

A G E N D A

COMMITTEE OF THE WHOLE MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, AUGUST 22, 2022, AT 5:30 P.M. 7760 QUINCY STREET, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

DUE TO THE COVID 19 PANDEMIC, THE VILLAGE WILL BE UTILIZING A ZOOM WEBINAR. MEMBERS OF THE PUBLIC CAN ATTEND THE MEETING VIA ZOOM WEBINAR BY VIDEO OR AUDIO. IF A MEMBER IS USING ZOOM, PLEASE EITHER USE YOUR PHONE OR COMPUTER, NOT BOTH.

THE PUBLIC CAN UTILIZE THE FOLLOWING CALL-IN NUMBER:

Dial-in Phone Number: 312-626-6799

Meeting ID: 874 6098 6388

Written Public Comments Can Be Submitted By 5:15 P.M. on August 22, 2022, to aarteaga@willowbrook.il.us

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITORS' BUSINESS - Public Comment is Limited to Three Minutes Per Person
5. [PRESENTATION - BUDGET REDUCTIONS](#)
6. [DISCUSSION - PROPOSED 2022-2023 HEALTH INSURANCE RATES](#)
7. [DISCUSSION - WATER RATE STUDY](#)
8. ADJOURNMENT

VILLAGE OF WILLOWBROOK

COMMITTEE OF THE WHOLE AGENDA ITEM – HISTORY/COMMENTARY

ITEM TITLE:

PRESENTATION OF BUDGET REDUCTIONS

AGENDA NO. 5**AGENDA DATE: 8/22/2022****STAFF REVIEW:** Sean Halloran, Asst. Village Administrator

Michael Rock, Chief Financial Officer

**LEGAL REVIEW:** Tom Bastian, Village Attorney**SIGNATURE:** Tom Bastian / cm**RECOMMENDED BY:** Brian Pabst, Village Administrator**SIGNATURE:** B. Pabst**ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

On July 28, 2022, the United States economy entered a recession. Typically, a recession is defined as two negative quarters of GDP growth. In addition to the recession, inflation reached a peak of 9% and has slowly dipped to 8.5%. The Village continues to monitor the potential economic and financial impacts of the ongoing recession. As the Board is aware, the Village relies on a number of economically sensitive and elastic sources of revenue. Due to the recession and inflationary impacts, Village revenues have been impacted.

In response to the ongoing situation, Village staff has developed a Financial Response Plan. This Plan shows the most recent set of revenue and expected cuts.

As the chart below details, the Village is beginning to see decreases in General Fund revenue and the changes in consumer behavior as businesses adjust to the inflation. These reductions will primarily come in the revenue sources of Sales and Home Rule Sales Tax, Building Permits, and Fines. Although these assumed revenue reductions will affect the General Fund either directly or indirectly, this report will also detail the impact to the Motor Fuel Tax Fund, which primarily funds the Village's annual road resurfacing and reconstruction program.

GENERAL FUND REVENUES

	July 2021 YTD Actual	July 2022 YTD Actual	% Change
Sales Taxes	\$1,153,957	\$1,142,208	-1%
Home Rule Sales Taxes	\$595,142	\$657,845	11%
Business District Sales Tax	\$147,276	\$142,179	-3%
Hotel Tax	\$63,548	\$78,185	23%
Utility Tax	\$118,323	\$140,130	18%
Local Gas Tax	\$38,250	\$38,757	1%
Motor Fuel Tax	\$84,703	\$87,162	3%
Places of Eating Tax	\$167,630	\$157,414	-6%
Income Tax	\$386,012	\$612,012	59%
Building Permits	\$86,880	\$38,516	-56%
Fines	\$76,990	\$26,524	-66%
Red Light Camera	\$229,475	\$219,225	-4%

GENERAL FUND EXPENDITURES

	Village Administrator's Office		Community Development		Parks and Recreation		Police		Public Works	
	22-23 Est.	22-23 Proj.	22-23 Est.	22-23 Proj.	22-23 Est.	22-23 Proj.	22-23 Est.	22-23 Proj.	22-23 Est.	22-23 Proj.
Personnel	25%	30%	25%	16%	25%	68%	25%	21%	25%	23%
Contractual	25%	30%	25%	8%	25%	17%	25%	23%	25%	38%
Commodities	25%	10%	25%	18%	25%	28%	25%	16%	25%	20%
Capital Maint.										
Other							25%			

As the Village monitors the ongoing recession, staff is recommending the reductions in the General Fund Expenditures shown below:

Department	Description	22-23 Budget	Proposed Budget	Savings
VAO	Training	\$10,075	\$5,075	\$5,000
VAO	Wellness	\$15,000	\$5,000	\$10,000
Community Development	Building, Plan Review & Inspection Services	\$175,000	\$115,000	\$60,000
Community Development	Municipal Planning Service	\$125,000	\$0	\$125,000
Community Development	Special Projects	\$100,000	\$60,000	\$40,000
Parks and Recreation	Active Adults - Theater	\$20,400	\$0	\$20,400
Parks and Recreation	One Day Tour Basic	\$28,320	\$13,320	\$15,000
Parks and Recreation	One Day Tour Extended	\$17,400	\$13,050	\$4,350
Parks and Recreation	Landscape Maintenance Services	\$144,000	\$129,000	\$15,000
Public Works	Other Professional Service - Banners	\$50,000	\$0	\$50,000
TOTAL		\$685,195	\$340,445	\$344,750

ACTION PROPOSED:

Provide Feedback

VILLAGE OF WILLOWBROOK

COMMITTEE OF THE WHOLE AGENDA ITEM – HISTORY/COMMENTARY

ITEM TITLE:

PROPOSED 2022-2023 HEALTH INSURANCE RATES

AGENDA NO. 6**AGENDA DATE: 8/22/2022****STAFF REVIEW:** Sean Halloran, Asst. Village Administrator**LEGAL REVIEW:** Tom Bastian, Village Attorney**RECOMMENDED BY:** Brian Pabst, Village Administrator**ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

At the January 24, 2022 Board meeting, the Village Board approved staff's recommendation to leave the Intergovernmental Personnel Benefit Coop (IPBC) and join the Government Insurance Network (GIN) effective July 1, 2022. GIN is a co-op that was founded in 2018 by the Village of Westmont, City of Elmhurst, Village of Frankfort, Village of Lemont, Village of New Lenox, Village of Romeoville and Village of Shorewood.

Since January, Village staff has worked with representatives from the Government Insurance Network to transfer employees and retirees from IPBC to GIN under the existing HMO plan. Staff recommended keeping employees on the HMO plan from July 1, 2022 through December 31, 2022 to evaluate PPO and HSA options in the summer of 2022. As the Board is aware, the current plan offered to employees is an HMO and the Village pays for the employee's insurance. Below is the current cost share between employee and employer:

	Employee	Employer
Single	0%	100%
Employee + Spouse	20%	80%
Employee + Children	20%	80%
Family	20%	80%

As staff has presented throughout the health insurance discussions, the true effective cost share is not the employee/employer cost share. The true effective cost share to the employer is below:

	Employee	Employer	Effective Cost
Single	0%	100%	100%
Employee + Spouse	20%	80%	90%
Employee + Children	20%	80%	90%
Family	20%	80%	86%

After a review of the available health plans, staff is recommending the following health plans for Village employees at the available rate:

- 1 HMO plan
- 2 PPO plans

January 1, 2023 – HMO

	Employee	Employer
Single	12%	88%
Employee + Spouse	12%	88%
Employee + Children	12%	88%
Family	12%	88%

January 1, 2023 – PPO/HSA

	Employee	Employer
Single	15%	85%
Employee + Spouse	15%	85%
Employee + Children	15%	85%
Family	15%	85%

Finally, the costs below are for employees on a per paycheck basis:

HMO – Increases/Decreases effective January 1, 2023 compared to IPBC:

HMO Blue Cross Blue Shield	
	Difference
Single	\$44.22
Employee + Spouse	\$27.45
Employee + Children	\$21.14
Family	-\$15.39

PPO – Increases/Decreases effective January 1, 2023 compared to IPBC:

PPO 750	
	Difference
Single	\$54.00
Employee + Spouse	\$46.80
Employee + Children	\$37.85
Family	\$11.49

PPO 300	
	Difference
Single	\$61.50
Employee + Spouse	\$64.05
Employee + Children	\$52.10
Family	\$34.74

ACTION PROPOSED:

Provide Feedback

VILLAGE OF WILLOWBROOK

COMMITTEE OF THE WHOLE AGENDA ITEM – HISTORY/COMMENTARY

ITEM TITLE:

WATER RATE STUDY

AGENDA NO. 7**AGENDA DATE: 8/22/2022****STAFF REVIEW:** Sean Halloran, Asst. Village Administrator

Andrew Passero, Public Works Foreman

Virginia Stoltz, Public Works Coordinator



V. Stoltz/jw

LEGAL REVIEW: Tom Bastian, Village Attorney

Tom Bastian/cm

RECOMMENDED BY: Brian Pabst, Village Administrator

B. Pabst

At the May 10, 2021 Board of Trustees meeting, staff presented an agreement with Christopher Burke Engineering to perform a water rate study. Since that meeting, staff has worked with representatives from Christopher Burke Engineering to evaluate the Village's water rate, finances, future planning, existing infrastructure and neighboring municipalities. The last water rate increase was January 1, 2015.

As of right now, the Village does not have an established system for setting water rates or rate adjustments. Every couple of years, a water system needs an assessment to evaluate the age of the water mains, pipes, valves and other system components in an effort to determine the future capital needs of the system. The goal of this study was to evaluate funding for future capital improvement needs and operational expenses as compared to existing and proposed rate structures. The results of the analysis provided direction to the Board and staff for justification of any water rates increases moving forward.

At the June 27, 2022 meeting, the Board of Trustees provided direction to staff to research a blended rate model, which includes a fixed monthly fee and a volume charge. The Village Board also directed staff to think through a model that would pivot residential customers from a quarterly billing cycle to a monthly billing cycle. As part of that research, staff is proposing the following model effective January 1, 2023:

A. RESIDENTIAL CUSTOMERS:

	Billing Rate		Billing Frequency
	<u>Fixed Monthly Fee</u>	<u>Volume Charge per 1,000 gallons</u>	
Residential – <i>Single Family Home</i>	\$15.00	\$10.00	Monthly
Residential – <i>Multi-Family</i>	\$15.00	\$10.00	Monthly

B. COMMERCIAL CUSTOMERS:

	Billing Rate		Billing Frequency
	<u>MINIMUM BILLS (UNDER 32,000 GALLONS)</u>	<u>Volume Charge per 1,000 gallons over 32,000 gallons</u>	
Commercial – $\frac{5}{8}$ and $\frac{3}{4}$	\$144.87	\$11.00	Monthly
Commercial – 1	\$174.58	\$11.25	Monthly
Commercial – $1\frac{1}{2}$	\$269.71	\$11.50	Monthly
Commercial – 2	\$332.16	\$11.75	Monthly
Commercial – 3	\$408.98	\$12.00	Monthly
Commercial – 4	\$644.34	\$12.25	Monthly

*For Commercial billing, if the user uses more than 32,000 gallons, they will **not** be charged the minimum. The user will only be charged the per 1,000 gallon charge.

PROPOSED VS. EXISTING:

A. RESIDENTIAL

EXISTING		
	Billing Rate	Billing Frequency
Residential – <i>Single Family Home</i>	1) \$9.67/1,000 up to 36,000 Gal 2) \$11.14/1,000 over 36,000 Gal 3) Min. Bill is \$78.56 up to 9,000 Gal quarterly	Quarterly
Residential – <i>Multi-Family</i>	1) \$9.67/1,000 up to 36,000 Gal 2) \$11.14/1,000 over 36,000 Gal	Mixed

PROPOSED			
	Billing Rate		Billing Frequency
	<u>Fixed Monthly Fee</u>	<u>Volume Charge per 1,000 gallons</u>	
Residential – <i>Single Family Home</i>	\$15.00	\$10.00	Monthly
Residential – <i>Multi-Family</i>	\$15.00	\$10.00	Monthly

B. COMMERCIAL

EXISTING			
	Billing Rate		Billing Frequency
	<u>MINIMUM BILLS (UNDER 12,000 GALLONS)</u>	<u>Volume Charge per 1000 gallons over 12,000 Gallons</u>	
Commercial – $\frac{5}{8}$ and $\frac{3}{4}$	\$124.87	1) \$9.67 under 2) \$11.14 over	Monthly
Commercial – 1	\$154.58	1) \$9.67 under 2) \$11.14 over	Monthly
Commercial – 1½	\$249.71	1) \$9.67 under 2) \$11.14 over	Monthly
Commercial – 2	\$312.16	1) \$9.67 under 2) \$11.14 over	Monthly
Commercial – 3	\$388.98	1) \$9.67 under 2) \$11.14 over	Monthly
Commercial – 4	\$624.34	1) \$9.67 under 2) \$11.14 over	Monthly

PROPOSED			
	Billing Rate		Billing Frequency
	<u>MINIMUM BILLS (UNDER 32,000 GALLONS)</u>	<u>Volume Charge per 1,000 gallons over 32,000 gallons</u>	
Commercial – $\frac{5}{8}$ and $\frac{3}{4}$	\$144.87	\$11.00	Monthly
Commercial – 1	\$174.58	\$11.25	Monthly
Commercial – 1½	\$269.71	\$11.50	Monthly
Commercial – 2	\$332.16	\$11.75	Monthly
Commercial – 3	\$408.98	\$12.00	Monthly
Commercial – 4	\$644.34	\$12.25	Monthly

While the Village has not increased rates since January 1, 2015, staff believes the new model will increase rates on an incremental basis. The proposed model will assist the Village in building up the capital reserves for future water capital projects in the next 10 years.

ACTION PROPOSED:

Provide Feedback