

MINUTES OF THE SPECIAL MEETING BUDGET WORKSHOP OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MARCH 19, 2012, AT THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order at the hour of 6:05 p.m. by Mayor Robert Napoli.

2. ROLL CALL

Those present at roll call were Trustees Terrence Kelly, Michael Mistele, Sue Berglund, and Frank Trilla.

ABSENT: Trustees Dennis Baker and Umberto Davi (Davi-At time of Roll Call)

Also present were Village Clerk Leroy Hansen, Village Attorney William Hennessy, Village Administrator Tim Halik, Interim Finance Director Carrie Dittman, Chief of Police Mark Shelton, Deputy Chief Paul Oggerino, Superintendent of Parks & Recreation Kristin Violante and Management Analyst Garrett Hummel.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Napoli asked Trustee Trilla to lead everyone in saying the Pledge of Allegiance.

4. PUBLIC HEARING - APPROPRIATION ORDINANCE

Mayor Napoli opened the public hearing relative to the proposed Appropriation Ordinance for Fiscal Year 2012-2013.

Mayor Napoli asked if there were any questions or comments. Being there were no questions or comments, Mayor Napoli asked for a motion to close the public hearing.

MOTION: Made by Trustee Mistele, seconded by Trustee Kelly, to close the public hearing with regard to the Appropriation Ordinance.

ROLL CALL VOTE: AYES: Trustees Kelly, Mistele, Berglund, and Trilla. NAYS: None. ABSENT: Trustees Baker and Davi.

MOTION DECLARED CARRIED

5. DISCUSSION - FISCAL YEAR 2012-13 DRAFT BUDGET

Administrator Halik presented to the Village Board a general overview of the budget. He noted the following:

- The final budget for fiscal year 2012/13 should be approved no later than the April 23, 2012 Board meeting.
- All existing services and programs will be maintained.
- Proposed days of operating expense is 142 days at \$18,807 p/day.
- The Five Year Plan is to conserve spending with no new or expanded service.

Administrator Halik reviewed the General Fund highlights which presents a surplus of \$793,000. Attributes include:

- Retirements from the police commander rank.
- Does not include any salary increases for non-union employees.
- Includes a 2% wage increase for Unionized patrol officers, per their Collective Bargaining Agreement.
- Health insurance costs were anticipated to be approximately 10%. They are now at 3.6%.
- Police Pension contributions went up 15.2%.
- IMRF Pension contributions went up 6.9%.

In addition, Administrator Halik reviewed the status of grant funding the village has obtained. Grant funding was more difficult to obtain during the year; due in part to the lack of a federal stimulus program. It includes:

- \$46,000 - Illinois Department of Commerce and Economic Opportunity (Illinois DCEO) - Illinois Capital Bill - Replacement of Community Park Ballfield Backstops.
- \$60,000 - Illinois DCEO - Illinois Capital Bill - Knolls Lake Drainage Improvement Project.
- \$92,000 - Illinois DCEA - Illinois Capital Bill - Phase I - LED Streetlight Replacement Project.
- \$542,000 - Federal STP - Road Maintenance Project for Clarendon Hills Road (north) will be used in 2016 Road Maintenance Program. (Funding was approved in FY2011/12)

Village Staff has also applied for additional grant funding as follows:

- Illinois Department of Natural Resources OSLAD Grants
 - New Park/Open Land Acquisition
 - Playground Replacements
- Metropolitan Mayors Caucus - Emerald Ash Borer Grant - Tree Inventory

Administrator Halik again related that there is no wage increases included in these budget numbers. Entering FY 2012/13, there will be 33 full-time employees, a reduction from 37 employees from the previous year.

Interim Director of Finance Carrie Dittman provided an overview of the Fiscal Year 2012-2013 budget.

- FY 2012-13 budgeted revenues are anticipated to be 1.52% higher than FY 2011-12

Ms. Dittman advised the Board that the major components of the general fund revenues are sales tax, up \$276,000 due to the Town Center being fully built out; and places of eating tax, up \$21,000. Utility tax is down \$33,000 based on trends. Income tax down \$39,000 due to the drop in population after the last census count. Permit fees will be down \$39,000 based on trends. Red light camera fines will be up \$29,000. Total FY 2012-13 General Fund Revenues is estimated at \$7,852,784.

The FY 2012-13 General Fund Expenditures is estimated at \$7,059,257 with the police department accounting for 59% of the budget.

Ms. Dittman reviewed outstanding obligated debt:

- 2007 TIF Notes - Maximum principle - \$1,830,000 - Economic Incentive Agreement with Harlem Irving. Last payment is due on 12/31/2014.
- 50% sales tax sharing with Harlem Irving. Maximum principle - \$1,670,000. Last payment is due on 12/31/2015.
- Series 2008 GO ARS Bonds - Issued to complete the 75th Street extension and building the Public Works facility. Last payment is due 2027. Current balance is \$1,800,000.
- Series 2007 Special Service Area (SSA Bonds) - Town Center infrastructure improvements. Last payment - 01/01/2029. Current balance is \$3,200,000.

Ms. Dittman reviewed the employee pension costs:

- Police pension costs will increase 15.2%.
- IMRF pension costs will increase 6.9%.
- SLEP pension costs will increase 45%; it had been reduced by 45% the previous year. This payment involves a former police chief and payments will need to be made until 2022.

Staff presented the highlights of the departmental budgets:

Administration

An increase of 0.37% overall:

- Budgeted replacement canopy soffits on Village Hall - \$4,000
- Budgeted to seal coat and restripe Village Hall parking lot - \$9,000
- Budgeted to replace cabinets and countertops throughout the Village Hall - \$15,000
- Budgeted to replace window treatments in Council Chambers - \$3,500

Finance

An increase of 8.99% overall:

- \$5,000 increase for IT consulting
- Routine upgrades to financial software
- Technology expenses:
 - o Replacement of three servers - Approximately \$23,000
Labor costs - Flat rate to install - \$7,185
 - o Replacement of Workstations - Approximately \$34,000

Parks & Recreation

An overall decrease of 3.08%:

- Budgeted to seal coat and restripe the parking lots at Willow Pond and Community Park - \$10,000
- Completion of the Ballfield Backstop project - \$14,000 for canopies. In addition, there is a balance of \$12,100 from the Illinois Capital Bill grant to be used on the canopy project.

Planning

An overall decrease of 11.12%:

- Consultant Services for completion of updates to Village Zoning Ordinance - \$5,000
- Planning Consultant - \$50,000*
- Traffic Consultant (third-party) - \$2,000*

*These two items are revenue neutral as the expenditure is re-couped on development application fees.

Police

An overall decrease of 6.46%:

- No purchase of new squad cars through Village budget. Purchases to be made through DEA/State forfeiture fund.
- No reaccreditation fee. Only annual fee of \$4,200, with reimbursement of up to \$2,500 by IRMA.
- Increase in gas budget - \$13,200.
- Southwest Central Dispatch annual payment - decrease of \$36,731 as a result of retirements.
- New police department uniform patch design.

Municipal Services

An overall decrease of 1.83%:

- Fuel increase 18% due to rising fuel costs
- Engineer service budget decreased by 15% due to the completion of the ARRA projects
- Two annual Brush Collection programs - \$20,000
- Traffic signal maintenance agreement with IDOT and DuPage County - \$4,372 increase
- Tree maintenance reduced by \$9,000
- Mosquito abatement services - \$30,231 (Entered into a new three-year contract with no cost increase for the first year, 2% increase for each of the next two years)

Building and Zoning

An overall increase of 1.77%:

- Several of the third-party consultant service lines were increased due to the slight increase in permit activity as compared to prior years.

- Fuel budget increased by 18% due to rising fuel costs.

Water Fund

An overall increase of 14.17%

- Budgeted increase of \$466,293 due to the increased DuPage Water Commission rates.
- Budgeted for fire hydrant replacement program - \$15,000.

Water Capital Improvement Fund

- Valve insertion program (this will assist the water transmission mains to be isolated to reduce the impact to the community during the repair of water main breaks) - \$12,000.
- Valve exercising program to ensure proper operation of our water hydrants - \$23,100.

Motor Fuel Tax Fund

- Available funding of \$186,000 is anticipated for the completion of the 2012 Road Maintenance Program.

Hotel/Motel Tax Fund

An overall increase of 31.24%

- Advertising - additional funds available

SSA Funds

Remaining funds to be used for a Town Center Identification Sign
- \$51,538

Trustee Umberto Davi arrived at the Budget Workshop at 7:10 p.m.

2008 Bond Fund

\$156,744 budgeted to make June 30 and December 30 debt payments for new public works facility (funded by transfers from General Fund and Water Fund)

Village annually abates the property tax levy on the bonds and pays from internal sources. Last bond payment on this will be in 2027.

Capital Projects Fund

Budgeted to reimburse the Water Capital Improvement Fund - \$53,016.

Discretionary Budget Items Requiring Board Direction

There are eight (8) discretionary budget items identified, however, the numbers for these items have not been included in the budget.

1. Fuel Pump Equipment Replacement

Administrator Halik stated that there are two underground storage tanks on Village property. The fuel pumps were installed in 2000. This equipment is routinely inspected by the Office of the State Fire Marshall (OSFM). During the last inspection, pedestal corrosion was identified as a maintenance issue and noted that this must be addressed in the future. Replacement costs would be approximately \$11,845.

Issues to be considered:

- The OSFM routinely suggests upgrades and improvements.
- Should we maintain an on-site fuel station?
- Should we negotiate a fuel sales agreement with one of the service stations in town?
- Costs of removing the existing system?
- Fuel supply in case of emergencies.

Trustee Berglund questioned if amortizing out the additional costs to replace the existing equipment. Administrator Halik stated that the issue is the upgrade requirements are only announced as they come about through the regulations.

Trustee Davi stated that the Village cannot stop existing and be at the mercy of the fuel supplier.

Trustee Mistele questioned what our annual fuel costs are. Administrator Halik stated he would have to get back to him on that figure.

Trustee Kelly questioned if the equipment was removed, what would the environmental remediation costs might be. Trustee Trilla stated that it would be at least 6-figures.

Trustee Trilla questioned if the bid was quoted for rebuilt pumps. Mayor Napoli questioned what the life expectancy is for rebuilds. Trustee Trilla stated approximately 10 years and new pumps are 15-20 years.

Administrator Halik confirmed that the Board's consensus would be to keep our fuel pumps and work on better pricing for the replacement.

2. Handheld GPS Device Purchase - P.W.

Administrator Halik stated that over the last couple of years during the completion of various Public Works projects, street signs, water valves, storm sewer outfalls, hydrant locations, and water tank storage set points, the contractors have provided a geographical positioning database inventory on the infrastructure. We have five sets of data but no handheld GPS device to use this data with. This device would be useful and can save time when there is a main break and they are looking for water valves to shut off. The device locates the valves much faster.

The cost for the device and software package would be \$9,735. The Board's consensus was to purchase the system.

3. Park & Recreation Master Plan Development

Superintendent Violante reviewed the Parks and Recreation Master Plan. Superintendent Violante and Management Analyst Hummel met with a consultant group about the OSLAD grants. It was decided that an updated comprehensive Park & Recreation Plan was essential to determine what specific projects to pursue. The plan is also required to receive OSLAD grants. At this time, there is no detailed master plan for the parks. Superintendent Violante is recommending a master plan be generated of the

Village's park system to determine what direction the Park & Recreation Commission, the Village Board, and the staff would like to take.

Staff is proposing a budget of \$19,850 to contract with a consulting firm to develop this master plan. The process takes approximately six months and when finished, the Village will be in a better position to apply for grants and will have a better focus on what to do in the future.

Trustee Kelly questioned how much change can be done in the existing parks or does this include the acquisition of other property. Superintendent Violante stated that there are ponds that need work. She also stated that there are future trends that have not been addressed.

Trustee Berglund questioned how long can the master plan be used for towards obtaining grants. Management Analyst Hummel stated that they can be used for 15 years. However, the plan should be maintained and updated as you go.

Trustee Kelly felt that Village money would be better spent trying to bring efficiency to the Village staff than a master plan for the parks.

Trustee Trilla stated that it has been proven that grants can be obtained by Staff and if this master plan makes that process easier to obtain hundreds of thousands of dollars in grants, it is money well spent.

The Board's consensus was to hold discussion on this item until later in the presentation.

4. Community Park Pavilion Roof Replacements

Superintendent Violante stated that the wooden shake shingle roofs on the two shelters at Community Park have deteriorated and are currently covered by moss. Eventually, water leaks will occur and the general appearance has declined. An estimate of \$20,500 was received to replace the roofs with wooden shake shingles.

Trustee Mistele suggested looking into synthetic shingles that look identical to the wooden shingles.

Administrator Halik suggested that Staff consider several different covering alternatives and bring this item back to the Board with updated costs.

The Board's consensus approved this suggestion.

5. Comcast/AT&T U-Verse PEG Channels

Management Analyst Hummel related that currently the Village broadcasts a static general message on the Comcast Channel PEG 6 that refers people to contact the Village's website or to call the general administrative number. Currently, the Village does not broadcast on AT&T U-Verse. AT&T U-Verse is not available to all residents. Total costs for equipment to get the AT&T U-Verse PEG Channel would be approximately \$6,689.

The Board's consensus was to defer this item.

6. Paperless Board Agenda Packets

Management Analyst Hummel stated that he had received several requests to research other options for distribution of Board packets. The current system uses eight laptops and the packets are distributed via a thumbdrive. One possible alternative would be purchase Apple I-Pads and the packets could be downloaded from the Village's website. The costs depending on which type of internet speeds requested would be \$3,500 - \$4,232.

Trustees questioned what was wrong with the current system. Management Analyst Hummel stated that he was responding to a request for looking into different options for when the laptops need to be replaced or if the Board wishes to go into a different direction.

The Board's consensus was to defer this item.

7. Use of Social Media

Management Analyst Hummel stated that several communities in the area have looked into the idea of social media sites. No software purchase is

necessary. The only need is an internet connection. Advantages include improved communication with residents, increased transparency, instant updates, interactive environment, and promotion of goals. Disadvantages include security, potential damage to the Village's reputation, venue for disgruntled residents, increase in staff time in posting materials and monitoring the site, and a digital divide for older residents that do not use social media.

Management Analyst Hummel stated that there is no real budget expenditure.

The Board's consensus was to defer this item.

8. Village Entry I.D. Signs

Administrator Halik spoke about the current Village entry signs. Mayor Napoli stated that at least the two signs on Kingery Highway should be replaced to upgrade the image of the Village. The cost to replace the two signs is estimated to be \$26,000 for stone signs and to replace the eight metal signs throughout town is estimated to be \$480.

Trustee Berglund questioned how much the new park signs cost. Superintendent Violante stated it was about \$28,500 to replace 13 signs that are wooden and sandblasted.

Administrator Halik recommended to earmark some funding to work on the project and bring sign concepts back to the Board at a future date. If the project is not approved, the funds can remain unspent.

The Board's consensus was to earmark \$28,000 for the project and to discuss this item at a later date.

9. Future Budget Considerations

Administrator Halik stated that there are several items that have been identified for future budget consideration. These projects have not yet been considered and no associated costs have been determined. These items included:

- Document Archival Plan

This item has been brought to previous Boards on several occasions. The consensus of the Board was to begin work on obtaining information for a document archival plan.

- Finance Software System
At a committee review, it was discussed that the current finance system software is from a small company. A succession plan is needed. The consensus of the Board was to proceed on obtaining information and costs for a long-range plan for a finance system.
- 2016 STP Project Funding
The \$542,000 of grant money that is earmarked for the Clarendon Hills Road project is a 70/30 grant match so the 30% Village share, or \$232,000, will need to be budgeted by the Village. The Administrator will prepare and present to the Village Board a series of options on how to earmark the needed funds.
- Water Study
At a committee review, discussion was made to determine the long term sustainability for our water supply.

10. Impact of All Discretionary Items

Administrator Halik reviewed the Budget Workshop discretionary items with the Board. If all discretionary items were accepted, it would cost a total of approximately \$100,771 or about five operating days.

6. EXECUTIVE SESSION

- a. Consideration of personnel matters pursuant to Chapter 5 ILCS 120/2(c)(1)

ADJOURN INTO EXECUTIVE SESSION

MOTION: Made by Trustee Davi, seconded by Trustee Mistele, to recess into Executive Session at the hour of 8:39 p.m.

ROLL CALL VOTE: AYES: Trustees Kelly, Mistele, Berglund, Davi, and Trilla. NAYS: None. ABSENT: Trustee Baker.

MOTION DECLARED CARRIED

7. ADJOURNMENT

MOTION: Made by Trustee Mistele, seconded by Trustee Berglund, to adjourn the meeting at the hour of 9:05 p.m.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Kelly, Mistele, Berglund, Davi and Trilla. NAYS: None. ABSENT: Trustee Baker.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

March 26, 2012

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.