7Am to5PM Monday through Friday Records Clerks in the Village's Police Department answer administrative and non-emergency police phone calls as well as greet and assist visitors
- Prior to 7AM and after 5PM Monday through Friday and on weekends visitors can access a Police Officer by using a phone in the Police Department vestibule that connects directly to the Skokie dispatch center
 - + A police officer will be dispatched if one is needed to the Police Department vestibule

*Consolidation costs were approximately \$300,000

- Estimated savings of \$292,000 over five years when compared to in-house dispatching

Fire and paramedic response times were displayed (April 24, 2017 to August 24, 2017). Response times meet or exceed national standards.

Community Feedback

*Immediately following the transition, staff identified several administrative, non-emergency telephone lines that did not transfer after 5PM to the Skokie Police Department

- Calls would ring in various voicemail extensions within the Police Department
- The lines were part of a group that needed to be routed together to Skokie
- The problem has been corrected

*The Police Department received constructive feedback regarding dispatcher handling of two calls

- Every call to the Skokie dispatch center is recorded
- Lincolnwood Police Department Supervisors have the ability to review calls
 - + Upon review, in both instances, the on-duty dispatcher acted properly and professionally

Benefits

*Benefit to emergency services Mutual Aid

- Two Police and Fire Departments are dispatched by one communications center
- Dispatchers are able to deploy more officers, firefighters and paramedics in less time in response to an emergency situation
- Staff has access to Automated Vehicle Location (AVL), information on monitors in the Police and Fire stations within Lincolnwood
 - + Officers can see the location of the vehicles as they move through the community or to and from area hospitals
 - + The location of Skokie vehicles can also be viewed

Summary and Next Steps

- *Response times have not been affected and in some instances have been removed
- *Mutual Aid benefits are seen as a result
- *Staff is continuing to work with the Village of Skokie as the State of Illinois reviews the Village's consolidation program and policies
 - Minor administrative amendments regarding how E9-1-1 funds are remitted to the Village will most likely be necessary
 - Staff anticipates bringing an amendment for consideration to the Village Board by December of 2017
 -

Discussion ensued regarding how other municipalities are handling this transition.

4. Discussion Concerning Police Department Lobby Hours

The item was presented by Chief LaMantia using PowerPoint.

Expanding Lobby Hours – Calls Made From Vestibule March 1 to August 22, 2017

Assistance – 629

Emergency – 0

General Assistance Per Day (Average) – 3.59

General Assistance Monday through Friday from 5PM to 9PM (Total) – 203

Average General Assistance Monday through Friday from 5PM to 9PM (Per Day) – 1.18

Discussion ensued. Chief spoke of procedures for handling requests after 5PM

Eleven municipalities with Outsourced Communications were contacted for information regarding lobby hours. This information was exhibited.

Expanding Lobby Hours – Annual Cost

- *Full-time records clerk - \$60,000 including benefits
- *Part-time records clerk - \$27,000 including benefits
- *A minimum of five full-time employees is required to staff one records clerk position 24/7
- *The Police Department I budgeted for two full-time records clerks (\$120,000) and one-time records clerk (\$27,000) for a total of \$147,000 in FY2017/18.
- *Annual Cost to staff five records clerks is \$300,000
- *Annual Cost to expand lobby hours 24/7 is an additional \$143,000
- *Annual Cost to expand lobby hours to include 5PM to 9PM Monday through Friday is an additional \$27,000

Expanding Lobby Hours – Challenges

- *The Village is saving \$58,000 annually by contracting with Skokie
- *Limited tasking for records clerks working after regular business hours
- *Limited supervision for records clerks working after regular business hours

Options were reviewed. Additional discussion took place regarding panic buttons and motion detectors in vestibule.

Consensus was to go ahead with the panic button and to try to find extra hours for coverage.

5. Discussion Concerning a Potential Welcoming City

The item was presented by Chief LaMantia using PowerPoint.

Background

*Human Relations Commission, the Multi-Cultural Task Force and a group of interested persons within the community have reviewed and discussed the possibility of a Welcoming City Resolution or Ordinance.

*Many communities, including Evanston, Skokie, Morton Grove and Oak Park have adopted a Welcoming City Resolution or Ordinance

- Neither preempts State or Federal law.

Common Information Included

*Contain statements of recognition, understanding, acceptance and appreciation of the value of a diverse community

*State that people of all races, ethnic backgrounds and religious backgrounds are welcome

*Affirm that all people will be treated with respect and dignity, including undocumented citizens

*Discourage unlawful discrimination

*Support the equal treatment of all individuals, regardless of national origin

*Clarify by official action that trust and cooperation between the community and the Police Department are critical to achieving public safety goals

Skokie's Resolution was exhibited.

Potential Benefits

*Avoidance of Civil Rights Liability

*Community Policing

*Compliance with State Law

- August 28, 2017, Governor Rauner signed into law Senate Bill 31 titled the “Illinois Trust Act”. Under this new state statute. Local governments will more or less be required to become “sanctuary” jurisdictions

The Illinois TRUST Act

- *Imposes limits on local government compliance with immigration detainer requests and imposes limits on immigration-status-based law enforcement activities (such as stops, arrests and searches)
- *Does not include a home rule limitation, so Lincolnwood has authority to adopt a local Ordinance in contravention of the new law.

Attorney Elrod stated that it is not necessary to adopt this to be in compliance.

Potential Drawbacks

- *Loss of Grant Funding
- *Risk of Targeting by Department of Justice and Immigration and Customs Enforcement

Options

- *Status Quo
 - Direct Staff to continue to seek and recommend additional methods to recognize, educate and increase the understanding and acceptance of the Village’s diversity
 - Direct the Village Attorney to prepare a Resolution or Ordinance, stating the Village is a Welcoming City. Identifying current practices demonstrating its commitment, and, as specified by the Board, directing Village Staff to take or refuse to take certain related actions.

Discussion ensued.

Trustee Cope moved to Table, seconded by Trustee Sugarman.

This could be brought to the Board at a later date.

The motion passed with a Voice Vote.

Resident Rayon Grossman spoke in favor of local “Welcoming Ordinance”. Mr. Grossman stated that we must stand up for what is right.

6. Discussion Concerning Residential Sprinkler Regulations

The item was presented by Fire Chief Hansen and Battalion Chief Heineman using PowerPoint.

Sprinkler Codes in Lincolnwood

*All new homes built since January 2006

- Adopted NFPA 101: Life Safety Code (2012)
- Adopted IRC: Appendix P (2009)

*To Date: 110 homes completed – 14 in plan phase

*Current Code does not require sprinklers in additions

The following dates were presented as having Sprinkler Discussion Meetings:

June 14, 2013 – COTW

August 14, 2013 – CORB

July 8, 2014 – CORB

August 26, 2014 – CORB

December 16, 2014 – COTW

Proposed Residential Addition Requirement Approved by CORB

*Whenever a residential dwelling undergoes construction resulting in an addition that is 50% or greater than the size of the original structure, the entire structure shall be subject to the fire sprinkler protection requirements in accordance with the adopted codes applicable to new construction for the occupancy.

The current definition of “Rehabilitation Area” was exhibited as was the CORB Recommendation.

Current Sprinkler Code Building Rehabilitation

The “Life Safety Code” addresses this in Chapter 43 Building Rehabilitation” where it states:

43.6.4 Extinguishing Systems

*43.6.4.1 – In a building with rehabilitation work areas involving over 50 % of the aggregate building area, automatic sprinkler systems shall be provided on the highest floor containing a rehabilitation work area and on all floors below in accordance with the requirements of other sections of this Code applicable to new construction for the occupancy

*43.6.4.2 – On any story with rehabilitation work areas involving over 50% of the area of the story, a sprinkler system shall be provided throughout the story in accordance with the requirements of other sections of this Code applicable to new construction for the occupancy

Rehabilitation Change Approved by CORB (In Italics)

Proposed Change Approved By CORB

*43.6.4.1 – In a building with rehabilitation work areas involving *modification or reconstruction of over 50% of the aggregate building area, and/or when 50% or more of aggregate wall and ceiling finishes (plaster, plaster board, gypsum board, suspended ceiling systems, etc.) is being removed down to the framing* automatic sprinkler system shall be provided on the highest floor containing a rehabilitation work area and on all floors below in accordance with the requirements of other sections of this Code applicable to new construction for the occupancy

*43.6.4.2 – On any story with rehabilitation work areas involving *modification or reconstruction of over 50% of the area of the story, and/or when 50% or more of aggregate wall and ceiling finishes (plaster, plaster board, gypsum board, suspended ceiling systems etc.) is being removed down to the framing* a sprinkler system shall be provided throughout the story in accordance with the requirements of other sections of this Code applicable to new construction for the occupancy

A Building Rehabilitation Work Form was exhibited.

Two Year Summary

*52 Plans reviewed

*33 homes had less than 50% Rehab work and didn't need a sprinkler system (64% of applications)

*19 had more than 50% Rehab work and needed a sprinkler system (36% of applications)

Options

*No Changes to Current Code

*Proposed Residential Additions Language

*Proposed Changes to Building Rehabilitation Code Language Omitting Repair and Renovation

*Proposed Changes to Building Rehabilitation Code Language to Add Triggers of 50% of the Aggregate wall and Ceiling Finishes, and Removing Wall, Ceiling to the Framing

7. Discussion Concerning the Potential Referral to the Plan Commission of a Zoning Code Text Amendment Regarding Auto Uses

The item was presented by Mr. Hammel using PowerPoint.

Current "O" Office District Boundaries were exhibited.

Current "O" Office District Permissions

*Examples of Permitted Uses:

- General Offices
- Medical Offices and Clinics
- Parking Facilities
- Light Manufacturing
- Parks and Playgrounds

*Examples of Special Uses:

- Recreational Facilities
- Wholesale and Warehousing
- Trade Schools
- Research Laboratories

*Auto/Light Truck Sales and Service Permissions:

- B1 Traditional Business (Special Use Only)
- B2 General Business (Special Use Only)
- MB Manufacturing/Business

Rationale for Proposed Amendment

- *Similarity of Current Permissibility
- *Relationship to the Comprehensive Plan
- *Location along Prominent Arterials
- *Relationship to Adjacent Uses
- *Size of Existing Lots
- *Greater Flexibility for Sales Tax Generating Uses

Relevant Considerations

- *Potential minimum lot size for Auto/Light Truck Sales and Service Uses
- *Location of Service Operations relative to Surrounding Uses
- *Service Uses only as a Supporting Function to Sales
- *Traffic and Parking Management

Retail Overlay District Proposal

Recommendation

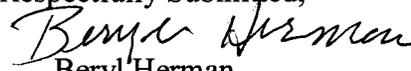
Consider Referral to the Plan Commission of a Text Amendment permitting Auto/Light Truck Sales and Service as a Special Use in the "O" Office District.

Consensus was to move ahead on this item.

Adjournment

At 7:28 PM Trustee Cope moved to adjourn Committee of the Whole, seconded by Trustee Patel.
The motion passed with a Voice Vote.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Beryl Herman".

Beryl Herman
Village Clerk