



**Meeting of the Village of Buffalo Grove
Village Board
Committee of the Whole
October 5, 2020 at 7:30 PM**

Fifty Raupp Blvd
Buffalo Grove, IL 60089-2100
Phone: 847-459-2500

1. Call to Order

A. Open Meetings Act Compliance

Pursuant to Public Act 101-0640 as well as the Disaster Proclamation and Executive Orders issued by Governor Pritzker, this meeting will be held in person with capacity-limited physical attendance. Those not willing or able to physically attend can still fully participate electronically by utilizing the Zoom link below.

Zoom Link: www.vbg.org/october5boardmeeting

Phone: 312 626 6799

Webinar ID: 858 0820 9009

Instructions for how the public can see, listen and/or participate in meetings are listed immediately below this statement.

In accordance with the Open Meetings Act, any person shall be permitted an opportunity to address public officials under the rules established and recorded in the Buffalo Grove Municipal Code. The Village President reserves the right to alter the order of the appearance of speakers to maintain decorum during the meeting.

Due to the COVID-19 pandemic and CDC guidelines for social distancing, physical attendance is limited to 20 persons in addition to Elected Officials and Staff. All seats are on a first come, first served basis. All persons physically attending the meeting will be required to don an appropriate face covering during the duration of the meeting and shall be required to undergo a body temperature scan before entering the Jeffrey S. Braiman Council Chambers. The Village of Buffalo Grove reserves the right to deny entry to any person displaying COVID-19 symptoms or a body temperature exceeding 100.4 degrees Fahrenheit. All meeting participants shall observe CDC-published guidelines for social distancing while attending the meeting.

B. Pledge of Allegiance

2. Special Business

- A. Coal Tar Sealant Discussion (Trustee Pike) (Staff Contact: Darren Monico)**
- B. Rental Inspections Program (Trustee Smith) (Staff Contact: Chris Stilling)**
- C. 2021 Strategic Goals (President Sussman) (Staff Contact: Jenny Maltas)**

3. Questions From the Audience

Questions from the audience are limited to items that are not on the regular agenda. In accordance with Section 2.02.070 of the Municipal Code, discussion on questions from the audience will be limited to 10 minutes and should be limited to concerns or comments regarding issues that are relevant to Village business. All members of the public addressing the Village Board shall maintain proper decorum and refrain from making disrespectful remarks or comments

relating to individuals. Speakers shall use every attempt to not be repetitive of points that have been made by others. The Village Board may refer any matter of public comment to the Village Manager, Village staff or an appropriate agency for review.

4. Adjournment

The Village Board will make every effort to accommodate all items on the agenda by 10:30 p.m. The Board, does, however, reserve the right to defer consideration of matters to another meeting should the discussion run past 10:30 p.m.

The Village of Buffalo Grove, in compliance with the Americans with Disabilities Act, requests that persons with disabilities, who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the ADA Coordinator at 459-2525 to allow the Village to make reasonable accommodations for those persons.



Information Item : Coal Tar Sealant Discussion

Recommendation of Action

Staff recommends discussion.

Staff recommends discussion of a possible ban on sealants that use coal tar in the Village.

ATTACHMENTS:

- Coal Tar Sealant Memo (DOCX)

Trustee Liaison

Pike

Staff Contact

Darren Monico, Public Works

Monday, October 5, 2020

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: August 27, 2020
TO: Dane Bragg, Village Manager
FROM: Darren Monico, Village Engineer
SUBJECT: Coal Tar Sealant Discussion

Background

Within the last 20 years, coal tar sealants for asphalt pavements have been studied and discussed as a possible environmental contaminant and carcinogen. It was first banned in Austin TX in 2003 and has been banned in many cities, counties, and in 3 states. It is currently being considered to be banned at the state level in Illinois and Wisconsin. The Village of Buffalo Grove last used it in 2018 and we no longer use it in the seal coating of our asphalt parking lots and bike paths. Local cities that have banned it are Highland Park, Winnetka, Deerfield, South Barrington, Vernon Hills, Riverwoods, Northbrook, Mount Prospect, Glenview, Wilmette, and Evanston.

Coal tar pitch comes from the coking of coal in the production of steel. This coal tar pitch is then used in coal tar sealants which are used for sealing asphalt such as parking lots, bike paths, and resident's driveways. There are numerous studies that show coal tar sealants contaminate the environment and create an elevated risk of cancer including this EPA study that can be found here at this website link - <https://nepis.epa.gov/Exe/ZyPDF.cgi?Dockkey=P100ECC8.txt>. The EPA found that coal tar sealants have 1,000 times more polycyclic aromatic hydrocarbons (PAHs) than asphalt based sealers and that asphalt surfaces sealed with coal tar release between 100 to 1,000 times more PAH's than surfaces sealed with asphalt based sealants.

Both types of sealants, coal tar and asphalt based, have similar prices and last for comparable durations. There are studies available that show both sides of this argument and I was not able to find a significant difference in either side as far as cost and performance. The local Ace Hardware in Buffalo Grove does not sell driveway sealants that use coal tar.

Items for Consideration

There are a few options for addressing the use of coal tar sealants.

1. *Create a Village Ordinance banning the use and sale of coal tar sealants.*

Staff Response: Currently, the Village does not require a permit for driveway sealing, thus making any ban on its use difficult to enforce.

2. ***Create a Resolution encouraging residents and businesses not to use coal tar sealants.***

Staff Response: While this option would not allow for Village enforcement, through an educational campaign to residents and businesses, the Village could effectively reduce the use of coal tar sealants. This issue may also be addressed at the State level.

3. ***Do not create an Ordinance or Resolution.***

Staff Response: Should the Board recommend this option, the Village would continue to not use any coal tar sealants in accordance with our current practice.

Staff Recommendation

Staff is seeking the Board's comments. Staff recommends creating a Resolution encouraging residents and businesses not to use and/or sell coal tar based sealants within the Village of Buffalo Grove. Staff believes we could be just as effective with an educational campaign.



Information Item : Rental Inspections Program

Recommendation of Action

Staff recommends discussion.

In an effort to identify new efficiencies, staff has evaluated the Residential Rental Program. The program's structure and fees have not changed since its inception 8 years ago. Through analysis of the program and comparison to surrounding communities, staff believes that the existing program is in need of improvements, namely around the fee structure and inspection frequency. Staff is requesting the Village Board feedback on the attached proposed modifications. It is timely to move on the program so that the Budget can incorporate revised fee and fines as well as the new ERP can incorporate the program's operations.

ATTACHMENTS:

- Final Rental Program COW Memo 10.1.20 (DOCX)

Trustee Liaison
Smith

Staff Contact
Chris Stilling, Community Development

Monday, October 5, 2020

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: October 1, 2020

TO: Dane Bragg, Village Manger

FROM: Nicole Woods, Deputy Director of Community Development

SUBJECT: Modifications to Residential Rental Housing Program

BACKGROUND

In 2012, the Village of Buffalo Grove instituted a Residential Rental Program to help maintain a high standard of living and protect the Village's home values and quality. At its core, the program requires the owners of rental units to obtain/renew an annual Residential Rental License. The license includes an application, registration fee, and inspection. Inspections for rentals in condominiums, duplexes, row homes, townhomes, or single-family homes (CDRTS), are performed on an annual basis. Inspections for apartment complexes are also annual and are conducted on approximately 25% of the complex's units. The administrative functions of the program are administered by the Administrative Services Manager (formerly Permit Coordinator) and Permit Clerks, while the inspection functions are performed by the Building and Property Maintenance Inspectors, Building Commissioner, as well as Plan Reviewer.

The Village's multi-family complexes have remained fairly static over the years and include five complexes which have equated into staff inspecting approximately 357 units annually (25% of each complex's total units). The number of CDRTS rental licenses in Buffalo Grove has increased by 61% from 665 in 2016 to 1,071 in 2020. Thereby dramatically increasing the Village's workload in terms of coordination, management, and inspections.

In an effort to identify new efficiencies, staff has evaluated the Residential Rental Program. The program's structure and fees have not changed since its inception 8 years ago. Through analysis of our program and comparison to surrounding communities, staff believes that the existing program is in need of improvements, namely around the fee structure and inspection frequency. Currently the Village's flat fee and inspection frequency structures do not incentivize compliance as well as accountability from the property owner and suggest potential excessive labor on behalf of the Village. Such a structure is not economically beneficial and sustainable for the Village to continue. Program restructuring is particularly timely given the Community Development Department's staff reduction (due to VSI program and other restructuring), and underlying effort to become more efficient in its services. At the same time, the department would like to revise the program before the new ERP software program, which could automate the program and thereby reach further efficiencies.

This memo serves to provide an overview of the proposed modifications to the program and highlight the implications of these changes.

RENTAL PROGRAM ELEMENTS TO BE RETAINED VS MODIFIED

Overall, the Residential Rental Program would operate to achieve the same goal, which is to help maintain a high standard of living and protect the Village's home values and quality. To help the Village better and more efficiently achieve this goal, Staff analyzed its currently program as well as examined the Residential Rental Programs amongst 23 comparable communities including Wheeling, Palatine, and Rolling Meadows. Through this evaluation, staff proposes that the program would retain some elements and modify others.

Program Elements to be Retained

The following elements are recommended to remain as they appear to be work well are in-line with other communities. Where appropriate, staff has also provided a comparison of how these elements compare to other comparable communities.

- **Annual license.** Rental licenses would be required to be obtained/renewed on an annual basis based upon the calendar year.
Comparable communities: Almost all communities require rental licenses on an annual basis.
- **Rental licenses are unique to the property and owner.** Each rental property requires a unique license. New ownership requires a new rental license.
- **Code-based inspection.** Rental inspections would be based on the Property Maintenance Code.
- **Accompanied inspections.** Inspections would still require a property owner or local agent to be present on-site for inspections.
- **Inspections can be performed on a complaint basis.** It is important to note that inspections will also continue to be performed on a complaint basis through the Village's property maintenance program.

Program Elements to be Modified

The following elements are proposed to be modified so to better align with service levels and fees of comparable communities. In addition, these changes can help incentivize compliance as well as accountability from property owners and reduce multiple inspections. Most of these types of incentives and tiered modifications mirror Palatine's rental program structure.

- **Slightly increased license fee.** The fee would increase from \$75 to \$85 for rentals in condominiums, duplexes, row homes, townhomes, and single-family homes. The fee for multifamily buildings would also slightly increase. Currently there is a charge for \$150 per building and \$30 per unit, which would be increased to \$150 per building and \$40 per unit. For multi-family units, the program would continue to only inspect 25% of the units on an annual basis.
Comparable communities: Most registration fees were between \$75 to \$95 for CDRTS rentals and then between \$100 to \$150 per building and between \$20 and \$50 per unit for multi-family units.

- Late Registration Fees are increased and tiered.** The existing program charges a late fee of \$75, while the proposed program would charge a late fee of \$85 within 30 days of expiration date and \$170 for over 30 days of expiration date.
Comparable communities: Some communities charge late registration fees between \$50 to \$150. Few, such as Palatine, do a tiered late fee.
- Re-inspection fees are increased and tiered.** The current program does not charge for the first re-inspection but does charge \$50 for any additional re-inspections. The proposed program would charge \$50 for the first re-inspection, \$75 for the second and \$125 for the third.
Comparable communities: Re-inspection fees range from \$30 to over \$175, however most tend to be around the \$70-\$90. Few, such as Palatine, do a tiered re-inspection fee.
- Establishes inspection absentee and cancellation fees.** The existing program does not penalize those who are absent from scheduled inspections or provide last minute cancellations. The proposed program would charge \$60 for absentee inspection and \$60 if cancellations occur within 24 hours of the scheduled inspection.
Comparable communities: Palatine does have an absentee fee of \$69 and cancellation fee of \$69. Absenteeism and last-minute cancellations are a significant problem for the BG Rental Program and the hope is that such penalties can minimize these occurrences.
- Biennial vs annual inspections based upon compliance with code.** If a rental unit in a condominium, duplex, row home, townhome, or single-family home receives three or less violations, they are still required to retain a license the following year, however an inspection is not required. Those rental units that have four or more violations would be required to have an inspection the following year.

The Table below provides an overview of the existing and proposed fees and inspection structure associated with the existing and proposed rental program.

Table 1. Fee Structure and Inspection Frequency in the Current vs. Proposed Program

			Currently	Proposed
Fees	License Registration Fees	Single family home, Condominium, Townhome, or Rowhouse	\$75 between January 1st and June 30th	\$85
		Multi Family	\$150 per building plus \$30 per dwelling unit	\$150 per building plus \$40 per dwelling unit
	Related Fees	Late Registration Fee	\$75	\$85 within 30 days of expiration date and \$170 over 30 days of expiration date
		Re-inspection Fee	1st Re-inspection: Free (Included in License Fee) 2nd + Re-inspection: \$50	1st Re-inspection: \$50 2nd Re-inspection: \$75 3rd + Re-inspection \$125
		Inspection Absentee Fee	NA	\$60
		Inspection Cancellation Fee	NA	\$60

		Current	Proposed
Inspections	Single family home, Condominium, Townhome, or Rowhouse	Annually	0-3 Minor Violations – Biennial 4+ Violations - Annual
	Multi Family	25% of Units - Annually	25% of Units - Annually

PROJECTED OUTCOMES

Staff anticipates that the modifications to this program would result in the following projected outcomes.

Reduce Excessive Inspections and Associated Workload

Most single-family home, condominium, townhome, or rowhouse rental units and landlords are compliant with property maintenance codes and do not pose significant concerns. Staff estimates that in recent years approximately 75% of CDRTS rentals pass after the first inspection. In applying 2019's total number of rental units of 1,143 units this percentage equates to approximately 850 rental units.

Applying the new rental program to the 2019 total number of units, would allow 850 rental units to be inspected biennial and thereby save approximately 320 hours annually or (640 every two years) of staff time just on inspections alone. Given our soon-to-be implemented contract inspection model, this could save us approximately \$17,000 annually. This is rough calculation only uses estimates based upon those rentals that pass after the first inspection and does not include those with 1-3 minor violations. Moreover, the estimate also does not include the administrative workload associated with scheduling inspections.

Increase Compliance and Accountability

The program's current structure puts much of the responsibility on Village staff to be sure all rentals have been registered, paid, as well as scheduled for an inspection or re-inspection. This may have been suitable in the early years of the program but now given its longevity and increase in rental volume, it is appropriate to have the property owners take greater responsibility for their rental properties. It appears that other communities have also shifted to a similar approach.

Retain Service Level

Staff feels that even with these structural changes, Buffalo Grove can still retain its high level of service in monitoring Buffalo Grove's rental units. The new proposed program structure does not diminish the service level but instead prioritizes its resources to those actors and units that pose the most serious threat to the Village reaching its service goal.

COVID-19 IMPACTS AND IMPLICATIONS

The Covid-19 pandemic has affected the implementation of the residential rental program in 2020. Prior to the March shelter-in-place order, staff received a total of 1,071 rental licenses for CDRTS rental units. Approximately 731 of these rental units were passed prior to the shelter-in-place order. Once the shelter-in-place order was established, all rental inspections were postponed. For the remaining of the 2020 year, approximately 340 CDRTS rental units need inspection/re-inspection as well as approximately 357 multi-family units need to be inspected.

Communities have varied responses to rental inspections in light of Covid-19. Some communities have had inspections and allowed tenants or property owners to write a letter and opt out due to health concerns. Other communities are doing inspections that are solely exterior, or perform them for units that are new or have new owners, and/or for units that are unoccupied. Buffalo Grove will monitor the Covid-19 levels on a local level and can decide how best to proceed on this issue.

If the program is established, the Village could apply biennial inspection feature for CDRTS units retroactively and allow those that were passed with 0-3 minor violations (which will likely be around 500-600 units) to skip a rental inspection in 2021 and be inspected again in 2022. In this

manner, the Village may want to look and hold the remaining 340 CDRTS inspections for 2021. This could effectively help to more evenly distribute CDRTS rental inspections to every other year.

NEXT STEPS

Staff is looking for the Village Board to provide some comments and feedback on this proposed modifications. It is timely to move on the program so that the Budget can incorporate revised fees and fines as well as the new ERP can incorporate the program's operations.



Information Item : 2021 Strategic Goals

Recommendation of Action

Staff recommends discussion.

Attached are the proposed 2021 strategic plan goals. Jennifer Maltas will review the goals with the Village Board during the meeting.

ATTACHMENTS:

- 2021 Strategic Plan Goals (DOCX)

Trustee Liaison
Sussman

Staff Contact
Jenny Maltas, Office of the Village Manager

Monday, October 5, 2020	
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2021 DEPARTMENTAL GOALS AND ACTIONS

SERVICE OPTIMIZATION



Action Step	Strategic Initiative	Budget Program	Priority
Implement an enterprise level community development solution	Internal Operations	Planning, Zoning, and Development	High
Continue to seek accreditation of fire department	Internal Operations	Public Safety	Medium
Develop a formal program for company level fire inspections	Internal Operations	Public Safety	Medium
Incorporate an infrastructure report in to the 2020 budget document	Internal Operations	Financial Management	Medium
Implement an employee intranet	Internal Operations	Human Resources	High
Work with the Buffalo Grove Community Foundation to create a strategic plan	External Service Provisions	General Administration	Medium
Continue performing a comprehensive update of the village code	External Service Provisions	General Administration	High
Continue to update the village's liquor licensing process	Internal Operations	General Administration	Medium
Continue records management program	Internal Operations	General Administration	Low
Continue to participate in the minority recruitment program	Internal Operations	PD Public Safety	Medium
Mental health calls for service analysis and presentation to Village Board	Internal Operations	PD Public Safety	Medium
Implementation of the public works strategic plan	Internal Operations	General Administration	High
Develop emergency communications scripts	Internal Operations	General Administration	Medium
Begin to review policies across departments to address any issues with inclusion and equity	External Services Provisions and Internal Operations	General Administration	High
Develop strategy for translation services for in person/phone contact and documents	External Service Provisions	General Administration	Medium
Implement Office 365	Internal Operations	General Administration	High
Evaluate the snow and ice operations for alternative options and efficiencies	Internal Operations	Snow and Ice	High
Joint social worker analysis to determine if another social worker would be beneficial for police and fire operations	External Service Provisions	Public Safety	Medium
Evaluation the reorganization of IY Services	Internal Operations	PD Public Safety	Medium
Improve the internal efficiency of the audit process	Internal Operations	Finance	Medium

2021 DEPARTMENTAL GOALS AND ACTIONS

FINANCIAL STABILITY



Action Step	Strategic Initiative	Budget Program	Priority
Develop options for the future of the Arboretum Club lease	Cost Control	Financial Management	High
Create a list of sources of revenue that the Village does not currently collect	Revenue Diversification	Financial Management	Medium
Align community development fees with new service delivery options available through a comprehensive enterprise system	Revenue Diversification	Financial Management	Medium
Evaluation of the Fleet Services Division	Cost Control	Financial Management	High

COLLABORATION



Action Step	Strategic Initiative	Budget Program	Priority
Create a manufacturing awareness program for high school students	Relationships with BG Entities	Planning, Zoning, and Development	Low
Develop a series of educational workshops regarding the budgeting process for employees	Employee Development and Engagement	Financial Management	Low
Develop a formal recruitment strategy	Employee Development and Engagement	Human Resources	Medium
Develop a formal succession planning strategy	Employee Development and Engagement	Human Resources	Medium
Continue to develop a comprehensive community engagement strategy	Citizen Engagement	General Administration	High
Perform the 2020 citizens survey	Citizen Engagement	General Administration	Medium
Perform an emergency table top exercise with staff and elected officials	Relationships with BG Entities	Public Safety	Medium
Develop new strategies for emergency communications with residents – water main breaks and emergency road closures	Citizen Engagement	Public Works	High
Develop a comprehensive program for remote delivery of internal services to employees	Employee Development and Engagement	Human Resources	High
Develop a regular remote town hall meetings with employees	Employee Development and Engagement	Human Resources	Medium

2021 DEPARTMENTAL GOALS AND ACTIONS

ECONOMIC DEVELOPMENT



Action Step	Strategic Initiative	Budget Program	Priority
Continue the development of the 2040 Comprehensive Plan	Land Use and Development	Planning, Zoning, and Development	High
Continue to work with developers regarding the Town Center Property	Land Use and Development	Planning, Zoning, and Development	High

INFRASTRUCTURE SUSTAINABILITY



Action Step	Strategic Initiative	Budget Program	Priority
Create a strategy for the future of the village's facilities	Planning and Programming	Planning, Zoning, and Development	High
Utilize the Greenest Regions II Compact to develop a sustainability plan	Environmental Sustainability	Financial Management	Low
Implement new records management system and computer aided dispatch systems	Planning and Programming	PD Public Safety	High
Present the study of the village's storm water system to the Village Board	Planning and Programming	Engineering	High
Explore a potential special service area for utility improvements in the Prairie View area	Program Funding	Engineering	Low
Complete large SCADA Upgrade	Planning and Programming	Utilities	High
Continue implementation of the Infrastructure Modernization Program	Planning and Programming	Engineering	High