

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK FOR BUDGET WORKSHOP #2 WAS HELD ON THURSDAY, FEBRUARY 15, 2023, AT 5:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS .

THE VILLAGE WILL BE OFFERING A ZOOM WEBINAR FOR THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO ATTEND BY VIDEO OR AUDIO IF DESIRED. IF A MEMBER IS USING ZOOM, PLEASE EITHER USE YOUR PHONE OR COMPUTER, NOT BOTH.

Note: Minutes compiled from meeting agenda, Clerk's notes, and PowerPoint presentation, due to lack of audio recording.

1. CALL TO ORDER

The meeting was called to order at 5:32 p.m. by Mayor Frank A. Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank Trilla, Village Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, and Gayle Neal, Village Administrator Sean Halloran, Assistant to the Village Administrator Alex Arteaga, Chief Financial Officer Michael Rock, Director of Community Development Michael Krol, Director of Parks and Recreation Dustin Kleefisch, Deputy Chief Lauren Kaspar, Deputy Chief Benjamin Kadolph, Deputy Clerk Christine Mardegan, and Public Works Foreman AJ Passero.

Present via conference call were Village Trustee Gregory Ruffolo and Chief Robert Schaller.

Absent: Village Clerk Debbie Hahn

A QUORUM WAS DECLARED

- a. MOTION - Motion to Allow Trustee Ruffolo to Attend the Meeting Remotely. (PASS)

Trustee Neal asked the Board to allow Trustee Ruffolo to attend the meeting remotely.

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

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

MOTION DECLARED CARRIED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Director Krol to lead the pledge of allegiance.

4. VISITORS' BUSINESS

None presented and no written comments were received.

5. DISCUSSION - BUDGET WORKSHOP #2

a. 2022-2023 Budget Update

Administrator Halloran began the discussion with an overview of the General Fund revenue estimates for 2022-2023, highlighting the points below:

- Stronger Sales Tax growth than expected, particularly strong growth in the Places for Eating tax.
- Stronger Hotel Tax, expected increase of 40% over budget
- Building permits are expected to come in 40% under budget
- Intergovernmental is down due to the unlikelihood of the full amount of the DCEO [Department of Commerce and Economic Opportunity] grant being disbursed in FY 22-23

With overall revenues of \$15,557,786 and expenditures of \$14,467,845, this would provide a surplus of \$1,089,942 for fiscal year 22/23. Administrator Halloran also noted the next 8 weeks would determine the extent of the surplus based on any changes to the economic outlook.

Administrator Halloran also reviewed the upcoming CIP [Capital Improvement Program]. The major changes from the last meeting involved the following issues:

Timeline Changes

- Updated the Executive Drive project completion time from 3 years to one year.

Cost Changes

- Increased the Executive Drive project budget to \$2.5 million in 2023-24 Budget with funding from the G.O. [General Obligation] bond.
- Added \$100,000 for Police gun purchases in the 2023-24 budget

	2023-2024 Budget	2024-2025 Budget	2025-2026 Budget	2026-2027 Budget	2027-2028 Budget
Sources					
Grants	\$1,086,000	\$0	\$0	\$0	\$0
Motor Fuel Tax	\$0	\$250,000	\$400,000	\$250,000	\$250,000
Rebuild Illinois Bond	\$0	\$0	\$0	\$0	\$0
Transfer from Water Fund	\$0	\$0	\$94,000	\$475,000	\$1,125,000
Transfer from General Fund	\$2,869,100	\$2,058,000	\$2,218,000	\$700,000	\$700,000
General Obligation Bond	\$2,550,000	\$1,060,000	\$850,000	\$850,000	\$850,000
Tax Increment Financing	\$0	\$0	\$0	\$0	\$0
Total Sources/Revenue	\$6,505,100	\$3,368,000	\$3,562,000	\$2,275,000	\$2,925,000
Uses					
Design	\$50,000	\$0	\$0	\$0	\$0
Road and Sidewalk Infrastructure	\$2,575,000	\$750,000	\$1,250,000	\$1,100,000	\$1,100,000
Village Equipment	\$581,300	\$242,000	\$0	\$475,000	\$210,000
Village Facilities	\$3,298,800	\$2,376,000	\$2,218,000	\$700,000	\$490,000
Water Infrastructure	\$0	\$0	\$94,000	\$0	\$1,125,000
Total Uses/Expenditures	\$6,505,100	\$3,368,000	\$3,562,000	\$2,275,000	\$2,925,000

Deputy Chief Kaspar provided additional details on the upgrading of the department's gun purchases. Although \$100,000 is being allocated, many different options for the upgrade are being explored to keep the costs as low as possible. Administrator Halloran asked how old the current supply is. The Deputy Chief indicated it is at least 8 years old, to which Chief Schaller added that some are over 12 years old, particularly the 45s and the 9-millimeters. Deputy Kaspar also added the purchases would be for duty service firearms for 27 officers. Chief Schaller indicated the cost may be closer to \$80-90,000.

Foreman Passero gave details on the Road and Sidewalk Infrastructure and Village Facilities projects in the CIP.

- Both road projects, the Rogers Farm and 67th Street resurfacing, came in under budget.
- The Garfield Road sidewalk restoration was \$15,000.
- Borse Park lighting project was \$20,000 under budget.
- With the completion of the CRC, the total cost was \$1.9 million - \$288,050 under the budgeted \$2.25 million.
- The final cost on the Ridgemoor Park renovation was \$26,000 under budget.
- Additional cost savings in various projects (police department concrete repairs, Village Hall & Police department window staining, etc.) have been realized by using in-house labor and working during regular business hours to reduce overtime hours incurred.

Administrator Halloran continued the discussion and introduced the 2023-2024 General Fund Budget topic beginning with a comparison of property tax assessment from other DuPage County communities. Willowbrook is the lowest in the list of 24 communities.

The Administrator provided a breakdown of the percent of each dollar of a Willowbrook resident's property tax is allocated to various services:

Gower West District 62	37%
Hinsdale South HS	34%
Tri-State Fire Protection District	14%
Village of Willowbrook	.32%
(for the Special Recreation Association)	

A chart comparing various common household expenses purchased by residents to the cost of their government services, e.g., police protection, public works, parks and recreation services.

<u>Provider</u>	<u>Monthly Cost</u>
Netflix	\$9.99
Hulu	\$7.99
HBO Max	\$15.99
Chicago Tribune	\$19.96
Village of Willowbrook	\$0.00

b. 2023-2024 GENERAL FUND BUDGET

EXPENDITURES			
	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed Budget
Village Administrator's Office (VAO) *	\$2,366,924	\$2,565,808	\$198,884
Community Development	\$492,644	\$587,320	\$94,676
Parks	\$684,872	\$811,659	\$126,787
Police	\$5,775,172	\$6,305,184	\$530,012
Public Works	\$1,630,564	\$1,255,520	(\$375,044)
<i>TOTAL OPERATING COSTS</i>	\$10,950,176	\$11,525,491	\$575,315
<i>Capital Improvement Program</i>	\$3,503,806	\$2,869,100	(\$634,706)
TOTAL GENERAL FUND EXPENDITURES	\$14,453,982	\$14,394,591	(\$59,391)

In presenting the General Fund overview, Administrator Halloran indicated the largest expenditure and increase to the budget is due to the actuarial changes in the calculation of the police pension fund.

Staff is also predicting an overall reduction in the General Revenue fund due to various factors:

- A 2% reduction in Home Rule Sales Tax and a 1% of Sales Tax reduction.
- An estimated \$212,428 decrease in Income Tax revenue.

- An estimated decrease of \$220,558 in Red Light Fines

The overall result is a surplus in the General Fund for next year of \$460,4547 based on revenues of \$14,796,199 and expenditures totaling \$14,335,652.

Police Pension information was provided:

Police Pension Fund's Actuarial Valuation performed as of 4/30/22:

- Current Funded ratio is 68.24%
- Two possible funding amounts calculated for FY 22/23:
 1. Statutory minimum (projected unit credit method) assumes 90% funding by 2040: \$863,600 contribution amount (35.11% of payroll)
 2. Recommended contribution (entry age normal method) assumes 100% funding by 2040: \$1,458,998 (59.32% of payroll)
 - o 20.7% increase = \$250,487
 - o Historical rates of payroll:
- 22 beneficiaries as of 4/30/2022 (annual benefit cost \$1.7 million FY 21/22 and \$1.81 million in FY 22/23)

Additional Pension Funding:

IMRF's Actuarial Valuation performed as of 12/31/2021:

- Current Funded ratio is 102.85%
- Contribution rate decreased by 3.89% (24.65 % to 20.76%)
- FY 22/23 annual contribution approx. \$260,000 or about \$85,000 decrease

Village Administrator Halloran reviewed the status of the Village's outstanding debt:

Series 2015 GO ARS Bonds (final payment 12/30/2034)

- Current balance: \$3,367,000 (original amount \$4,930,000)
- Pledged to be repaid with income tax revenues (police station portion) and water user fees (water tank portion)
- If pledged revenues are insufficient, a general obligation property tax would be levied
- Village Board will abate the property tax each year as long as alternate revenues remain sufficient
- FY 2022/23 payment (year 8 of 20): \$342,750
 - General Fund contribution: \$322,709
 - Water Fund contribution: \$20,041

IEPA Loan (final payment 7/31/2036)

- Current balance: \$689,207 (original amount \$887,089)
- Pledged to be repaid with water user fees (water standpipe painting)

- FY 2022/23 payment (year 6 of 20): \$54,448
 - Principal: \$41,823
 - Interest: \$12,625

Business District Sales Tax Incentive - Harlem-Irving

- Developer Note issued 5/1/2019 for \$2,000,000 (max)
- Pledged to be repaid with Business District sales taxes on specific retailers
- Limited to 20-year term (5/1/2039)
- First payment made FY 2019/20 - \$50,383
- FY 2020/21 payment of \$62,725
- FY 2021/22 payment estimated at \$67,864 (8% incr.)
- FY 2022/23 est. \$72,500

Business District Sales Tax Incentive - PFM

- Pledged to be repaid with Business District sales taxes on specific retailers
- Maximum would be \$5,000,000
- Limited to 20-year term or expiration of business district (7/11/2039)
- First payment was made on 1/09/23 of \$357,722.07.

Series 2007 Special Service Area (SSA) Bonds (final payment 1/1/2029)

- Current balance: \$1,735,000 (original amount \$3,540,000)
- No-commitment debt of the Village, secured by property tax revenues levied on the benefitted properties
- FY 22/23 payment of \$323,425 budgeted in the Special Service Area Fund

Each department provided their budgetary overviews:

Village Administrator's Office - Administration

2022-2023 Proposed Budget	2022-2023 Estimate	Difference
\$1,669,704	\$2,087,977	\$418,273

- **2022-2023 Budget Highlights**
 - Increased costs due to 2022 Bond and two Village Administrator salaries
- **2022-2023 Accomplishments/Highlights**
 - Completed the Pavement Assessment Grant from CMAP.
 - Completion of the Gateway signage.
 - Oversaw the update to the Zoning Code for the first time in 62 years.

- Oversaw the completion of the Community Resource Center.
- Oversaw the update to the Employee Handbook for the first time in 11 years.
- Created and implemented the first Communication Policy.
- Assisted in the negotiation of the Police Union contract.
- Increased and enhanced communication efforts by providing a bi-annual newsletter, monthly water briefs, and a cohesive social media strategy.
- Implemented the first procurement and contract structure within the Village.
- Implemented a new customer service request system with SeeClickFix.
- Implemented the Monthly Information Report.
- Oversaw and implemented the transfer of thousands of files to Laserfiche from the previous vendor.
- Oversaw the scanning of 70 boxes of documents into Laserfiche and all existing documents from 1960 transferred from Paper Vision to Laserfiche.
- Implemented PPO health insurance to give employees health insurance options for the first time in the Village's history.

2022-2023 Estimate	2023-2024 Proposed Budget	Difference
\$2,087,977	\$2,275,471	\$187,494

• **2023-2024 Budget Highlights**

- Increased costs in debt payments, which are related to the 2022 Bond.
- Decreased costs in personnel and contracts.

• **2023-2024 Goals**

- Assist in implementing performance metrics for Public Works and Community Development.
- Assist in the development of programs within the CRC.
- Assist in the management of all CIP projects for 2023.
- Oversee the Comprehensive Plan process.
- Oversee the grant application process for OSLAD and DCEO.
- Develop staff training programs.
- Identify new opportunities to enhance resident interaction and communication with the community.
- Perform an analysis of the Administrative Law Judge project.
- Oversee the analysis of building permit software.
- Oversee the analysis of water billing software.

2022-2023 Proposed Budget	2022-2023 Estimate	Difference
\$191,970	\$177,720	-\$14,250

- 2022-2023 Accomplishments/Highlights

- Successfully managed the transition to an outsourced Finance model.
- Received two GFOA awards.
- Applied for the triple GFOA award.
- Streamlined and decentralized the invoice processing.
- Created accountability within the Village on department head responsibility.
- Improved the payroll process for end users.
- Staff from Lauterbach and Amen has recommended that we use our reserve fund from IRMA to withhold annual premium amount

2022-2023 Estimate	2023-2024 Proposed Budget	Difference
\$177,720	\$199,286	\$21,566

- 2022-2023 Budget Highlights

- Assisted with the TIF implementation.
- Oversee the development of the five-year Capital Improvement Program.
- Assisted with all pricing and review analysis, including the Employee Handbook and Police Union contract.

Community Development

2022-2023 Proposed Budget	2022-2023 Estimate	Difference
\$849,204	\$492,644	-\$356,560

- 2022-2023 Budget Highlights

- Reduced operating expenditures by \$356,560.
- Implemented a streamlined process for reviewing permits.
- Transitioned away from an outsourced planner model.

- 2022-2023 Accomplishments/Highlights

- Comprehensive zoning code update complete.
 - All Planning services done in house by staff.
 - Hired a new Deputy Director of Community Development, specializing in residential plan review and SDR reviews.
 - Hiring a new Permit Technician, specializing in customer service, and issuing permits over the counter.
 - GIS mapping software is live.

- Implemented an on-demand outsourced building permit model

2022-2023 Estimate	2023-2024 Proposed Budget	Difference
\$492,644	\$587,320	\$94,476

2023-2024 Budget Highlights

- 2023-2024 proposed budget reduced by \$261,713 from the 2022-2023 approved budget.
- Personnel expenditures will increase, while contractual will decrease by 62%
- Comprehensive Plan is a one-time cost.

2023-2024 Accomplishments/Highlights

- Evaluating the use and possible implementation of online permitting.
- Comprehensive Plan Update.
- Implementation of Service Level Improvements (over counter permits, minor building remodels all in house)
- Increase staff training (ICC, BS&A, ACIP, events).

Parks & Recreation

2022-2023 Proposed Budget	2022-2023 Estimate	Difference
\$649,050	\$699,872	\$50,822

- 2022-2023 Budget Highlights
 - In the first year, Active Adults is projected to produce \$200,000 in revenue.
 - 22-23 Expenditures are projected to be under budget.
 - Created standardized budget practice for program fees
- 2022-2023 Accomplishments/Highlights
 - Integrated and implemented new registration software into department operations (ActiveNet).
 - Increased registrations to 1,195 for Fall/Winter session.
 - Developed new special events such as Pumpkin Flotilla, Mug Run, Elf Tryout, and Santa Sleigh
 - Oversaw the execution and development of the Parks and Recreation survey
 - Parks & Recreation Master Plan Update
 - Implementation of the Active Adults Program.
 - Oversaw the construction project of Ridgemoor Park.
 - Evaluation of Parks and Recreation programs.
 - Completed a fee analysis on all Parks services.

2022-2023 Estimate	2023-2024 Proposed Budget	Difference
\$699,872	\$799,037	\$99,165

2023-2024 Budget Highlights

- Increase of \$52,250 for Active Adults Programming.
- Several more programs will be offered through partnership opportunities at all parks.
- Reduction in landscape maintenance services.

2023-2024 Goals

- Execute park site plan for Midway Park Improvement Project.
- Increase programming opportunities and Special events (100+ unique events)
- Implement strategic partnerships for program diversification
- Create business plan model and analysis for pickleball court revenue
- Increase public outreach via HOA meetings and CRC meetings.
- Strengthen and develop intergovernmental relationships with Gower 62 and Indian Prairie Public Library for programming opportunities.
- Pricing policy analysis for programs and special events.
- Develop performance metrics for department and staff.

Police

2022-2023 Proposed Budget	2022-2023 Estimate	Difference
\$6,001,023	\$5,775,172	-\$225,851

2022-2023 Budget Highlights

- DEA Task Force Officer.
- Decrease operational costs by adding more in-house training - i.e., phlebotomist.
- Re-organizing the organizational structure of police administration.

2022-2023 Accomplishments

- Implementation of New Ballistic Shields
- Implementation of New Ballistic Helmets.
- Implementation of New Police Rifle w/ Optics.
- Increased community policing meetings with Homeowners Associations.
- ComEd Grant Award -ALPR and Speed Signs.

2022-2023 Proposed Budget	2023-2024 Estimate	Difference
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\$5,775,172	\$6,341,094	\$565,922
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2023-2024 Budget Highlights

- Expected reduction in overtime expenses.
- Increase in personnel costs as the department gets to full-staff.
- Increase in actuarial amount, which accounts for 52% of the overall increase in operating expenditures.

2023-2024 Police Department Goals

- Continue working on Illinois Law Enforcement Accreditation Program (ILEAP) for completion in FY 23/24
- Increase narcotics enforcement through partnerships with DuPage Metropolitan Enforcement Group (DuMEG) and Willowbrook Police Department patrol and tactical units.
- Utilize current traffic accident data to identify areas for increased selective traffic enforcement
- Implementation of "Town Hall" meetings

Public Works

2022-2023 Proposed Budget	2022-2023 Estimate	Difference
\$1,492,444	\$1,629,427	\$136,983

2022-2023 Budget Highlights

- Executive Dr stormwater management project
- Adams St street light improvements
- Gower West sidewalk extension
- Willow Manor drainage survey
- Executive Dr water main replacement
- Road rejuvenation program

2022-2023 Accomplishments/Highlights

- Resurfacing of Rogers Farm subdivision
- Reconstruction and resurfacing of 67th St
- Installation of multiple LED speed limit signs
- Village facilities window replacement

2022-2023 Proposed Budget	2023-2024 Estimate	Difference
\$1,629,427	\$1,160,716	-\$468,711

2023-2024 Budget Highlights

- Operating expenditures are projected to be \$816,322 lower than 21-22 fiscal year.

- Staff has moved concrete flatwork and salt to the Motor Fuel Tax fund.
- Staff will also be implementing a programmatic approach to tree maintenance and concrete flatwork.

2023-2024 Public Works Goals

Increase training, continued education and certification classes throughout the department.

- Implement the four-year sidewalk replacement and tree replacement program.
- Develop a strategic plan, valve cleaning and commercial buffalo box locating and digital mapping.
- Modernize departmental and utility inspections.

As Administrator Halloran concluded the meeting he called for questions or comments from the Board members.

Mayor Trilla offered his congratulations to the staff and thanked them for their hard work. Trustee Berglund agreed that the staff's efforts were greatly appreciated. Trustee Mistele also thanked the staff and added that he loved the Monthly Report. Trustee Ruffolo also felt it had been a great meeting.

6. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adjourn the Regular Meeting at the hour of 6:46 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.

_____, 2023.

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.