

**MINUTES  
FY 2011-12 BUDGET WORKSHOP  
GOALS AND OBJECTIVES  
Monday, February 14, 2011**

**CALL TO ORDER**

Mayor Gary Grasso called the meeting to order at 7:45 p.m.

**ROLL CALL**

Present: Mayor Gary Grasso and Trustees Bob Sodikoff, Al Paveza, Maureen Wott and Bob Grela

Absent: Trustees Dwight DeClouette and Dave Allen

Also Present: Village Administrator Steve Stricker, Finance Director Jerry Sapp, Public Works Director Paul May, Community Development Director Doug Pollock, Police Chief John Madden, Deputy Police Chief Tim Vaclav and Village Clerk Karen Thomas

**JANUARY 2011 FINANCIAL REPORTS**

Finance Director Jerry Sapp presented the Board with a preliminary overview of the General, Water and Sewer Funds. He indicated that the current estimated actual for the General Fund shows a very slight surplus of \$10,045 vs. the budgeted surplus amount of \$11,710. However, he indicated that this number does not reflect the additional costs associated with the 2011 blizzard. He indicated that both revenues and expenditures came in substantially less than originally budgeted. He indicated that sales tax was down approximately \$80,000 through October, he anticipated that telecommunication would be down \$83,000, building permits were up substantially by \$108,000 and income tax we expect to be slightly above what we budgeted. Administrator Stricker indicated that, although the FY 10-11 Budget will be tight, he does have a cushion in the fact that the transfer to the Equipment Replacement Fund does not need to be made and that \$135,000 is still available to help balance the budget.

Mr. Sapp indicated that he anticipates that the Water Fund will be in an operating deficit of about \$108,000, with the fact that a lot less water was sold than originally anticipated, due to the wet summer. He indicated that these numbers do not include the West Babson Park water main extension cost that the Board agreed to finance.

Finally, Mr. Sapp indicated that the Sewer Fund is on-target, with revenues and expenditures coming in pretty much as anticipated.

Trustee Wott stated that she was wondering if the Internet was having an impact on sales. In response, Administrator Stricker stated that he believed that was the case. Trustee Wott also mentioned a company in Burr Ridge that does Internet sales and wondered if we are receiving their sales tax. Mayor Grasso indicated his desire to ensure that the Village is getting all the sales tax that should be coming to us. Finance Director Jerry Sapp indicated that we do have a list of all tax payers in the Village and can check to make sure that the

business that Trustee Wott referred to was on the list. In addition, we do have the top ten sales tax list that we can compare from year to year, as well as the fact that we have requested sales tax information from several other businesses in the community, which they have agreed to provide.

### **STATUS OF GOALS AND OBJECTIVES FOR FY 10-11**

Administrator Stricker briefly highlighted a few issues associated with the 2010-11 accomplishments, indicating that the Road Program came in under budget this year and the fact that the Meadowbrook Place Water Main Extension was deferred for another year.

### **PROPOSED GOALS AND OBJECTIVES FOR FY 11-12**

Administrator Stricker indicated that the FY 11-12 Budget will again be tight and that it is extremely difficult to balance the operating budget and also come up with enough money out of the General Fund to support the Capital Projects Fund. However, he indicated that the Board's action to place the building bond money that was forfeited into the Capital Projects Fund will generate between \$800,000 and \$850,000 of additional revenue, which will help offset some of the Capital Projects' costs over the next couple of years, including the renovation of the Village Hall.

The Village Administrator indicated that the Village had received \$850,000 this year from Opus in lieu of completion of the 71<sup>st</sup> Street Bridge Project and stated that the money was placed in an escrow account, with the interest money being placed in the General Fund. Administrator Stricker asked if the Board would want to place this money in another location. After some discussion, it was agreed that this money should be left in an escrow account for the time being.

Administrator Stricker indicated that the intergovernmental agreement between the Village and the DuPage County Forest Preserve District should be placed on the next Board meeting agenda and that within the next few months the Village would be selling the property and receiving \$92,500 in property sale proceeds. He asked what the Board would like to do with the money. After some discussion, it was agreed that the funds would be placed in the Debt Service Account. In response to a question from Trustee Paveza, Administrator Stricker stated that, if the money was not spent, it could be transferred out of the Debt Service Fund in the future and be used for other uses.

Finally, Administrator Stricker indicated that he anticipated that \$80,000 to \$90,000 would be available in Police Department construction savings to be transferred out of the Capital Projects Fund and into the Debt Service Fund, as budgeted, by the end of the fiscal year.

Administrator Stricker reviewed the annual Goals and Objectives "wish list" prepared by the department heads. He indicated that, although no decision has been made as to how much money to spend on the Village Hall renovation, funds will be available due to the transfer of the building bond money into the Capital Projects Fund. He stated that one of the things that should be included in the renovation is an audio/visual upgrade to the Board

Room, to which the Board agreed. Mayor Grasso indicated that he would want to see if it is possible to place cameras in the Police Department community room to be used to tape training sessions, as well as the Citizens Police Academy meetings. Finance Director Jerry Sapp indicated that he would look into the possibility to determine if it would be feasible to run the cameras remotely from the Village's studio located in the lower level of the Village Hall.

Administrator Stricker indicated that the Meadowbrook Place Water Main Extension project in the amount of \$150,000, which was deferred in 2010-11, would be placed in the 2011-12 Budget.

Administrator Stricker indicated that the Police Department would need to replace one vehicle this year and that the 2011 blizzard showed a need for an additional SUV and suggested that, for an additional \$3,000, the Village could purchase an additional SUV instead of an additional Crown Victoria. The Board agreed and Mayor Grasso asked the Police Chief to determine how many SUVs he would like to have in his fleet.

Administrator Stricker indicated that the Village has been monitoring DuPage County's progress in creating an interoperable radio system on Motorola's Starcom 21 system and that money has been set aside in the E-9-1-1 Fund for this purpose. He indicated that \$170,100 would be budgeted this year to purchase the interoperable radios.

Administrator Stricker stated that new in this year's budget will be funds required to maintain the new Police facility and outlined costs associated with landscape maintenance (\$3,270), Police grounds mowing (\$5,500), fire suppression system testing (\$1,100) and fire alarm testing (\$750).

Administrator Stricker indicated that he would like to place \$1,600 in the budget for the installation dinner for Mayor Grasso as he is installed as President of the DuPage Mayors and Managers Conference. The Board concurred.

Administrator Stricker indicated that the Downtown Events Planning Committee would like to create a video promoting their events, at a cost of \$1,000. The Board concurred.

Administrator Stricker indicated that Staff has been working on a donation wish list for residents who would like to donate funds to the Village. However, he indicated that these donations would not be tax deductible unless the Village establishes a 501C3 foundation. After some discussion, the Village Board agreed that a foundation should be established.

Administrator Stricker indicated that it is the recommendation of the Mayor that the Board consider broadcasting the meetings of the Plan Commission and stated that he would budget \$10,000 for this purpose. The Board concurred, but suggested that the Plan Commission be consulted before any action is taken.

Administrator Stricker indicated that the Finance Department's accounting software has been in service since 1997 and is need of an upgrade. He stated that the cost of this project

would be approximately \$100,000, with at least half the money set aside in the Information Technology Fund.

Administrator Stricker suggested that the cable broadcast equipment, which is currently located in the Clerk's vault, be moved to a separate room in the basement area vacated by the Police Department at a cost of \$3,000.

Administrator Stricker stated that work is continuing on creating a wireless network, but that Staff is approximately one year behind and was not sure at this point if there would be sufficient funds to continue this program in FY 11-12.

Administrator Stricker indicated that it is time to update the Comprehensive Plan, but that he did not anticipate that we would need to hire a consultant for this purpose.

Administrator Stricker suggested that the Board consider the possibility of providing department head national and state conferences on a bi-annual basis, if funds permit, and asked the Board if they would like to budget for a bi-annual recognition dinner. After some discussion, the Board agreed that some type of recognition program should be provided, but that alternatives should be looked at in terms of hors d'oeuvres vs. a sit-down dinner.

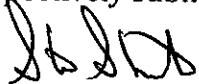
#### **OTHER BUSINESS**

Administrator Stricker asked the Board when they wanted to meet to discuss the annual budget. After some discussion, it was agreed that the Board would like to meet after the Board meetings in March, but that the Board meetings could begin at 6:30 p.m.

#### **ADJOURNMENT**

A **motion** was made by Trustee Maureen Wott to adjourn the meeting. The motion was **seconded** by Trustee Al Paveza and **approved** by a vote of 4-0. The meeting was adjourned at 8:35 p.m.

Respectively submitted,



Steve Stricker  
Village Administrator

SS:bp