

MINUTES OF THE SPECIAL MEETING BUDGET WORKSHOP OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MARCH 18, 2013, AT THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order at the hour of 5:30 p.m. by Mayor Robert Napoli.

2. ROLL CALL

Those present at roll call were Trustees Terrence Kelly, Michael Mistele, Sue Berglund, Umberto Davi, and Frank Trilla.

ABSENT: Trustee Dennis Baker

Also present were Village Clerk Leroy Hansen, Village Administrator Tim Halik, Interim Finance Director Carrie Dittman, Chief of Police Mark Shelton, Superintendent of Parks & Recreation Kristin Violante, Management Analyst Garrett Hummel, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Napoli led everyone in saying the Pledge of Allegiance.

4. PUBLIC HEARING - APPROPRIATION ORDINANCE

Mayor Napoli opened the public hearing relative to the proposed Appropriation Ordinance for Fiscal Year 2013-2014.

Mayor Napoli asked if there were any questions or comments. Being there were no questions or comments, Mayor Napoli asked for a motion to close the public hearing.

MOTION: Made by Trustee Kelly, seconded by Trustee Davi, to close the public hearing with regard to the Appropriation Ordinance.

ROLL CALL VOTE: AYES: Trustees Kelly, Mistele, Berglund, Davi, and Trilla. NAYS: None. ABSENT: Trustee Baker.

MOTION DECLARED CARRIED

5. DISCUSSION - FISCAL YEAR 2013-14 DRAFT BUDGET

Administrator Halik presented to the Village Board a general overview of the budget. He noted the following:

- The final budget for fiscal year 2013/14 should be approved no later than the April 22, 2013 Board meeting.
- All existing services and programs will be maintained.
- Proposed days of operating expense is 182 days at \$20,395 p/day.
- The Five Year Plan is to conserve spending with no new or expanded services.

Administrator Halik reviewed the General Fund highlights which presents a surplus of \$197,000. Attributes include:

- No major capital initiatives.
- Does not include any salary increases for non-union employees.
- Includes a 2% wage increase for Unionized patrol officers, as a place holder with negotiations to commence in the near future.
- Health insurance costs increase placeholder 5%.
- Police Pension contributions went down 9.79%.
- IMRF Pension contributions went up 2.12%.

Administrator Halik advised that there will be a SLEP pension buy-out of \$168,000 which related to a former police chief. By paying off this debt, it will save the Village approximately \$109,000.

In addition, Administrator Halik reviewed the status of grant funding the village has obtained. Grant funding was more difficult to obtain during the year; due in part to the lack of a federal stimulus program. It includes:

- \$36,925 - Illinois Department of Commerce and Economic Opportunity (Illinois DCEO) and Illinois Clean - Energy Community Foundation (I.C.E.) - Upgrade of Village Hall Lighting.
- \$60,000 - Illinois DCEO - Illinois Capital Bill - Knolls Lake Drainage Improvement Project.
- \$92,000 - Illinois DCEO - Illinois Capital Bill - Phase I - LED Streetlight Replacement Project.

- \$542,000 - Federal STP - Road Maintenance Project for Clarendon Hills Road (north) will be used in 2016 Road Maintenance Program. (Funding was approved in FY2011/12)

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Village Staff will also apply for additional grant funding as follows:

- Illinois Department of Natural Resources OSLAD Grants
  - New Park/Open Space Land Acquisition
  - Park Improvements/Equipment
- Metropolitan Mayors Caucus - Emerald Ash Borer Grant - Tree Replacements
- Illinois DCEO - Outdoor Energy Efficiency Lighting - Street Lights
- Illinois Transportation Enhancement Program (I.T.E.P.)
  - Kingery Landscape Improvements
  - Village Entry Sign Replacements

Administrator Halik again related that there are no wage increases for non-union employees included in these budget numbers. There are 33 full-time employees.

Interim Director of Finance Carrie Dittman provided an overview of the Fiscal Year 2013-2014 budget.

- FY 2013-14 budgeted revenues are anticipated to be 2.2% higher than FY 2012-13 budgeted revenues.

Ms. Dittman advised the Board that the major components of the general fund revenues are sales tax, down \$46,374 due to the anticipated road work along Route 83 and the closing of K-Mart; and places of eating tax has no substantial changes. Utility tax is down \$3,633. Income tax for budget purposes is up \$79,454 and will be monitored. Amusement taxes are down \$11,083 due to the expiration of an agreement with the Midwest Athletic Club. Permit fees are budgeted to be up \$40,800. Red light camera fines will have no substantial changes. FY 2013-14 General Fund Revenues from major sources is estimated at \$6,887,766. Total FY 2013-14 General Fund Revenues is estimated at \$7,928,308.

The FY 2013-14 General Fund Expenditures is estimated at \$7,731,258 with the police department accounting for 58% of the budget.

Ms. Dittman presented the General Fund's projected balances for each of the next five (5) years, and revenue and expenditure summaries for each Village fund.

Ms. Dittman reviewed outstanding debt:

- 2007 TIF Notes - Maximum principal - \$1,830,000 - Economic Incentive Agreement with Harlem Irving. Last payment is due on 12/31/2014. The last payment of \$332,256 will be paid in July of 2013. This debt will then be completed.
- 50% sales tax sharing with Harlem Irving. Maximum principal - \$1,670,000. Projected end date is 12/31/2015. Maximum balance remaining is \$802,769.
- Series 2008 GO ARS Bonds - Issued to complete the 75<sup>th</sup> Street extension and building the Public Works facility. Last payment is due 2027. Current balance is \$1,725,000. Question was raised at the Committee Meetings if this debt could be paid early. Ms. Dittman stated that the bonds have a call date of 2016. This is the earliest it could be paid off.
- Series 2007 Special Service Area (SSA Bonds) - Town Center infrastructure improvements. Last payment - 01/01/2029. Current balance is \$3,105,000. No commitment debt of the Village.

Ms. Dittman stated that in earlier budget presentations, the health insurance costs were estimated at a 5% increase. The most current information from IPBC states that the actual increase will be 2.9%, to be determined by IPBC on March 20, 2013.

Ms. Dittman reviewed the Water Fund and MFT Fund:

- The working capital balance for the Water Fund at the end of the current year is an estimated 52 days. The goal is 90 days. For FY 2013/14, the working capital balance will be 72 days. Currently, there are no plans to transfer money into the Water Capital Improvements Fund for capital projects.
- The MFT Fund Balance is a little lower than budgeted estimates. For FY 2013/14, the fund balance will be \$194,084.

Ms. Dittman stated that the Water Fund working capital balance will steadily drop due to the water purchase increase from the DuPage Water Commission unless the Board passes a water rate increase. By FY 2016/17, the days operating expense reserves will be negative.

Administrator Halik advised that the DuPage Water Commission has raised their rates four times since May 1, 2010 for total increases of 77%. The Village has only increased rates twice for a total of 40%. Administrator Halik advised that a 13.6% increase would be needed to the residents to just pass through

the current increase amount; not including past increase amounts that the Village has already absorbed. During an analysis:

- If the Village passed on a 17% increase, this would only give 84 days operating expense reserve.
- If the Village passed a 20% increase, this would give 95 operating days; just over the minimum reserve of 90 days. At the Committee Meeting level, the 20% was recommended.

Administrator Halik recommended that he and Ms. Dittman will run some additional scenarios for rate increases and how that affects the Water Fund. They will then come back to the Board at a future meeting with their findings.

Administrator Halik advised that the MFT Fund projects include a maintenance interval year only.

Staff presented the highlights of the departmental budgets:

#### Village Board & Clerk

An increase of 51.94%:

- Salary increases per ordinance:
  - Mayor - Increase of \$17,300
  - Village Clerk - Increase of \$2,850

#### Administration

An increase of 4.94% overall:

- Additional Labor Attorney fees - Upcoming Union Negotiations - \$30,000
- IRMA Insurance Premiums - \$18,311
- Employee Wellness Initiatives - \$11,175
- Repainting - Administration side of Village Hall - \$8,000
- Replacement of flooring in Council Chambers - \$8,000

#### Planning & Economic Development

An overall increase of 2.85%:

- Consultant Services for completion of comprehensive updates to Village Zoning Ordinance - \$5,000
- Planning Consultant - \$55,000

### Parks & Recreation

An overall decrease of 6.70%:

- Additional part-time seasonal employee - \$8,000
- Accessibility improvements to parks - \$14,000, funding from unspent Special Recreation Tax Levy collections
- No capital projects included

### Finance

A decrease of 0.99% overall:

- Analysis of current Enterprise Resource Planning needs - \$9,200

### Police

An overall increase of 6.94%:

- Benchmark salary increase of 2% for union members - \$21,262
- Increased overtime expenses - \$33,900
- SLEP Buyout - \$122,350
- Maintenance to new report writing system - \$10,000
- Southwest Central Dispatch annual payment - \$10,831 increase
- Replacement of two (2) squads - \$78,000
- In-Car Video Equipment - \$58,000 (funded through DEA funds)
- Sound Proofing (three interview rooms), Exhaust Fan (evidence room), In-Car camera - \$12,500

### Municipal Services/Public Works

An overall increase of 24.64%:

- Employee Tuition Reimbursement Program - \$2,000
- Vehicle Maintenance Increase - \$5,980
- Year 1 - EAB Abatement Program - \$203,150
- Brush Collection - Addition of tub grinder - \$5,000
- High Reflectivity Road Signs - \$4,000
- Replacement of medium duty dump truck (1/2 of the expense) - \$35,000 (remainder from Water Fund)
- Village Entry Sign Replacements - \$28,000 (will be part of ITEP Grant application)

### Building and Zoning

An overall increase of 3.46%:

- Overtime increase - \$5,000
- Part-Time Inspector increase - \$2,000

### Water Fund

An overall increase of 3.28%

- Budgeted increase of \$109,043 due to the increased DuPage Water Commission rates
- Additional part-time seasonal employee - \$8,000
- SCADA System Software upgrade - \$12,000
- Additional funding for main breaks - \$22,500
- Replacement of medium duty dump truck (1/2 of the expense) - \$35,000 (remainder from Public Works)
- Continuation of Fire Hydrant Replacement Program - \$25,000
- No budgeted transfer into Water Capital Improvements Fund for FY 2013/14 - (\$134,960)

### Water Capital Improvements Fund

- Engineering Analysis of the three (3) water towers - \$12,000
- Replacement Water Meter Transmission Units - \$24,000 (due to premature battery issues)

### Hotel/Motel Tax Fund

An overall decrease of 25.63%:

- Prior years had higher than normal expenditures due to fund balance build up for increased advertising. Marketing program has decreased.

### SSA Project Fund

Closed out at the end of Fiscal Year 2012/13

### 2008 Bond Fund

\$160,556 budgeted to make June 30 and December 31 debt payments for new public works facility (funded by transfers from General Fund and Water Fund)

Village annually abates the property tax levy on the bonds and pays from internal sources. Last bond payment on this will be in 2027.

### Capital Projects Fund

No planned expenditures except minor \$450 for annual debt costs. Ending fund balance as of April 30, 2013 is projected to be \$86,658.

### Discretionary Budget Items Requiring Board Direction

There are six (6) discretionary budget items identified, however, the numbers for these items have not been included in the budget.

#### I. Park Land Acquisition (L.A.F.E.R. Fund Expenditures)

Administrator Halik stated this issue will be presented at a later Board meeting due to appraisal reports that have not yet been received.

#### II. Village Hall Building Façade Sign

Administrator Halik stated that there has been some concern over the appearance of the existing sign. Proposals were received between \$4,600-\$5,500. Staff could continue to obtain proposals for other designs. Suggestion was made to refinish the lettering and replace the logo. Administrator Halik recommends that funding be added to the budget and staff will continue to bring information to the Board for approval.

The Board's consensus was to add funding for \$8,000.

#### III. Electronic Archive File Storage System

Administrator Halik advised that when a FOIA is received, staff is required to search several boxes to fill the request. Staff committee met with a vendor, Datamation from Willowbrook.

Administrator Halik stated that there are two quotes:

- The first quote involves data storage from this day forward. Includes software, training, installation and two scanners for a price of \$22,700.

- The second quote involves scanning and documenting the existing storage. Total price would be \$96,519. Administrator Halik suggested that this portion could be broken up into three years or \$32,200 per year.

After discussion, the Board's consensus was to fund the entire project in FY 2013/14.

#### IV. Security System for P.W. Building/Pumphouse

Administrator Halik stated that this issue has been brought up in the past. The building was built to include a security system, but it was not installed in 2007 to try to reduce construction costs. Proposals have ranged from \$11,400 - \$18,500. Administrator Halik recommends to budget \$18,500 and staff will continue to seek alternative proposals.

The Board's consensus approved this suggestion.

#### V. Kingery Highway Landscape Improvement Plan

Administrator Halik advised that during the annual citizen survey, 29.3% of the survey respondents indicated that streetscaping was either fair or poor and 13.1% stated they were not satisfied with the level of beautification in the Village.

In 2013, IDOT will be conducting the resurfacing of Kingery Highway through the Village. The scope of this work does not include any landscaping enhancements. However, this project is eligible as an Illinois Transportation Enhancement Program grant. If approved, this grant will fund 80% of the project. A preliminary design was completed by WBK Associates to determine costs.

ITEP applications are due in June/July 2013 with winners being announced in October. If approved, work would commence in Spring of 2014 after the road project is completed.

The work would be conducted in two phases: Plainfield Road south to I-55, and Plainfield Road north to 63<sup>rd</sup> Street. For Phase I, the Village's portion would be approximately \$90,000 plus a \$2,200 consultant fee.

Phase II would be submitted as a second grant proposal for FY 2014/15. The Village's share of the grant would be \$73,000.

Question was raised that this expenditure was based on receiving a grant. Administrator Halik advised that if the grant was not awarded, this project would be eliminated and funds would stay in a fund unused.

The Board's consensus approved this suggestion.

VI. Waterford Park - ADA Improvements/Renovation

Administrator Halik updated the Board on the status of the Parks & Recreation Master Plan. A draft plan should be received by late March. Administrator Halik advised that he would like to hold a joint meeting between the Village Board and the Parks and Recreation Commission in April or May to review the master plan. The final master plan should be adopted by the Village Board by June 1, 2013. Project grant applications are due July 1, 2013.

The Park Commission has submitted renovations to Waterford Park for this fiscal year. Waterford Park is currently inaccessible to handicap individuals, baby strollers, and bikes. Renovations include installing an ADA accessible pathway, playground accessible improvements, site furnishings, and landscape enhancements.

Administrator Halik advised that grant funding for this park is not likely and according to surveys, is the second most used park in the Village. Estimated design and construction costs for the park would be \$195,275. Administrator Halik advised that some of the costs will come out of the Special Recreation Tax Levy.

Superintendent Violante stated that the consultant advised that most grant opportunities are for new enhancements. This proposal is for accessibility purposes.

Administrator Halik suggested that the funds for this expense be taken out of the L.A.F.E.R. Fund and would not impact the General Fund.

The Board's consensus was to approve this suggestion.

VII. Impact of All Discretionary Items

Administrator Halik reviewed the Budget Workshop discretionary items with the Board. If all discretionary items were accepted, it would cost a total of approximately \$216,661.

VIII. Future Budget Considerations

Administrator Halik stated that there are several items that have been identified for future budget consideration. These projects have not yet been considered and no associated costs have been determined. These items included:

- MTU Replacement Program  
This item is a continuation of the water meter system. Costs will be brought to the Board for consideration.
- Year 2 - EAB Abatement Program  
Approximately \$156,400. This is based on a four-year program and can be extended to five years if needed.
- Enterprise Resource Planning System
- Phase II - Kingery Landscape Improvement Project

6. EXECUTIVE SESSION

- a. Consideration of employee compensation pursuant to Chapter 5 ILCS 120/2(c)(1)

RECESS INTO EXECUTIVE SESSION

MOTION: Made by Trustee Kelly, seconded by Trustee Davi, to recess into Executive Session at the hour of 7:52 p.m.

ROLL CALL VOTE: AYES: Trustees Kelly, Mistele, Berglund, Davi, and Trilla. NAYS: None. ABSENT: Trustee Baker.

MOTION DECLARED CARRIED

The Board reconvened the Special Meeting at the hour of 8:33 p.m.

7. ADJOURNMENT

MOTION: Made by Trustee Kelly, seconded by Trustee Trilla, to adjourn the meeting at the hour of 8:34 p.m.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Kelly, Mistele, Berglund, Davi and Trilla. NAYS: None. ABSENT: Trustee Baker.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

April 8, 2013

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Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.