

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, APRIL 13, 2020, AT 5:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

DUE TO THE COVID 19 PANDEMIC THE VILLAGE OFFICES WIL BE CLOSED AND THE VILLAGE WILL BE UTILIZING A ZOOM VIDEO CONFERENCE CALL FOR THIS MEETING.

1. CALL TO ORDER

The meeting was called to order by Mayor Frank A. Trilla at 5:30 p.m.

2. ROLL CALL

Those present, via Zoom conference call, at roll call were Mayor Frank A. Trilla, Trustee Umberto Davi, Trustee Terrence Kelly, Trustee Michael Mistele, Trustee Gayle Neal, and Trustee Paul Oggerino, and Clerk Leroy R. Hansen.

ABSENT: Trustee Sue Berglund.

Also present, via Zoom conference call, were Village Attorney Thomas Bastian, Village Administrator Brian Pabst, Director of Finance Carrie Dittman, Assistant Village Administrator Michael Mertens, Police Chief Robert Schaller, Deputy Chief Lauren Kasper, Deputy Clerk Christine Mardegan, Superintendent of Public Works Joe Coons, Building Official Roy Giuntoli, and Interim Supt. of Parks John Fenske.

3. PLEDGE OF ALLEGIANCE

Mayor Trilla led the Pledge of Allegiance.

4. VISITOR'S BUSINESS

None presented.

5. DISCUSSION – FISCAL YEAR 2020/2021 DRAFT BUDGET

Director Dittman welcomed the group to the Board Budget Workshop #2 meeting. The final budget is scheduled to be adopted at our next Village Board meeting on April 27. Director Dittman recapped that the Board directed that the following discretionary items discussed last week be included in the budget: Village Hall parking lot, \$60,000, and TIF consulting fees, \$60,000, for a total additional expense of \$120,000. Although budgeted, they will be brought before the Board for final approval before staff proceeds with those projects.

Also, to recap, the following items are left out of the budget: vehicles, Gower West sidewalk extension, Village entrance signs, hotel/motel advertising and the Community Resource Center interior renovation. The board directed to leave in the park and recreation special events expenditures, and to leave the health insurance contribution rate structure as is.

Director Dittman continued that with the inclusion of the two discretionary items added, it brings us to an FY 20/21 General Fund ending fund balance of about \$4.9 million, a drawdown of \$343,834, and ending reserve days of 196, which is a drop of 6 days since the last presentation. Discussion occurred about why those items were left out.

For next year's budget and subsequent years, the days reserve has dropped slightly, 6 days for next year and 4-5 days for subsequent years. We will drop below the Board's target minimum of 120 days during FY 24/25.

Director Dittman noted that an item that was not previously discussed is potential raise increases for non-union staff. No increases are currently included in the budget. Non-union can be broken into two categories: permanent part-time, which has three employees, and full time, which has 18 employees spanning all departments. Details of individual employees in these categories were provided to the board separately. Holistically, the three permanent part time staff make about \$62,470 on an annualized basis, although they are all paid hourly. The impact to the budget under raise scenarios ranging from 1.00% to 3.00% are increases from \$625 to \$1,874. For all full-time non-union staff, the current total salaries are \$1,463,773. Under the following raise scenarios ranging from 1.00% to 3.00%, the increase to the budget ranges from \$14,638 to \$43,913. Together, part time and full time, the increase would be between \$15,263 to \$45,787, or 0.6 to 1.8 days of reserves. Last year's increase at May 1, 2019 across the board for non-union was 2.5% (plus additional amounts for certain employees that were promoted or moving along in their pay grade), and 2.85% for union (tentative).

Director Dittman continued with a cost projection of the salary and benefit expenditure for a new officer. Assuming a 2.85% increase retroactive to May 1, 2019, a 1.00% raise at May 1, 2020 would create a Step 1 salary of \$69,313. Total salary and benefits for that one officer, assuming single insurance coverage, for the first year would be approximately \$129,465. Two new Step 1 officers would cost \$258,930. Assuming a 2.00% raise at May 1, 2020, the Step 1 salary would be \$69,999, and total salary and benefits for that one officer for the first year would be approximately \$130,161. Two new Step 1 officers (at a 2.00% raise) would cost \$260,322.

Two new officers are included in the FY 20/21 budget, based on existing contract rates, for a total officer count of 23. No raises are included, but step movements have been included. This assumed, per prior discussions, that the officers would be able to go to the police academy in January 2021. Two additional officers could then be added to the FY 21/22 budget, bringing the total count to 25, and assuming those officers would start at the academy sometime after May 1, 2021. Director Dittman noted that salary, benefits, and pension credits begin at date of hire, not when the officer is sent to the academy.

Director Dittman next explained the cost of various raise scenarios of the police department in total for 21 officers (excluding the Chief and Deputy Chief, who are not part of the labor contract). The amounts assume a 2.85% increase was retroactively applied at May 1, 2019. The cost for May 1, 2020 at 0.00% additional increase is \$3.2 million; a 1.00% increase is \$3.229 million (\$19,632 increase); and a 2.00% increase is \$3.249 million (\$39,263 increase). In each scenario, all step movements are included, and step movements range from 4.00% to 5.50% increases. Longevity is also already factored into the budget. A discussion ensued about adding a placeholder in the budget for non-union and union salaries, the Mayor proposed a placeholder only for 2.5% non-union and 2.00% union.

Asst. Administrator Mertens commented about a water leak detection survey that is currently included in the Water Capital Improvement Fund budget for \$4,620, along with a basic GPS system for \$46,380. Staff investigated purchasing an acoustical leak detection system, like what the City of Elmhurst has in place, however the cost of that is around \$500,000 and is not included in the budget. A lengthy discussion ensued about leaks and the Village's overall water system.

Additional discussion surrounding salaries was held, including requests to see comparable data for other communities' pay grades and salaries. The consensus was to put a placeholder in the budget for increases, but not to give raises until after salary surveys were completed.

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to adjourn the Special Meeting at the hour of 6:35 p.m.

ROLL CALL VOTE: AYES: Trustees Davi, Kelly, Mistele, Neal and Oggerino. NAYS: None.

ABSENT: Trustee Berglund

MOTION DECLARED CARRIED

PRESENTED, READ, AND APPROVED

_____, 2020

Frank A. Trilla, Mayor

Minutes transcribed by Director of Finance Carrie Dittman.