

MINUTES OF THE SPECIAL MEETING OF THE BUDGET WORKSHOP OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 26, 2009, AT THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The workshop was called to order at the hour of 6:30 p.m. by Acting Village President Robert Napoli.

2. ROLL CALL

Those present at roll call were Trustees Dennis Baker, Terrence Kelly, Michael Mistele, Paul Schoenbeck, Sandra O'Connor, Timothy McMahon and Acting President Napoli. ABSENT: None. Also present were Village Clerk Leroy Hansen, Village Administrator Phil Modaff, Chief of Police Edward Konstanty, Director of Finance Sue Stanish, Director of Municipal Service Tim Halik, Village Planner Sara Hage, Deputy Chief Pat Foley, Deputy Chief Mark Shelton, Superintendent of Parks & Recreation Walter Righton and Administrative Intern Garrett Hummel.

A QUORUM WAS DECLARED

3. GENERAL BUDGET OVERVIEW

Administrator Modaff provided a general overview of the proposed FY2009-10 Budget. He advised the Board that the theme for this year's budget is watching the signs and taking the time to determine the best path to take. Staff approached this year's budget with a great deal of caution with the understanding that things can change quickly that would require us to take another path. At the same time we have made an effort to keep a responsibly steady stance and be careful not to over react before we fully understanding what is the best path to take. The Village of Willowbrook has maintained conservative practices and actually shrinking in the few areas we could afford to shrink. While surrounding agencies are now reacting, the Board has been preparing for this day for many years.

Administrator Modaff advised the Board that the proposed budget contains all existing services and programs. The budget was crafted assuming Red Light Enforcement revenues and expenses. With the Red Light Enforcement program going forward as planned the Village would have 193 days at the end of the year; without Red Light Enforcement revenues we would be at 182 days. The proposed budget presents a surplus with or without the Red Light Enforcement program. It is expected there will be bond sale proceeds left over after we close out 75<sup>th</sup> Street and the Public Works projects.

Director Stanish provided a financial review of the proposed budget:

#### Village Board & Clerk

- Funds for Village strategic planning session - \$5,000
- Village's 50<sup>th</sup> Anniversary Celebration - \$10,000
- Appreciation Dinner - \$3,000

#### Administration

- 27.7% decrease compared to prior year budget
- Organizational Consultant to analyze job duties and updating job descriptions and classifications
- No transfer from the General Fund to the 2008 Debt Service Fund
- Funds for negotiations of the Police Union Contract due to expire April 30, 2010
- Replacement Copier to either lease or buy

#### Finance

- 2.5% decrease in proposed budget
- Technology improvements includes annual support fees for various software programs - no major software upgrades
- Provides funds for network administration services
- Funding for annual financial audit

#### Planning and Development

Planner Hage provided the following highlights with regard to the Planning and Development budget:

- Expenses related to planning and development applications will be offset by related fees
- A number of Economic Development initiatives were implemented:
  - Business Retention Outreach program where staff meets with a Willowbrook business every month
  - Shop Local campaign, which highlights the benefits of shopping locally
  - Created detailed Willowbrook's retail inventory
  - Amendments to the PUD Ordinance that removed barriers to the (re)development of properties
  - Finalizing draft of Comprehensive Zoning Ordinance amendments
- Anticipates fewer and smaller development applications

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- Printing costs for 2010 Census resident participation mailings
- Increase in education reimbursement
- Added fees for dues to AICP and other memberships

#### Parks and Recreation Department

Superintendent Righton provided the following highlights with regard to the Parks Department budget:

- 6.50% decrease in total budget
- Includes seal coating the Community Park parking lot and paths and the Willow Pond parking lot. Project is to be coordinated with the seal coating of the Village Hall parking lot to obtain the best possible pricing.
- Continued progress in making park sites more accessible - \$12,800 to be covered by the Special Recreation tax.
- Additional \$2,500 towards participation in the Seniors and Trip cooperative program.
- Additional \$5,565 to covers cost of providing ADA accommodations for Willowbrook residents in regular recreation programming to be covered by the Special Recreation tax.
- Capital Improvements:
  - Renovation of Waterford Park playground - \$74,000
  - Security lighting improvements at Community Park - \$2,600
  - First phase of installing playground safety signage - \$2,500

#### Police Department

Chief Konstanty provided the following highlights with regard to the Police Department budget:

- Budgeted for full staffing: 19 patrol officers, 4 commanders/1 sergeant, 2 deputy chiefs, 1 chief of police, 4 civilians
- 2.5% increase in overtime due increased sick time
- 25% increase in traffic fines
- Includes two individuals attending the FBI Academy
- Includes funding for a full scale disaster drill
- Funding for Red-light Enforcement costs
- Purchase of six (6) ballistic vests

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- Funding for new K-9 vehicle; originally budgeted for replacement during 2010/11 but due to high mileage and repair costs moved to this year

#### Board of Police Commissioners

Chief Konstanty provided the following highlights with regard to the Board of Police Commissioners budget:

- Increase in Village Attorney fees

#### Municipal Services Department

Director Halik provided the following highlights with regard to the Municipal Services Department budgets:

#### Public Works Budget

- 3.49% overall increase in this budget
- Additional part-time seasonal employee - \$8,000
- Funds allocated for engineering services to create mandatory Village-wide storm sewer atlas
- Additional allocation for the purchase of rock salt - \$39,100
- 50% increase in funding for street and right-of-way maintenance

#### Building & Zoning Budget

- .49% overall decrease in this budget
- Anticipates 20% reduction in overtime expenses
- 25% increase in part-time building inspection costs

#### Water Fund

- .38% overall decrease in this budget
- Anticipates 16% increase in cost of purchasing water
- 10% reduction in expenses relating to repair of water main breaks

#### Motor Fuel Tax

- 76.62% overall decrease in this budget
- \$90,000 funding available for completion of the 2009/2010 Road Maintenance Program

Water Capital Improvement Fund

- 79.10% overall decrease in this budget
- Fund was created using proceeds obtained through a reduction in water rates charged by the DWC. Future receipts into this fund will be eliminated due to increased water rates by the DWC.
- The remaining funds will be used to complete the following:
  - o \$20,000 for valve insertion program to reduce the impact to the community during the repair of a water main break.
  - o \$15,000 for a valve exercising program to ensure continued proper operation of water system distribution valves.
  - o \$105,000 to complete miscellaneous maintenance repairs to the three water storage structures.

\*\*\*BOARD RECESSED FOR A TEN MINUTE BREAK\*\*\*

Director Stanish provided the following highlights with regard to the following budgets:

Hotel/Motel Tax Fund

- 13.56% decrease in this budget

SSA Fund

- 43.79% increase in this budget

Capital Projects

- 82.83% decrease in this budget to the Public Works Facility being built in FY 2008-09

Administrator Modaff reviewed the issues that required Board direction:

Recreational Stimulus Package

- Proposing a 50% reduction for all programs offered by the Village - tie-in with the Village's 50<sup>th</sup> Anniversary
- Encourage residents to use the parks and park programs more

The consensus of the Board was to support this program.

#### 50<sup>th</sup> Anniversary Event Funding

- In January 2010 the Village will celebrate its 50<sup>th</sup> Anniversary
- Acting President Napoli is assembling an Anniversary Committee
- Looking for direction on big to go on this event.
- Proposed budget includes \$10,000 for the anniversary and an additional \$5,000 for other community events.

Trustee Schoenbeck suggested that the \$15,000 for the anniversary was a good amount and to let Acting President Napoli work on putting the different groups together; if there are ideas that cost more, they can come back to the Board.

The Board concurred with the suggestion.

#### Surplus Town Center SSA Revenue

- There is \$50,000 surplus in the SSA fund
- Use of this money is restricted to the off-site improvements identified in the authorizing SSA ordinance.
- Three options were presented:
  - Storm Sewer - enclosed an open ditch at the southeast corner of Route 83 and Plainfield Road
  - Identification Sign - Town Center identification sign at the southeast corner of Route 83 and Plainfield Road
  - Incentive - Village could retain the funds until they may prove helpful as an economic incentive for attracting or retaining desired tenants.

Administrator Modaff indicated that it would be possible that the cost of the storm sewer and identification sign could be installed with the \$50,000.

The consensus of the Board was to do both the identification sign and the storm sewer. Acting President Napoli suggested along with the sign, the staff prepare a plaque for Board approval to be put up somewhere in the Town Center plaza.

#### Parks & Rec Capital Improvements

- The Staff worked with consultants to develop sound cost estimates for the remaining capital projects.
- The estimated costs of the planned projects increased significantly to nearly \$750,000.
- Several options were presented for the Board to consider:
  - Approve the five-year plan assuming the increased costs adding \$250,000 to the plan

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- o Eliminate one or more projects totaling approximately \$250,000
- o Direct the Parks & Recreation Commission to review all projects with Staff over the next six months so that next year the Board would have a recommendation on what to do with the additional \$250,000 increase.

The consensus of the Board was to send the plan back to the Parks & Recreation Commission to work with Staff to reconsider some of the projects.

#### Garden Plots

- Staff reviewed available public lands with an eye towards public access, available space, access to water and use conducive to surrounding properties.
- Three locations where space may be available for a community garden:
  - o Midway Park
  - o Prairie Trail Park
  - o Lake Hinsdale Park
- The Board was asked to consider several issues:
  - o The initial capital investment related to preparation of land, layout of plots and extension of water service
  - o The continuing expenses related to registration and administration
  - o Midway Park is currently a practice soccer field
  - o Prairie Trail Park is targeted for a gazebo

Trustee O'Connor suggested that the garden plots be advertised in the park brochure asking peoples' opinion and get some feedback.

Trustee Schoenbeck asked if the Parks Commission discussed this issue. Superintendent Righton responded that he was asked to do research on these plots but it has not been discussed by the Parks Commission.

Trustee Baker felt this issue should be included in the survey that is sent out to the residents rather than trust the management companies of the multi-family complexes.

The consensus of the Board was to have the Parks Commission review this issue.

#### Entry Signage

- The Village currently maintains Village-entry signs at both the south and north end of Illinois Route 83, which are decorative, wooden signs enhanced by landscaping.

- There are a number of points of entry around the Village where standard metal street signs have been erected
- The Municipal Services Committee reviewed this issue and requested it be discussed by the entire Board.
- Staff identified several options:
  - o Do not replace existing signs, just upgrade the landscaping - \$4,000 FY10
  - o Replace the two existing signs on Illinois Route 83 - \$26,000 FY10
  - o Replace the two existing signs on Illinois Route 83 and replace the 9 existing metal signs with sandblasted wooden signs the following year - \$26,000 FY10 and \$20,000 FY11.
  - o Replace the two existing entry signs on Illinois Route 83 and add 2 new entry signs each year for five years - \$140,000 total 5-year commitment

Administrator Modaff suggested that the Staff obtain new unit costs for each sign and when the Board sees the new unit cost it can be decided to do all nine or do two this year and two the next year.

Trustee Mistele encouraged the Staff when asking for new quotations to ask for the cost if we did all signs this year or do two of them this year. It may reduce the per unit cost.

4. EXECUTIVE SESSION

MOTION: Made by Trustee Schoenbeck, seconded by Trustee Mistele, to adjourn into Executive Session to discuss personnel at the hour of 8:20 p.m.

ROLL CALL VOTE: AYES: Trustees Baker, Kelly, Mistele, Schoenbeck, O'Connor and McMahon; NAYS: None; ABSENT: None.

MOTION DECLARED CARRIED

\*\*\*SEE APPROPRIATE EXECUTIVE SESSION MINUTES\*\*\*

PRESENTED, READ and APPROVED,

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Village President

