



**THE STRATEGIC PLANNING AND DIRECTIONS SPECIAL MEETING
OF THE CITY OF PROSPECT HEIGHTS WAS HELD ON
TUESDAY, JANUARY 20, 2026 AT 6:00PM**

CALL TO ORDER AND ROLL CALL – At 6:05 PM, Mayor Ludvigsen called to order the Strategic Planning and Directions Special Meeting at City Hall, 8 N Elmhurst Road, Prospect Heights, IL 60070.

Assistant to the City Administrator Austin called roll.

ELECTED OFFICIALS PRESENT – Mayor Ludvigsen, Alderman – Cameron, Anderson, Morgan-Adams, Dash, Dolick, City Clerk Prisiajniouk

ABSENT – Treasurer Tibbits with prior notice

OTHER OFFICIALS PRESENT – City Administrator Falcone, Assistant to the City Administrator Austin, Chief Derman, Director of Public Works Roscoe, Building and Development Director Peterson, Finance Director Grieco, Assistant Finance Director Tannehill.

PUBLIC COMMENT ON AGENDA MATTERS (*Five Minute Time Limit*) – None

STRATEGIC PLANNING AND DIRECTIONS PRESENTATIONS

A. ADMINISTRATION

- 1) Informational Accessibility Improvements
- 2) Present and Potential Online Services and Features for Residents/Businesses
- 3) Internal Grant Project Management Software
- 4) Expansion of Online Payments

Assistant to the City Administrator, Austin's presentation focused on improving accessibility and customer service through enhanced digital tools and processes. Staff discussed ongoing improvements to information accessibility and efforts to ensure residents can more easily access City information and services. An overview was provided of current and potential online services, including moving business and liquor license renewals online and further expanding the use of Xpress Bill Pay. The Administration also highlighted the goal of streamlining internal and external processes by identifying an online platform that can serve multiple departments needs. In addition, staff reviewed the proposed implementation of an internal grant and project management software to improve tracking, coordination, and reporting of grant-funded and capital projects.

B. PUBLIC WORKS

- 1) In-Progress Pending Capital Improvement Projects
- 2) Future Sidewalk Projects

- 3) Road Resurfacing and Road Improvement Bond Discussion
- 4) City Facility Projects- Police Department, City Hall, Metra
- 5) Utility Planning
- 6) Future Capital Projects
- 7) Maintenance Crew Staffing Review

Director of Public Works Roscoe provided a comprehensive update on in-progress and planned capital improvement projects throughout the City. Updates included sidewalk engineering and construction projects, stormwater initiatives, levee repairs, and major infrastructure efforts such as the Willow Trails and Hillcrest Lake projects. Staff discussed future sidewalk priorities, road resurfacing needs, and the anticipated road improvement bond to address ongoing pavement deterioration. City facility needs were reviewed, including improvements to the Police Department, City Hall, and Metra facilities, along with long-term utility planning for water and sanitary systems. The presentation concluded with a review of future capital projects, maintenance staffing levels, and the recent implementation of Public Works software to better track work orders, labor hours, and infrastructure trends.

C. POLICE DEPARTMENT

- 1) Police Station Upgrades
- 2) Equipment Upgrades
- 3) Staffing Discussion
- 4) Remodeling/Parking Considerations

Chief Derman presented an overview of recent achievements, planned facility upgrades, and long-term staffing and equipment needs. Staff reviewed proposed police station improvements, including remodeling, parking lot expansion, and enhancements aimed at improving officer safety and workplace conditions. Equipment upgrades and ongoing investments in technology, vehicles, and training were discussed, many of which are supported through grant and DEA funding. The department also addressed staffing challenges, noting increased calls for service and the need to add officers to maintain service levels and reduce overtime. The presentation emphasized a commitment to supporting officer wellness and ensuring the department remains well-equipped to serve the community.

D. COMMUNITY AND ECONOMIC DEVELOPMENT

- 1) Development Opportunities & Challenges
- 2) Status of Major Strategic Initiatives
- 3) Goals for 2026

Building and Development Director Peterson's presentation highlighted current development activity, opportunities, and challenges facing the City. Staff reviewed recent permit activity, major commercial and residential projects, and redevelopment efforts across several corridors and commercial centers. Ongoing strategic initiatives were discussed, including the zoning code rewrite, records retention and digitization efforts, and building code updates that have improved the City's rating and regulatory compliance. Challenges related to limited developable land, vacant commercial properties, and market conditions were also outlined. The department concluded with a discussion of goals for 2026, focusing on redevelopment, efficiency improvements, and enhanced customer service.

E. FINANCE DEPARTMENT

- 1) Cash Management
- 2) Software of Vehicle Stickers
- 3) Police Pension Funding and Forecast
- 4) Debt Service & Referendum

- 5) Capital Plan Funding
- 6) General Fund Revenue

The Finance Department provided an overview of the City's financial position and long-term fiscal planning. Topics included cash management strategies, investment performance, and the review of new vehicle sticker software to improve efficiency and accuracy. Staff presented an update on police pension funding and forecasts, outlining key assumptions and long-term obligations. The presentation also reviewed current debt service, the upcoming bond payoff, and potential timing for a future referendum. Finally, the department discussed capital plan funding, general fund revenue trends, and forecasts, noting areas of strength as well as anticipated revenue challenges.

CITY COUNCIL PLANNING DISCUSSION – None

PUBLIC COMMENT ON NON-AGENDA MATTERS (*Five Minute Time Limit*) – None


ADJOURNMENT – At 9:18 PM, Alderman Dash moved to Adjourn; seconded by Alderman Anderson.

VOICE VOTE: All Ayes, No Nays

Motion carried 5 – 0

Approved by the Prospect Heights City Council on this the 9th day of February, 2026


City Clerk Prisiajniouk


Mayor Patrick Ludvigsen
Acting Mayor Dolick

