

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK FOR BUDGET WORKSHOP #1 WAS HELD ON THURSDAY, JANUARY 13, 2022, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

DUE TO THE COVID 19 PANDEMIC, THE VILLAGE WILL BE UTILIZING A ZOOM CONFERENCE CALL FOR THIS MEETING.

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Mayor Frank A. Trilla.

2. ROLL CALL

Those physically present at roll call were Village Clerk Debbie Hahn, Village Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal and Gregory Ruffolo, Village Administrator Brian Pabst, Assistant Village Administrator Sean Halloran, Interim Chief Financial Officer Nathan Gaskill, Chief Robert Schaller, Deputy Clerk Christine Mardegan, Municipal Services Foreman AJ Passero, Recreational Service Coordinator Carrie Navins, Parks & Recreation Manager John Fenske and John Fitzgerald with Novotny Engineering.

Present Via conference call, due to COVID-19 Pandemic, Mayor Frank Trilla and Village Attorney Thomas Bastian.

Absent: Deputy Chief Lauren Kaspar.

A QUORUM WAS DECLARED

3. MOTION - Motion to Allow Mayor Trilla to Attend the Meeting Remotely.

Trustee Neal asked the Board to allow Mayor Trilla to attend the meeting remotely.

MOTION: Made by Trustee Neal and seconded by Trustee Davi to allow Mayor Trilla to attend the meeting remotely.

ROLL CALL VOTE: AYES: Trustees Astrella, Berglund, Davi, Mistele, Neal, and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

4. VISITORS' BUSINESS

None presented and no written comments were received.

5. Discussion Budget Workshop

a. 2021 Budget Update

Administrator Pabst explained this meeting will be different from those in the past. Nathan Gaskill, our Interim Chief Financial Officer, and a partner with Lauterbach & Amen, will be presenting this evening. We will explain what did you budget for, what was approved and where are we at? Why are we at those numbers, are we up or down?

There will be a follow-up meeting on February 17, 2022. At that time, we will discuss each fund. At the end of this packet there is a Capital Improvement Plan, the first of its kind in recent years, which has been developed with the help of Municipal Services Foreman Passero, Interim CFO Gaskill and Assistant Administrator Halloran. The Public Hearing for the 22/23 Village budget is scheduled for April 11, 2022. There will be three meetings leading up to that: tonight's meeting (January 13), February 17 and March 17.

This evening we will be looking at the Willowbrook financial plan. The overall financial position continues to be strong. The credit rating, AAA, remains at the highest possible level, the 2021-22 budget is balanced, and we are maintaining the required fund balance levels.

Assistant Administrator Halloran stated that the goal is to make the budgeting process more transparent, more accessible, and easier for the residents, trustees, and staff to access the information. Some of the changes made are to consolidate all expenditures into four main categories which are personnel, contractual, commodities and capital maintenance in a "Summary View". Under the Village Administrator office only, there is one other category, "other", an anomaly related to the closure of the Hotel/Motel fund several years ago. Those are the top four categories in each budget.

Each section of the budget consists of three main areas:

1. Consolidates expenses into top-level categories
2. Creates a Summary level (30,000-foot view)
3. Creates a Line-Item Detail level (10,000-foot view)

In the detail view each of the top-level categories is broken down to into individual line-item categories, all of the expenses included in the category. The line-item detail view will be expanded with notations to detail each expenditure within the various categories to provide more information.

Tonight, we'll be looking at 2020/2021 budget items, as far as expenditures and revenue, to get a better idea of the expenses before we start building out the 2022/2023 budget. It's important for staff to get feedback from the Board regarding priorities before we start planning some of our projects. It's important to be transparent in our fund balance right now and what we're projecting.

Staff also took the liberty to try and consolidate the divisions and department. Under the Village Administrator's Office (VAO) are the Board of Trustees, Board of Police Commissioners, Finance and Parks & Recreation. Looking at the General Fund expenditures, the increases in the VAO are due to staff turnover, new expenses in Finance, the addition of Carrie Navins in Parks & Recreation and additional IT expenses related to increased security infrastructure.

For Community Development, the Board approved consolidation of Building and Zoning and Planning into the division of Community Development. The increase will be due to the hiring of a new Community Development Director. Staff is interviewing candidates and we will likely have this position filled by February.

Under the Police Department, there was an accounting error in last years approved budget. The previous finance team double counted five base salaries that did not include pension and overtime. The \$532,000 was in this budget and include in the five-plus years. That is where the decrease comes from in the Police Department.

Trustee Neal asked is this error appears for only one year?

Assistant Administrator Halloran as of right now we know it was double counted only for last year's budget. The expenditures for previous years would be actual and would have been audited.

Trustee Neal added is there any reason why Sikich did not catch this in their audit?

Assistant Administrator Halloran indicated that audits are conducted on previous fiscal year expenditures rather than a proposed budget.

Assistant Administrator Halloran advised that the increase in Public Works expenditures is due to higher costs in contractual snow services. The estimate is similar to previous fiscal years actual numbers. The budget was actually low compared to the actual figures in previous years.

The Capital Improvement Program is expected to come in lower mainly due to work on the Community Resource Center (CRC). We'll be coming to the Board with additional contracts and work should begin mid-to late February. There were some delays due to the grant approval and our architect was not able to do some of the work and some of the work has been shifted to other companies.

Trustee Neal asked for clarification on what defines the fiscal year.

Assistant Administrator Halloran the budget runs from May 1 to April 30.

Assistant Administrator Halloran stated the approved budget for the fiscal year the expenditures were at \$12.6 million. We are projecting it to be at around \$11.8 million. The next budget meeting, February 17, we will discuss this again. The estimates are not final and probably won't be until March.

Interim Director of Finance Nathan Gaskill covered the General Fund Revenue section of the presentation discussing the sources and trends. These are the key points:

Key Revenue Takeaways for 2021-2022

- Sales Tax, Home Rule Sales Tax, and Income Tax are coming in significantly higher than budgeted.
- Building permits are growing higher than budgeted.
- Utility tax continues to decline.
- Business, liquor, and scavenger licenses are not reflective of budget due to a software issue with BS&A.

The Intergovernmental line is grants. We'll be under budget on that item based on grants that will not be received prior to the end of the fiscal year. Licenses and Permits is slightly lower, but the estimate is pretty close to the budget figure. Some of the figures may not be accurate for business and liquor licensing due to software issues with incorrect reporting of revenues received.

Fines and Fees is another area with an increased number; over half of which is due to the red-light camera fines. These fines keep trending up, appearing to be almost \$90,000 to \$100,000 per month. Charges for Services is just slightly lower. Miscellaneous income

is higher due to an IRMA reimbursement of \$12,000. Under Interest income, the dollar amount is low due to the current interest rates being almost zero. Last year's estimate was based on a .8% interest rate.

Interim Director Gaskill and Assistant Administrator Halloran reviewed the breakdown of individual taxes in the General Fund Revenue and indicated that an upward trend has been maintained. It is felt that estimates in the past have been conservative. Administrator Pabst added that being conservative on estimates is not a negative factor. Assistant Administrator Halloran stated that although the Village does not rely on real estate taxes to generate a stable source of income, the bulk of the income from sales tax and home rule sales tax is strong.

Trustee Neal added that this is a shocking increase; conservative or not this is a huge difference. Assistant Administrator Halloran indicated that staff would continue to be conservative with their estimates, but that they also want to be realistic and transparent with the Board.

Assistant Administrator Halloran covered the key takeaways for the 2021-2022 Budget Projection:

- Delayed construction of the CRC lowered expenditures.
- Accounting error in Police lowered expenditures.
- Staff changes throughout the Village raised expenditures.
- Sales tax, Home Rule Sales tax, and Income tax significantly exceeded expectations.

As part of the budgeting process, staff wanted to do a fund balance funding review policy. As part of the review, staff did a survey of other communities in DuPage County. Our current Fund Balance Policy is 40% and our Actual Fund Balance is 86%. The staff recommendation is to raise the Fund Balance policy from 40% to 60% of operating funds. We are confident that the capital projects that we have and our operating expenditures over the next five years are going to go up. But we still believe that our expenditures are going to be able to be drawn out of the fund balance and we'll be able to use those expenses. So, it is appropriate for us to raise the balance policy to 60% and still create stabilization. A higher fund balance protects the Village by stabilizing the fund in the event of any type of economic downturn. Staff is looking for feedback on the recommendation.

Trustee Neal indicated she agrees with the raising the fund balance. This is a lot of surprising information. I can see the reasoning of the change from 40% to 60%.

Administrator Pabst indicated that the actual vote on the change would be held at another meeting.

Trustee Davi offered a summarization, that the overall budget direction in the past was ultraconservative, so now we will have more money than we thought. In effect, that by lowering the fund balance, we'll be able to spend more money.

Administrator Pabst agreed and indicated that staff felt we can still fund the capital improvement project goals and still maintain the capital fund goals.

Assistant Administrator Halloran indicated that what staff is recommending is to lower the fund balance to a more appropriate level, rather than have it that high, to address the needs of the Village. The Village has not had a full CIP (Capital Improvement Plan), and this is an opportunity to lower the balance and address the capital improvements.

Trustee Davi asked if the other municipalities listed had property taxes.

Assistant Administrator Halloran said that yes, all of them do.

Trustee Davi made that observation that in past budget meetings, the outlook was likened to doomsday, with a crash and burn scenario, and wondered what had changed that this presentation was much more optimistic.

Mayor Trilla responded that the former Finance Director put the thumb on the Trustees and painted a picture of tough economic times. The Mayor indicated he wanted to be conservative but not unrealistically so. Previously, the Board seldom had the right information to make intelligent decisions. The Mayor and Board thought we were broke until the end of the year when it was too late to spend any money. This are not decisions a Finance Director should be making. Finance needs to report what is actually going on and then the Board can make intelligent decisions based on real data. So, all the talk of Armageddon would eliminate all capital projects and we need capital projects.

There are things we need to do for our infrastructure and other big projects. So now we realize we can do these projects as long as we plan, save our money and do the right thing. I agree with Trustee Neal to lower the fund balance to 60%.

Interim Finance Director Gaskill noted that if, from a policy standpoint, the Village goes to a 60% funding model, in the event

of an economic downturn, this increase gives the Village more space.

Mayor Trilla also noted that even though we change it to 60%, it doesn't have to stay at 60%.

Administrator Pabst indicated that the budget is a fluid document; that policy as well can be changed if the Board deems it necessary.

Administrator Pabst introduced the next topic, the five (5) year Capital Improvement Program (CIP)

- ***What is a CIP?***

The Capital Improvement Program (CIP) is a governmental fund that exists in the Capital Projects Fund for the purpose of aggregating resources to complete infrastructure improvements and large-scale capital projects. These projects are largely funded by the General Fund, Water fund and grants. ***Examples include the Community Resource Center (CRC), streets, roadways, sewers, and water mains.***

- ***What are we currently doing?***

The Village has periodically allocated Capital Improvement Projects to LAFER (Land Acquisition), General Fund and Water fund for the following fiscal year.

- ***What is staff proposing?***

Staff has evaluated the existing infrastructure within the Village and is building a plan on how to fund and prioritize these needs over the next five years with support from the Board of Trustees.

The CIP helps guide us tremendously in respect to what we need, how much money we need. While it seems like we're doing well financially, when you start looking at the CIP, that definitely and quickly, reduces the amount of money we have.

Assistant Administrator Halloran continued the introduction and wanted to recognize the team effort in creating the CIP and recognize the work of Interim Chief Financial Officer Gaskill, Municipal Services Foreman Passero, Parks & Recreation Manager Fenske and John Fitzgerald of Novotny Engineering. He reiterated that the budget is a living breathing document and a lot will change as the Board provides input. The budget will be approved in April for the next fiscal year, but anything on the CIP for 2023, 2024, 2025, 2026 or 2027 is not locked in for this fiscal year.

The CIP being presented is based on existing funds and resources and projections. Nothing was added for 2025, 2026 or 2027 as far as grants as it would be inappropriate to indicate grants as a sure thing.

The Capital Improvement Program includes five (5) categories:

1. Design
2. Road and Sidewalk Infrastructure
3. Village Equipment
4. Village Facilities
5. Water Infrastructure

Looking more closely at these categories:

Design

- o Road Program Design - The goal is to plan for the next fiscal year rather than try and fit it in the current year. This helps plan for long-term construction scheduling and apply for any available grants.
- o Public Works Building Expansion utilizing the western part of the Public Works property. Examples provided by Foreman Passero included a treated salt dome, topsoil storage, covered equipment lean-to, relocating the Police Department impound lot from the CRC (Community Resource Center)
- o Sidewalk Installation Project at 79th Street

Assistant Administrator Halloran expanded on the sidewalk installation project at 79th Street indicated that this was a request from the school district for sidewalk from Clarendon Hills Road to Eleanor. This is a complicated project as it may require a pedestrian bridge. The staff is looking at the project now, with the possibility of including the project for fiscal year 2023/2024, to ensure all interested parties are included and what resources and funding might be needed.

Road and Sidewalk Infrastructure

- o Resurfacing of Rogers Farm - this would be funded by the MFT (Motor Fuel Tax)
- o Resurfacing of 67th street from Clarendon Hills Road to Kingery Highway
- o Sidewalk Installation at Gower West

Assistant Administrator Halloran indicated that with the grants already acquired, the total cost to the Village of the sidewalk installation at Gower West would be \$14,000 out of total cost of \$75,000-\$80,000.

Trustee Neal recognized the excellent nature of this project, that this has been a touchy spot with residents, with valid concerns. She indicated that this is a family area, with children enroute to school and she is very happy to see this finally getting done.

Assistant Administrator Halloran continued with the CIP categories:

Village Equipment

- o International Dump Truck for Public Works
- o Replacement of two administrative vehicles for Police
- o Complete the LED streetlight upgrades within the Village

Assistant Administrator Halloran stated he believed the LED streetlight project to be 90% completed. Foreman Passero confirmed there were only a couple of streets left to complete.

Trustee Neal asked if some of this work was from the old ComEd grant?

Foreman Passero indicated that some of it is ComEd related and some of it is just old structures.

Assistant Administrator Halloran continued with the CIP categories indicating that the Village Facilities is the biggest proposed expense:

Village Facilities

- o Community Resource Center - around \$2 million is budgeted for the CRC. We expect to start construction in Spring '22.
- o Borse Park Lighting Project - This project is in the very early stages with a long way to go. The lighting is something we've heard about from residents, and it's been a problem for quite some time

Not on the list, is the Midway Pickleball Court. We've heard from residents in connection with the Burr Ridge Park District, there is a demand for pickleball courts. As part of our improvements at Borse Park, we'd like to include pickleball courts at Midway Park. Although it's a long way off, we'd like to plan and budget for it now rather than come to the Board and there's no money for it.

- o Farmingdale Park Project - This park has the oldest equipment, approximately 21 years old. Similar to the Ridgemoor Park project, Board and resident input will be sought prior to build out.
- o Police Department Hallway Project

Chief Schaller provided additional information on the project, specifying that alternate terminology for the project is construction of a "Doorway Pass-Through". The current conditions at the Police Department creates an officer safety issue. In order for patrolmen to get to the administrative side of the building, they must go through the public vestibule. In the event of an incident, this leads to officer safety issues in both sides of the hall.

There is a line-item cost estimate, with a stress on estimate, but we have not dealt with any designers or contractors for hard estimates. Based on information from Public Works, our estimate may be on the high side.

Foreman Passero added that they had put out a few call and have people coming to take a look at the building to get a better understanding of the cost. Once we get a better idea of the cost, then we'll either contact construction firms or put it out to bid.

Trustee Neal added for those that may not know, the reason it may not have been done originally is that the building was originally used to contain both the Village Hall and the Police Department. So, one side was always separated from the other.

Trustee Mistele accepted full responsibility for that decision. The original plans called for an 8-foot opening in an exterior bearing wall and the cost got extremely expensive. This was prior to home rule and prior to the 1% sales tax. Now we're in a better position where we can easily afford to do this.

Assistant Administrator Halloran continued with the CIP categories asking Foreman Passero to provide additional information:

Water Infrastructure

- o 75th Street Water Main Replacement and Extension Project

This project will replace the water main from Brookbank to Ashton Place and extend the main from Ashton Place to Sheridan Drive. The original plan for this fiscal year was to line a section from Brookbank to Clarendon Hills Road. Those costs came in a lot higher than budgeted.

We've always had plans to add a water main in front of Ashton Place from three dead end lines going toward 75th Street. We need to make these true loops by adding this 12" water main in front of Ashton Place.

So instead of ling a small section from Brookbank to Clarendon Hills Road, let's replace that section of water main as we're adding the section in front of Ashton Place.

Trustee Mistele asked if there is an existing water main line there?

Foreman Passero responded, not in front of Ashton Place; from Sheridan to Clarendon Hills Road, there is no main.

Mayor Trilla asked if we have an opportunity to get a recapture on any portion of that? If they further develop the mall to the west of the building?

Administrator Pabst indicated that was a good question and the staff would check to see if a recapture could be done. He also indicated there is a Water Rate Study pending.

Assistant Administrator Halloran continued with the CIP summary.

	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget	2025-2026 Budget	2026-2027 Budget
Sources					
Grants	\$1,308,749	\$583,749	\$0	\$0	\$0
Motor Fuel Tax	\$500,000	\$400,000	\$350,000	\$250,000	\$350,000
Rebuild Illinois Bond	\$250,000	\$0	\$250,000	\$0	\$0
Transfer from Water Fund	\$650,000	\$100,000	\$700,000	\$2,750,000	\$350,000
Transfer from General Fund	\$3,322,901	\$2,381,500	\$3,752,000	\$1,967,000	\$725,000
Tax Increment Financing*	\$0	\$0	\$0	\$250,000	\$4,650,000
Total Sources/Revenue	\$6,031,650	\$3,465,249	\$5,052,000	\$5,217,000	\$6,075,000
Uses					
Design	\$190,000	\$305,000	\$100,000	\$85,000	\$85,000
Road and Sidewalk Infrastructure	\$714,700	\$800,000	\$600,000	\$650,000	\$900,000
Village Equipment	\$526,700	\$466,500	\$192,000	\$282,000	\$90,000
Village Facilities	\$3,950,250	\$1,310,000	\$2,010,000	\$1,200,000	\$0
Water Infrastructure	\$650,000	\$583,749	\$2,150,000	\$3,000,000	\$5,000,000
Total Uses/Expenditures	\$6,031,650	\$3,465,249	\$5,052,000	\$5,217,000	\$6,075,000

The above table gives a breakdown of the first five years. The Motor Fuel Tax goes up and down a bit; we're trying to smooth that out. Right now, the balance is kind of high. We have some capital expenditures to try and lower it to ensure it's still viable and not spend it all in one year.

The Rebuild Illinois Bond was passed by the Illinois legislature. We get two payments a year equal to about \$500,000 over 5 years. We're expecting to use \$250,000 this year and \$250,000 in fiscal year 2024/2025.

The biggest projects included in the 5-year plan:

2023-2027 Highlights

- Knolls Water Main Project
- Borse Park Improvement Project
- Executive Drive Storm Water Project - funding for this will be put under TIF, if approved
- Water Pipe Replacement under I-55
- Willow Manor Storm Water Project
- Water Meter Replacement Project - this is a 3-year project
- Replacement of 15 vehicles - over 5 years, both PD and Village vehicles

Administrator Pabst indicated that there will be more detail on these items later; particularly with the TIF. The attorney feels we can also pay for the water pipe replacement using TIF funds.

Trustee Neal asked if the Willow Manor Storm Water Project was related to the issues on 73rd Court?

Foreman Passero indicated that, no, this is the Willow Pond area, 57th Street, 68th Place.

Assistant Administrator Halloran indicated that for some of the issues outlined by residents in the TIF meeting, staff has looked into whether some those issues would be eligible under TIF. We're still trying to understand the problem and whether it's related to the HOA behind them. We're still trying to get a handle on what the solution is.

Clarification was requested on the CRC comments in the CIP.

Administrator Pabst indicated that the Village has two grants, one for \$225,000 and one for \$500,000 that has been applied for. The \$225,000 was approved about a month ago. The \$500,000 is recent and today they apologized for the delay due to new staff and they're trying to get it processed. The grantor has been advised that we have timing issues in the we want to send the project out to bid in early or late February. To do that we need to know if the grant is approved because it has minority bidding aspects that have to be built into the front end of the bid documents.

Asked if the grant was on standby, Administrator Pabst indicated we're still working in the background to get all the bid documents ready; that's a lot of work. We've been meeting and Trustee Mistele has been a great help.

In response to the query whether we'd know more in a month or so, Administrator Pabst indicated that, for the bid documents, we hope to get them out in late February, but we want to wait for the \$500,000 grant. You can't spend the money before it's approved.

Assistant Administrator Halloran continued with the last item, Strategic Priorities / Special Project Discussion.

In July, Administrator Pabst and I told the Board about some of our special projects for this fiscal year. We've completed roughly half of them, while a number of others are nearing completion:

- Title 6 Analysis
- Health Insurance Analysis - Staff plans on bringing this before the Board at the last meeting in January or early February for recommendations
- Communication / Social Media / Website - We received a lot of feedback during the Community Survey about having issues accessing our website and trying to contact staff and other contact issues, and overall communication with the Village. We're trying to get our arms around how to improve the website, how do we make it easier to use, and update contact. Deputy Clerk Mardegan has worked on updating the website.
- Water Rate Study - Public Works is working on this in conjunction with Christopher Burke Engineering. The results should be coming to the Board in late February or March.
- Procurement Policy Analysis - Part of last year's audit was a recommendation for a procurement policy. Our policy is currently in the Village code. We've looked at surrounding communities to see how they've addressed a procurement policy to create guard rails. I think it's important for the staff to understand the difference between RFP (Request for Proposal) and RFB (Request for Bid). The number of capital projects are increasing so we need to ensure that the staff and the Board are educated on what you need to do to properly bid out these projects. We'll bring this to the Board for discussion in February
- Body-worn Cameras Implementation - Chief Schaller indicated that the cameras are currently being worn in a one-week test phase, and starting the 17th, they'll all go live. He added as a side note, the in-car video cameras that were approved by the Board last summer are in limbo due to computer chip shortages. The Department is hoping to have these shipped to us by late spring.

Trustee Berglund asked what the in-car camera covers?

Chief Schaller responded that the in-car camera is attached inside of the vehicle and covers both the back and front seats.

- Parks & Rec and Village Hall signage - Staff is looking at different designs and will come back to the Board in February or March for discussion and hopefully approval in April
- TIF - Staff is continuing to work on that. If it is approved, it will likely be approved by the end of April
- Gateway Signage - The Board approved and gave direction to staff last September. The application was submitted to DuPage county for 5 signs, one to IDOT (Illinois Department of Transportation) and one we are dealing with Regency. We are confident the 5 through DuPage County are good to go. We found out this morning that IDOT approved the sign, but IDOT Arterial division had a problem, not with the right-of-way, but rather of the sign being too big, even though they approved other signs of the same size. We're working with them to understand the issue.
- Zoning Code update - The Board will meet on Monday night to go over the update. Houseal Lavigne has done a really good job analyzing the code and building it from the bottom up. It will likely be finished by June.
- Pavement Assessment - This is something previously discussed and provides a good understanding of what the CIP is. The Village was given a grant by CMAP (Chicago Metropolitan Agency for Planning) for pavement assessment and analysis. In order to get your arms around a CIP for roads, resurfacing and reconstruction, you have to understand your existing road conditions. So CMAP is analyzing every single road in town and giving a rating from 0 (zero) to 100. It will tell us whether you should resurface it in the next 5, 10 or 20 years. The Board will get a presentation in probably May or June of 2022. We know CMAP has finished the scanning, but we have not seen any results or dollar amounts.
- Community Resource Center (CRC) - Hopefully it is finalized by Fall 2022.

Assistant Administrator Halloran continued with Upcoming 2022/2023 Projects:

- Update Personnel Manual - This has been a project for quite some time. The last time the manual was updated was 2012. We're looking at possibly using an outside attorney. We'll also have staff participate as they know best what's going on at city hall.
- Human Resources Analysis - Staff will also look into outsourcing the duties of a human resource department to

assist with issues such as ADA compliant topics. We're not currently recommending this route, but we want to research and understand the use or need of it at all.

- Complete Zoning Code Update
- Document Scanning / Storage Implementation

This is a big project for the Village. Currently we have a contract with PaperVision, approved by the Board 10 years ago. They manage all our documents that have been scanned. With this system, it is extremely difficult for staff to find specific documents. Example was provided of trying to locate TIF documents from 1990 which required manually reading every resolution from 1990.

Administrator Pabst added that the firm we hired has a horrible sorting ability, which is the heart of the matter. If you're scanning, you want to be able to find it.

Assistant Administrator Halloran continued, noting that in the Village Hall there are some rooms that are almost entirely dedicated to paper. We want to take that paper and make it easier to locate individual documents. Before we start scanning documents, we want to make sure we can find them later. We're looking at different software and have found a couple we're comfortable with. We'll bring it to the Board in February or March. But that can be a big project to get all the documents in Village Hall and scan them.

- Complete the CRC Remodel
- Municipal Partnering Initiative - Looking into initiating joint bid services with neighboring communities to try and lower the cost and share resources
- Apply for the triple CAFR award

Every year, for the past 31 years or so, the Finance department has been awarded two CAFR awards, for the audit and the budget. This year we are seeking the PAFR, which is the presentation.

Only 26 communities in Illinois get 3 CAFR awards; we'd like to be the 27th. It is a priority for Willowbrook to continue to stand out. These awards mean a lot to the village and the elected officials. We'd like to exceed the expectations for next year.

- Update Parks Master Plan - The plan has not been updated since 2017. Recreational Service Coordinator Navins and Parks & Recreation Manager Fenske are working now with RFPs to try and find people before we bring it to the Board. That will be formally bid out. It will be similar to the Zoning Code update with Board and public input.

- Evaluate Existing Parks Programs - In addition to the Master Plan, evaluate the existing programs and identify potential programs. We want to enable a wholistic view of what the Parks & Recreation division can do.

Under Community Development, there are two items identified:

- Building Permit Fee Analysis - This analysis will also include identifying a need for a planning application fee as well. An analysis doesn't mean we'll be increasing fees, it just gives us an idea of where we stand locally and regionally. It will also give us an opportunity to see what our expenditures are and how they compare.
- Update Comprehensive Plan - This is the larger of the Community Development plans. The Comprehensive plan has not been updated since 1993.

Under Public Works, there are two items identified:

- Complete the Pavement Assessment Analysis
- Create a Policy Manual - IRMA has recommended creation of a policy manual for Public works. Foreman Passero, his team as well as the Administrator's office will be working on this.

Assistant Administrator Halloran asked if the elected officials had any recommendations or feedback at this time.

Trustee Mistele asked if we'd be going back over the budget line-by-line at a later time?

Administrator Pabst indicated that yes, it would be gone over line-by-line based on the Board's recommendations.

He continued; I think it's a great comprehensive review that we've been talking about behind the scenes for quite some time. We're extremely busy as you can see, but we've accomplished quite a bit.

Trustee Neal offered kudos and stated that this format was an improvement on what we've seen before in the budget and thanked the staff.

Administrator Pabst invited the Trustees to contact him or Sean with questions, before the next workshop on February 17, but to please give him a head up call to allow time for staff to find the answers.

Before calling for adjournment, Mayor Trilla offered his compliments to the staff on a great job. He appreciated the multiple presenters of the budget information as opposed to a single speaker. Great job!

6. ADJOURNMENT

MOTION: Made by Trustee Ruffolo and seconded by Trustee Davi to adjourn the Regular Meeting at the hour of 7:44 p.m.

ROLL CALL VOTE: AYES: Trustees, Astrella, Berglund, Davi, Mistele, Neal and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

_____, 2020.

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.