

**Minutes
Village of Willow Springs
Budget Workshop Meeting
June 13, 2019**

President John Carpino called the meeting to order at 6:03 p.m.

Roll Call: Present: Trustees: Thomas Birks, Terrence Carr, Michael Kennedy, Ernie Moon, Melissa Neddermeyer, and Fred Posch

Also Present: Administrator Brent Woods, Clerk Mary Jane Mannella, Attorney Erik Peck, Sergeant Michael Giorgetti, Public Works Director Keith Grantland, Building Commissioner Bruce Zartler and Treasurer Kelly Zabinski

Absent: None.

President Carpino asked Mr. Greg Lauriano to lead the Pledge of Allegiance.

PRESENTATIONS:

Administrator Woods outlined the budget process that has been followed to get to tonight's final approval of the budget. Next he gave a presentation which is attached.

Treasurer Zabinski commented that we have budgeted surpluses because we still only have 2 months of reserves and the village would like reserves of 3 – 6 months on hand. She also pointed out that the only debt issued by the village this year is a small car loan for a police vehicle.

OPEN FLOOR:

Carol Valdez asked why we appropriated some line items more than we actually spent last year. President Carpino explained the appropriation is what we would like but we needn't spend it all. Administrator Woods clarified why certain line items were higher. Software purchases are an example of a higher purchase.

Trustee Moon asked about the current asset listing. Treasurer Zabinski clarified why we need updated asset values for the village. She also explained that if the village receives additional money from other sources, we want our budget and appropriation documents to be flexible enough to take advantage of those funds.

Larry Roberts wanted to know how Hodgkins got UPS. President Carpino answered that the UPS property was de-annexed from Willow Springs.

ADJOURN:

Motion to adjourn by Trustee Moon, second by Trustee Posch. Voice Vote. ALL AYES. *Motion Carried.* 6:30 p.m.

Mary Jane Mannella, Village Clerk



Village of

WILLOW SPRINGS

BUDGET WORKSHOP

Fiscal Year 2019-2020

BUDGET PROCESS

- ▶ November 15th: Village Board budget priority session;
- ▶ November – early December: Departmental budget meetings to develop budget requests;
- ▶ January: Staff review of budget requests; Finance Director initial review;
- ▶ February – March: Budget review / Follow-up meetings with Department Heads;
- ▶ April – Early June: Various meetings between administrative staff and Finance Director / Treasurer for final review;
- ▶ May 10th: Tentative Budget available at Village Hall for public review;
- ▶ Late May – early June: Individual meetings with President and Trustees to review the budget;
- ▶ June 13th: Final approval of budget

OVERVIEW

- Increased Funding for Infrastructure Improvements;
- Increased staffing levels at Police Department;
- Enhanced technology to improve production & efficiency;
- Eliminated the Municipal Building Department and Created the Parks and Recreation Dept.

STRATEGIC PRIORITIES



STRATEGIC PRIORITIES

➤ INVESTMENT IN INFRASTRUCTURE IMPROVEMENTS

- \$265,000 for Road Repairs / Resurfacing:
 - ✓ Oakwood (Vinewood to North End)
 - ✓ Pine (Cedar to South End)
 - ✓ Dunbar (End to End)
 - ✓ Doogan (End to End)
 - ✓ Walnut (Forest to East End)
 - ✓ Cedar (Forest to East End)
 - ✓ Elm (Cedar to Vinewood)
 - ✓ Pearl (Alley to Blackstone)
 - ✓ Charlton (Blackstone to North End)
 - ✓ Rainford (Wolf to East End)
 - ✓ 86th Street (Wolf to East End)

- \$150,000 for Lift Station and Sewer Upgrades / Improvements:
 - ✓ Including work on Ursula Lift Station
 - ✓ Sewer replacement in coordination with the WSWC

STRATEGIC PRIORITIES:

▶ INVESTMENT IN POLICE DEPARTMENT

- Addition of full-time patrol officers to reduce overtime and part-time budget.
 - ✓ Replacement of an officer who resigned and the addition of as many as two new officers.

- Replacement of aging patrol vehicles.
 - ✓ Several fleet vehicles are on the verge of costing more money to keep running than it would cost to lease/purchase new vehicles.

STRATEGIC PRIORITIES:

▶ INVESTMENT IN PUBLIC WORKS

- New medium duty truck to replace aging vehicle.
 - ✓ Appropriation of funds to purchase a new vehicle to replace one of our aging fleet vehicles.

- Implementation of Fleet Management Software
 - ✓ Inclusion of funds for fleet management software which will improve maintenance on our vehicles, extending usable life. It will also make maintenance more efficient.

STRATEGIC PRIORITIES

▶ IMPROVED ACCOUNTING OF VILLAGE ASSETS

□ Funds for appraisal of all of our village assets:

- ✓ Buildings;
- ✓ Vehicles;
- ✓ Roads;
- ✓ Sewers.

□ Implementation of Building Permit Software

- ✓ Funds for building department module of MSI/Harris Software to streamline procedures and permitting, making it more efficient;
- ✓ Transfer web site to new hosting service to improve user friendliness and reduce the number of outages;

FUND SUMMARY

FUND	Balances as of 04/30/2019*	Revenues	Expenditures	Projected Balance	Projected Surplus (Deficit)
Corporate Fund	951,363	5,244,400	5,192,821	1,002,942	51,579
Sewer Fund	200,007	499,700	416,919	282,788	82,781
Motor Fuel Tax Fund	224,973	150,050	312,707	62,316	(162,657)
Commuter Parking Fund	25,550	28,800	24,300	30,050	4,500
E-911 Fund	41,627	70,000	70,000	41,627	-
NHR Sales Tax Fund	171,586	203,000	203,000	171,586	-

* Unaudited

ADMIN SERVICES

Purpose	2018-2019 Budget	2018-2019 Actual	2019-2020 Budget
Personnel	403,582	348,039	366,914
Contractual Services	906,100	885,707	966,350
Commodities	44,700	68,946	68,450
Capital Outlay	6,000	3,723	36,000
TOTAL ADMIN	1,360,382	1,306,415	1,437,714

- Scheduled salary and benefit cost increases;
- Increase in contractual costs for additional services – appraisals;
- Increase in fuel costs / addition of Willow Fest costs;
- Planning for electronic village marquis sign.

POLICE DEPARTMENT

Purpose	2018-2019 Budget	2018-2019 Actual	2019-2020 Budget
Personnel	3,147,830	2,781,780	2,380,887
Contractual Services	200,550	190,170	197,850
Commodities	64,300	76,257	86,000
Debt Service	28,000	25,563	55,563
Capital Outlay	62,000	15,581	20,000
TOTAL POLICE DEPARTMENT	3,502,680	3,089,351	2,740,300

- Additional Police Officer(s);
- Increase in fuel costs;
- Increased Training;
- Full-time front desk clerk/scheduler/LEADS supervisor;
- Fleet vehicle purchase / lease.

PUBLIC WORKS

Purpose	2018-2019 Budget	2018-2019 Actual	2019-2020 Budget
Personnel	415,422	353,403	425,103
Contractual Services	722,300	647,146	698,700
Commodities	130,750	104,180	117,300
Debt Service	10,000	10,000	10,000
Capital Outlay	485,100	314,052	357,700
TOTAL PUBLIC WORKS	1,763,572	1,428,780	1,608,803

- Scheduled salary and benefit cost increases;
- Automation of fleet maintenance;
- Increase in fuel costs;
- Large sewer repair/replacement project;
- Capital infrastructure improvements.

BUDGET PUBLIC HEARING

▶ QUESTIONS?