

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK FOR BUDGET WORKSHOP #2 HELD ON THURSDAY, FEBRUARY 15, 2024, AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER (CRC), 825 MIDWAY DRIVE, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

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

2. ROLL CALL

Those physically present at roll call were Mayor Frank Trilla, Village Clerk Deborah Hahn, 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 Lora Flori, Director of Community Development Michael Krol, Director of Parks and Recreation Dustin Kleefisch, Director of Public Works Rick Valent, Public Works Foreman AJ Passero, and Chief Lauren Kaspar.

Absent: Trustee Gregory Ruffolo, Deputy Clerk Christine Mardegan, Deputy Chief Benjamin Kadolph, and Deputy Chief Gerard Wodka.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

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

4. VISITORS' BUSINESS

No visitors were present.

5. BUDGET WORKSHOP #2

a. 2023/2024 General Fund Budget Update

Administrator Halloran briefly reviewed the General Fund summary for fiscal year 2023/2024, including an anticipated surplus of \$1.9 million. He also noted that in 2019 there was a deficit of \$.5 million, but a surplus for the last four years a reflection of the Board's direction on revenue enhancements and holding the line on expenditures.

For the 2023/2024 CIP (Capital Improvement Program) projects, Administrator Halloran reviewed the projects which had been completed and those anticipated to be completed before the end of the fiscal year in April.

- Gower Sidewalk project: budgeted at \$75,000, actual approximately \$62,000, savings \$12,000. Completed just prior to the beginning of the school year.
- Purchase of two police vehicles: Purchase made with ARPA funds
- Message Boards: Nine message boards were installed at community parks.
- Police department ballistic shield replacement
- Adams Street LED Lighting project: Under budget by just over \$36,000. Project not yet started, due to supply chain issues, hoping to be completed by the end of April. If the budgeted amount needs to be rolled over to the coming fiscal year, the Board would be advised before the approval of the 24/25 budget.
- Police department handgun replacement: Just over an \$84,000 savings over the budgeted amount. The department is undergoing training exercises before the new weapons are deployed.
- 67th Street Traffic Signal: While this was bid and managed by Darien rather than the Village, the IGA budgeted our cost at \$200,000. The final cost to Willowbrook was \$89,371, resulting in \$110,628 of cost savings.
- Garfield Road Sign Improvements: This was an unbudgeted item paid for through the contingency line item. This was an ongoing discussion between the Village and Burr Ridge to determine what improvements to make.
- Parking Lot Sealcoating Project: Minimal savings of \$150.00 on this project to sealcoat the police department and Village Hall parking lots.
- Police Department Training Room Signage Project: With the return of the facilities as a dedicated training space, new signage was ordered from the same company who has done other signs in the Village. The savings on this project were \$8,000.
- Borse Memorial Community Park - Phase I: During Phase I this year, \$1.1 million was budgeted covering primarily the permeable paver parking lot and the stormwater drain replacement and lining. Even with the change order just approved this past Monday, the project remains significantly under budget. Some of the savings is due to the bidding of all three parking lots, the new lot off

Eleanor Place, the south parking lot at Borse, and the new lot at Midway Park, in one bid, with savings close to \$1 million.

- Midway Park Improvement Project: By far the largest project of the year, it is currently about 85% completed. The goal is to have all items completed before the end of the fiscal year, although much of the remaining work is "weather permitting." This project has also come in under budget, with the Board working with staff to use different funds and different contractors to realize the savings of just over \$250,000.

The discussion continued with a property tax comparison with other DuPage County communities. This information is included primarily as a comparison for the public.

Administrator Halloran reviewed the General Fund Expenditures for the current fiscal year and the proposed 2024/2025 budget. There is an overall cost increase in operating costs of \$640,000. There will be a decrease in spending from the General Fund, \$1.9 million, for the Capital Improvement Program (CIP). Total expenditures in the General Fund is expected to decrease by \$1.3 million. He made note of the personnel expenses allocated to the General Fund. Although there is an overall 5% increase in expenditures, that is the lowest increase in five years. Almost half of the increase was due to an increase in the actuarial recommendation for the Police pension. There was also a 4.5% increase in health insurance costs, although this increase is the second lowest in the past five years.

In a review of the General Fund revenue projections, Administrator Halloran noted that in many areas the Village saw unexpected, historic highs in the year-over-year increases. That level of increase is expected to level out in the coming years. For that reason, and the continued uncertainty of the economy, staff is projecting conservative increases in revenue. For the coming fiscal year an increase of \$233,000 is projected.

Overall, staff is projecting a surplus in the General Fund of \$3.4 million by using some of the General Obligation bond revenue to increase cash flow.

Continuing the review with the pension funding, the Police Pension Fund is 63.64% funded. The Village is working toward a goal of 100% funded by 2040, while the state goal is 90% funded by 2040. The IMRF current funded ration is 102.85%. The Village's contribution rate decreased by 3.89%, from 20.76% to 16.12%.

Administrator Halloran continued with a review of the Village's debt:

Type	Balance	Annual Contribution
Series 2015 GO Bonds (year 10 of 20)	\$3,195,000	\$345,850
IEPA Loan (year 8 of 20)	\$604,975	\$54,448
Series 2007 SSA Bonds (Paid by bond beneficiary)	\$1,315,000	N/A
Series 2022A GO Bonds (year 3 of 20)	\$8,920,000	\$541,096
Series 2022B GO Bonds (year 3 of 3)	\$1,020,000	\$169,455

Considered long term debt by auditors:

Business District Sales Tax Incentive - Harlem-Irving	N/A	\$65,000 (Estimated)
Business District Sales Tax Incentive - PFM	N/A	\$357,722.07 (1/9/23)

Administrator Halloran concluded his presentation and turned the floor over to the department heads to continue the General Fund 2024/2025 proposed budget.

a. 2024/2025 General Fund Proposed Budget Discussion

Mr. Arteaga presented the highlights and accomplishments in the VAO during the past fiscal year:

1. Implemented Village-wide Employee Engagement Activities, bringing staff from all departments together.
2. Successfully administered and presented the 2023 Citizen Survey
3. Evaluated the previous outsourced communications model and successfully implemented an internal communications model utilizing current staff abilities.
4. Currently in the process of implementing Local Administrative Adjudication, the first Administrative Adjudication hearing is scheduled for April 18, 2024.
5. Implemented merit pay for non-union employees.
6. Digitized all non-union personnel files.
7. Created a Capital Improvement Program Guide.
8. Initiated the creation of a Water Utility Customer Portal, with the expectation for this portal to go live in early May 2024.
9. Conducted Comprehensive Plan Update workshops alongside the Community Development department.
10. Implemented a Management Training Program amongst all departments to better track employee performance metrics.
11. Implemented several staff training programs that span all departments.
12. Implemented Public Works general OSHA training.
13. Assisted in the expansion of Active Adult programming.

14. Completed the Tree City USA application, awaiting official recognition as a Tree City USA member community.
15. Secured two IGA (Intergovernmental Agreement) partnerships for shared services:
 1. Custodial Services Agreement with Gower School District
 2. Snow/Ice Removal Agreement with Indian Prairie Public Library

Mr. Arteaga presented the goals and objectives of the VAO for the upcoming fiscal year:

1. Assist in the management of all CIP projects for 2024-2025.
 - I. Assist in the management of all Park Redevelopment Projects (Borse Phase II, Creekside, and Farmingdale)
2. Oversee the final stages of the Comprehensive Plan Update.
3. Expand staff training and professional development programs.
4. Successfully roll out the new Water Utility Customer Portal.
5. Oversee the analysis and implementation of a building permit software.
6. Research and analyze the potential installation of a Veteran's Memorial.
7. Assist Public Works with a long-term beautification plan.
8. Assist Public Works in the creation of a Stormwater Master Plan.
9. Assist Public Works in a leasing analysis of all Village vehicles.
10. Assist Public Works in the creation of an update to the Water Infrastructure Master Plan.

Mayor Trilla noted that although the information Mr. Arteaga presented was very quick, the accomplishments included fifteen items that had been completed during the past year. He offered his compliments and congratulations to the staff for the incredible amount of valuable work being done.

CFO Flori spoke regarding the Finance department's 2023/2024 fiscal year accomplishments and highlights:

- Received the coveted GFOA (**Government Finance Officers Association**) Triple Crown Award (GFOA's Certificate of Achievement for Excellence in Financial Reporting, Popular Annual Financial Reporting Award, and the Distinguished Budget Presentation Award)
- Continued to streamline invoice processing and expanded VAO staff members roles in Village finance and accounting procedures.
- For the second consecutive year, the Village utilized our reserve fund from IRMA to withhold annual premium amount.

She noted that the goal of the finance department for fiscal year 2024/2025 is to continue to work with all departments to increase efficiencies and implement standard reporting.

The Mayor offered his thanks to CFO Flori for her efforts in resolving past issues while continuing to move the Village forward.

Director Krol outlined the Community Development department's 2023/2024 accomplishments and highlights:

- Staff is working with Houseal Lavigne towards completing the Village Comprehensive Plan update.
- All Planning services continuing to be performed in-house by staff.
- Staff performs most residential plan reviews in-house, working towards issuing single-day review permits within 24 hours in most cases.
- Contracted new code enforcement consultants who perform inspections, send violation notices, and issue citations for compliance.

He then presented the 2024/2025 budget highlights:

- Researching Online Permitting Software to increase production and permit review time.
- Continuing BS&A training to maximize our current permit software.
- Adding Blue Beam permit review software to reduce paper submittals, review plans online, decrease internal plan review time.
- Reduce SafeBuilt plan review and inspection hours.
- Increase staff training through SBOC, BS&A, APA, and BFCA classes and events.
- 2024-2025 proposed budget increased by \$15,791 from the 2023-2024 budget:
 - * 4-5% rate increase for all consultants.
 - * Special Project budget increase for online permitting and comprehensive plan update.

In conclusion, Director Krol offered a brief outline of the features of the proposed plan review software, BlueBeam, to be implemented in the coming year. Administrator Halloran noted that this is a very inexpensive solution (\$300.00) to offer a wider variety of services, and more efficient service, to the public. This is a step toward offering online, digital reviews and permitting.

Director Krol also noted by completing most of the reviews in-house, the department is reducing the amount spent with Safebuilt for plan review and inspection.

Director Kleefisch presented the 2023/2024 accomplishments and highlights in the Parks and Recreation department:

- Organized five CIP Open House meetings for park projects (2x Farmingdale, 2x Creekside, and One for Borse Phase II)
- Increased registrations to 2,207 for FY 23/24 (26% increase from FY 22/23).
- Developed new special events such as Neighborhood Nights, Glow Rider, Watermelons on Water, New Years Eve Baby Bash, Daddy/Daughter Dance, Mommy and Me Superhero Dance Party, Golden Egg Scavenger Hunt,
- Managed the process of changing Special Recreation Associations to becoming Southeast Area Special Parks and Recreation (SEASPAR) members
- Developed strategic partnerships with Darien Park District and Village of Hinsdale to expand the Active Adult program.
- Developed and implemented new Strategic Plan.
- Collaborated on development of the Village Marketing Plan.
- Oversaw the construction projects for Midway Park and Borse Park Project Phase I which included the construction of the permeable paver parking lot and drainage restoration
- Increased resident participation rate by 84.9% for Active Adult program (through Jan 2024)

He continued his presentation with the Parks & Recreation 2024/2025 goals:

- Execute park projects at Farmingdale Terrace, Creekside, and Borse Park Phase II.
- Provide 180+ unique program offerings for the year and achieve a 60% run rate
- Hit 1,650 registrations for the FY 24/25 (10% over last year's goal).
- Implement wiffleball leagues and additional recreational opportunities for Midway Park.
- Create business plan model and analysis for pickleball court revenue.
- Update process/procedure for Park inspections and documentation to score higher on IRMA assessment.
- Develop community programming/event opportunities with SEASPAR.
- Research and submit grant opportunities for Borse Park Project Phase III such as OSLAD and GIGO, DCEO grants.

He then presented the 2024/2025 budget highlights:

- Generate \$300,000 in revenue.
- Continued growth in Active Adults programming.
- Continued investment in community and special events for the residents.

The Mayor thanked Director Kleefisch for the great job and told him to keep up the good work. He noted he is excited for the wiffleball season and indicated he had his team's name ready.

Chief Kaspar presented the 2023/2024 accomplishments and highlights of the Police department:

- Hired a Community Service Officer, new Deputy Chief, and four patrol officers.
- Implemented quarterly labor management meetings to facilitate better communication with the collective bargaining unit. These meetings led to the establishment of a Retirement Health Savings plan and 12-hour shift trial.
- Implemented NIBRS test system for crime reporting and successfully became NIBRS compliant in fall 2023.
- Collaborated with Parks and Recreation to develop numerous children's and senior programs such as Cops & Bobbers and Senior Safety Seminars.
- Implemented new police department initiatives and refreshed existing ones such as Shop with a Cop and Employees Awards.
- Hosted/Attended numerous Homeowners Association Meetings and hosted business partner trainings to bolster Community Oriented Policing.
- Successfully completed year 2 annual web-based CALEA online assessment (October 2023).

Highlights from the 2023/2024 budget included:

- Acquired new guns under CIP purchase in (Jan 2024) with a budgetary savings of \$84,556.92.
- Acquired two new squad vehicles utilizing ARPA funds.
- Applied for two and received two separate disbursements of \$182,000 and \$90,000 for a total of \$272,000 in grant funding for the Organized Retail Crime grant in summer/fall of 2023. This grant assisted with overtime reimbursement and acquisition of security cameras for retail establishments.
- Applied for and received the Illinois Department of Transportation's Selective Traffic Enforcement Program grant (\$22,080) in summer of 2023. This grant will allow for overtime reimbursement for increased selective traffic enforcement.

She continued her presentation with the Police Department's 2024/2025 goals:

- Implement equipment upgrades to establish a designated Emergency Operations Center (EOC) in the police department training room and conduct training to activate the EOC.
- Establish standardized procedures for expungements and records destruction in accordance with state statute.

- Complete installation, deployment, and training for all remaining retail security cameras purchased with Organized Retail Crime grant funds.
- Prepare for and complete year 3 CALEA annual web-based assessment in October 2024.
- Complete cost analysis for 12-hour shift trial at the 6-month mark after implementation.
- Develop a Citizen's Police Academy.

She then presented the 2024/2025 budget highlights:

- Expected reduction in overtime expenses due to 12-hour shift implementation and achieving full staffing.
- Expected increase in personnel costs with 12-hours shifts and as the department achieves full staffing.
- Explore grant options for equipment purchase such as drones, virtual reality, and other training items.
- Apply for and receive a grant for bullet proof vest replacement to offset equipment costs.
- Utilize shared services and Village facilities to host more training in-house to explore a possible reduction in training expenditures.
- Streamline fleet and facility management in collaboration with Public Works to find areas where expenditures can be cut.

Foreman Passero presented the 2023/2024 accomplishments and highlights of the Public Works department:

- Drafted the Snow Operations Manual.
- Implemented a programmatic approach for the following services (tree trimming, tree/stump removal and concrete flatwork).
- Implemented intergovernmental agreements.
- Filled the role of Public Works Director.
- Oversee the beginning of the valve location project.
- Assist with the Midway Park Improvement Project.
- Assist with the Phase I of the Borse Park Improvement Project.
- Oversee the Adams Street LED Lighting Project.

Administrator Halloran noted that the valve locating project is a large project, and one of the most important in the Village. With the latest update from the contractor, currently the project is 35-40% completed. One of the issues that has been discovered is that, of the valves that have been located, approximately 40% are "unknown", meaning neither the pipes nor

the valves cannot be seen with the methods in use, generally due to being encased in debris or groundwater.

Highlights from the 2023/2024 budget included:

- Decreased contractual costs due to phasing out tree trimming, tree/stump removal.
- Decrease costs in salt and snow plowing services

Director Valent continued the presentation with Public Work's 2024/2025 goals:

- Seek opportunities for staff's professional development in certifications for being an arborist, automotive specialist, and stormwater professional.
- Define specifications, take delivery, and place into service a combination backhoe loader.
- Identify the needs for implementing de-icing equipment and chemical treatment processes to improve snow plowing services.
- Assist the VAO in creating and implementing a beautification plan for Village properties.
- Oversee and assist the Director of Parks with the many park improvement projects.
- Develop multi-year pavement management and preventative maintenance programs.
- Review the current vehicle fleet, enhance the maintenance program, and define optimal time for replacement.
- Lead a leasing analysis for all Village vehicles with VAO and Police

He then presented the 2024/2025 budget highlights:

- Increase in staffing by one position with the Director of Public Works
- Increase in contractual expenses for tree trimming and tree removal due to the increased quantities in Section 2.

Administrator Halloran noted that Foreman Passero and his staff have done a great job in reducing overall costs in Public Works, increasing the amount of work done in-house and finding more efficient methods of getting the work done, without reducing services to the Village.

The Administrator noted that the presentations from the department heads have been concluded and staff is available for questions from the Board.

Trustee comments included Trustee Davi indicating he was impressed with the information provided. Trustee Berglund indicated that staff had done a phenomenal job. Trustee Mistele thanked staff and was glad that things seem to be going quite well. Trustee Neal also thanked staff and was glad for the positive thoughts.

Mayor Trilla stated that he echoed the comments and sentiments of the Trustees. He expressed his pride in seeing the improvements in every single corner of the Village. High praise goes to the Administrator, as well as his choices of department heads and their staff. The Mayor is looking forward to a great year. He encouraged staff to continue to come up with great ideas. Keep up the great work!

6. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to adjourn the Special Meeting at the hour of 7:00 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

_____, 2024.

Frank A. Trilla, Mayor

Minutes transcribed by Administrative Assistant Jody Wegrzynski.