Village Clerk's Office
westmont.il.gov
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Special Meeting
Village of Westmont Board of Trustees
Budget Meeting
April 6, 2017
6:00 P.M.

Mayor Gunter called the Budget Meeting of the Westmont Village Board to order at 6:00 P.M. He called for a roll call.

Board Members Present: Mayor Gunter, Clerk Szymski, Trustee Addington, Trustee Barker, Trustee Guzzo, Trustee Liddle, Trustee Nero

Staff Present: Manager May, Finance Director Parker, Police Chief Gunther, Fire Chief Weiss, Community Development Director Ziegler, Public Works Director Ramsey, IT Director Liljeberg, Communication Director McIntyre, Deputy Police Chief Gruen, Deputy Fire Chief Connelly, Deputy Fire Chief Riley, Assistant Finance Director Olsson, Management Analyst Mielcarski, Economic Development Director Forssberg

Guests: Mary Gabryl, Rebecca Schejbal

The Pledge of Allegiance.

Mayor Gunter welcomed everyone to the Budget Meeting. He encouraged residents in attendance to feel free to ask questions.

Finance Director Parker thanked the Board and Staff for all the hard work they have all put in. Finance Director Parker announced that the Budget has used the vision plans from the Strategic Plan.

Finance Director Parker gave an introduction to the budget process, fund structure. Next he covered Major Government Funds, Non-Major Government Funds (Capital Funds, Special Revenue Funds, Debt Service Funds, Proprietary Funds/Enterprise Fund, Agency Fund, Differences from Audited Statements).

Next Finance Director Parker covered Funds and Budgeting Review, Fund Balance, Fund Balance and Expenses, Carry Over and Excess.

Then Finance Director Parker covered the Village Overview, Strategic Plan Overview, Expenses by Vision Component, Village Overview Links to Sheets.

Finance Director Parker covered the top priority Strategic Plan Action Items.

Next he covered Revenue Trends (Sales Tax, Use Tax, Use Tax Local Share Per Capita Rates, Income Tax Revenue, Income Tax Local Share Per Capita Rates, Utility Tax, Video Gaming Tax Revenue, Places For Eating Tax Revenue, Hotel/Motel Tax Revenue, Motor Fuel Tax Revenue).

Next Finance Director Parker covered Water Fund Transfers, Debt Payment,Southwest Business District TIF Long-Term Loans, and General Fund Transfers.

Finance Director Parker then went into the Strategic Plan Action Items. That included the Governance, Identity and Image, Downtown, and Economic Development. (See attached support documents)

Other individual funds were discussed, such as Motor Fuel Tax, Budget General Fund.

Overview of the considerations in the General Fund were discussed.

Director Parker reviewed the projects and purchases in the capital funds including the Capital Projects, Motor Fuel Tax, Stormwater and Vehicle Replacement Funds.

There was an overview of the considerations in Special Revenue Funds including the Convention/Tourism, DEA Partnership, IMRF/Social Security, TIF-CBD, and TIF SWBD funds.

The debt service fund and Water fund was discussed.

Finance Director parker reviewed the total operating expenditures by functional department.

Mayor stated that ongoing expenditures were matched by ongoing revenues.

Manager May praised Finance Director Parker at his excellent ability at handling the budget process.

Trustee Barker and Mayor Gunter asked about the Ash trees.

Public Works Director Ramsey addressed the issue.

Trustee Guzzo announced the next Finance Committee Meeting at Thursday April 13th at 4:00 pm.

Trustee Liddle made the motion to adjourn the meeting. Trustee Addington seconded the motion. The vote was all ayes. Motion passed.

Meeting adjourned at 8:16pm

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ATTEST: **APPROVED:**

Virginia Szymski, Village Clerk Ronald J. Gunter, Mayor

Dated this April 27, 2017.

FY 2017-18 BUDGET
TOP PRIORITY STRATEGIC PLAN ACTION ITEMS

INTRODUCTION

The Village of Westmont adopted the Strategic Plan in early 2016, with a mission statement:

"Shaping a Vibrant Community and Future through Connection, Service, and Leadership"

To flesh out the mission the strategic plan also contained a vision of what Westmont could become, and broke that vision into five Vision Components: Governance, Identity and Image, Downtown, Economic Development, and Infrastructure.

Within each of these five Vision Components, the plan identified strategic Goals. Additionally, each of the Goals included Strategies and specific examples of Action Items that could accomplish those Strategies.

After the implementation of the Strategic Plan, the Village created the Strategic Plan Oversight Team (SPOT), to guide the implementation of the strategic plan. SPOT identified a list of top priority Action Items, which are discussed in this document.

Because this focuses on the top priority Action Items, only the selected Action Items and their respective Strategy, Goal, and Vision Component are included. The number and letter identifiers used in this document represent the order in which the items are listed in the full Strategic Plan.

GOVERNANCE:

Visionary leadership and partnership position us to elevate our quality of life.

Goal 1–Leadership and Authority: Lead with clarity and resolve.

Strategy 1. Be visionary and strategic.

B. Align Village policy and management decisions with the Strategic Vision and Plan for 2021, and ensure Plan implementation and accountability utilizing a committee to oversee, monitor and report on progress and performance.

The budget is presented in terms of the Strategic Plan, so that all items considered in the budget are viewed in terms of the goals of the Strategic Plan.

Strategy 2. Establish the optimal structure, authority and geographic boundaries to effectively govern the Village.

A. **Explore and evaluate regaining home rule powers to effectively address fiscal health and quality governance.**

   While the process of exploring and evaluating home rule powers is not one that requires a specific line item in the budget, conversations in committees preparing for the budget and discussion at the budget workshop will highlight capital items that are important, but which cannot be obtained with our current revenue streams, highlighting one potential benefit of home rule.

Strategy 3. Attain financial sufficiency and stability and adapt to changing fiscal conditions.

A. **Develop a financial plan and sustainable strategies to include projections and contingency plans.**

   This budget process has taken major steps in this direction. As part of the budget process we had a finance committee meeting where we discussed long-range plans including future projections. Additionally, an important part of sustainability which we have implemented this year is identifying suggested minimum balances in all of our funds, rather than just the general fund.

B. **Increase and diversify the tax base and identify and pursue alternative revenue sources.**

   The Convention Tourism Fund provides for $1 million and the Capital Projects Fund provides for $1.8 million to be used in an economic development project designed to diversify the tax base and potentially increase revenue.

Strategy 4. Cultivate relationships to engender understanding, collaboration and effectiveness.

A. **Strengthen and maintain active intergovernmental relationships with entities within and beyond Westmont to enhance common ground, camaraderie and cultivate support for shared services and consolidation where possible.**

   The budget contains funds to enable an intergovernmental agreement for shared Information Technology (IT) services with the Westmont Public Library. The Village will provide the IT services to the Library, and the payment from the Library will offset Village costs associated with additional personnel to provide vital network backup. Additionally, the Convention/Tourism fund provides for a Convention/Tourism grant to the Westmont Park District, and includes funding for the Westmont Auto Mile which participates with the Park District in funding community events.

B. **Maintain comfortable rapport with homeowners associations, educational institutions, youth groups, service organizations, faith-based organizations, businesses and others.**

   The budget contains items that assist with the rapport with these organizations including items such as our local business app, and funds to support businesses and not-for profits. Additionally, we have Convention/Tourism grants which service organizations have used for their community events and Downtown Development grants which businesses have used for property improvements. This year we have set aside additional money to allow the Village to create a program for development grants for businesses outside of the Downtown.

C. **Increase participation and dialogue with regional agencies/organizations.**

The budget continues funding for participation in DuPage Mayors and Managers, an important regional organization. Additionally, individual departments have maintained and in some cases increased the number of staff involved in regional organizations, with access to their resources.

Goal 2 – Municipal Services and Facilities: Conduct municipal functions efficiently and effectively.

Strategy 1. Institute operational efficiencies and streamline Village programs and services.

B. **Streamline and simplify the permit process while upholding desired standards and regulations that meet safety and aesthetic objectives.**

The budget includes revenues for permits. As part of the preparation for the budget process, the permit fees were revised to provide a more streamlined fee structure. The overall structure of the fees remains such that we estimate a similar overall amount of permit fee revenues.

IDENTITY AND IMAGE:

Westmont exemplifies beautiful, dynamic, cohesive community life.

Goal 1— Community Engagement: Invite and engage the entire community in creating Westmont life.

Strategy 1. Strengthen cohesiveness and shared identity throughout the Village.

A. **Maintain quality, popular community events that bring people together and celebrate all that Westmont has to offer.**

The Convention/Tourism fund includes expenses for staff time to facilitate community events. Additionally, the budget includes funds for grants to support organizations in providing community events. The budget also includes a membership in the Westmont Auto Mile, which promotes several community events throughout the year.

Goal 2— Quality and Aesthetics: Elevate the quality and beauty of the Village to enhance our sense of place.

Strategy 1. Beautify existing business and residential areas and establish aesthetic and quality standards.

A. **Invest in streetscape improvements for all business corridors by implementing the Comprehensive Plan streetscape recommendations.**

The budget includes funds for the design of a Central Business District Streetscape, as well as continuing funding for our downtown façade grants.

Goal 3 – Brand and Reputation: Develop a brand and reputation that reflect our highest aspirations.

Strategy 1. Define and develop an identity that portrays our core strengths, uplifting history and dynamic environment.

A. Engage expertise to define the Westmont Brand.

The budget includes $25,000 split between the General Fund and the Convention/Tourism fund specifically for branding.

C. Feature our core strengths of location, size, heritage, music, education and cultural diversity.

The budget includes several items which feature our strengths. It includes Hotel/Motel Grants to assist with community events such as the Taste of Westmont, which highlights our heritage of music. It also includes funds for our Sister City program, which celebrates our cultural diversity.

Strategy 2. Broadcast the exciting story of Westmont as a preferred place to live, learn, work, play and do business.

E. Signal our pride and extend a warm welcome with attractive branding signage at gateways.

The Budget includes approximately $400,000 in the Capital Fund for gateway signs and $300,000 in Convention/Tourism for way-finding signs.

DOWNTOWN:

Our celebrated Downtown is the cornerstone of our community, and inspires, attracts and pulses with vitality.

Goal 1 – Defined Downtown: Create a substantial Downtown with a high-quality demographic mix.

Strategy 1. Re-envision, reconfigure and expand the Downtown area to achieve the ideal scale and layout for commerce, community gathering, dining and entertainment.

A. Secure investors, developers, brokers and architects who can help us leverage our local and regional assets.

The Village has been assembling land near the downtown to be able to work with the developer, and that continues in the current budget, which includes $300,000 for the purchase of the BNSF spur, which is in the downtown area. Additionally, we have funds for a phase I design of the Central Business District streetscape, which will be an important part of working with developers in the downtown.

Goal 2 – Spirited Downtown: Design a welcoming Downtown that embraces and engages residents and visitors.

Strategy 1. Integrate natural beauty and open space with an aesthetically pleasing, thriving and upbeat environment.

C. Beautify the train depot and railway area.

The budget includes funds for landscaping along our railway corridor, pedestrian lights near the depot, and screening for Village-owned property along the railway corridor.

ECONOMIC DEVELOPMENT:

Vibrant business corridors generate superior economic performance.

Goal 1 – Plan: Create an Economic Development Plan that defines our vision and guides implementation

Strategy 1. Signal our intentions, and articulate a clear and uplifting vision of Westmont's successful economic future.

B. Leverage our quality business and commercial assets and set a high standard for future development.

Staff is in the process of creating an Economic Development Plan, which will be discussed with the Economic Development Committee. The Budget continues funding for things that will help the Economic Development plan such as our Economic Development Partnership as well as code enforcement.

Goal 2 – Invest: Apply the necessary resources and skills to implement the Economic Development Plan.

Strategy 1. Engage expertise to create, maintain and achieve the Economic Development Plan.

A. Assign the Westmont Economic Development Partnership and its stakeholders with the creation, oversight and evaluation of the Economic Development Plan.

The budget continues funding for the Westmont Economic Development partnership.

B Retain economic development consultant expertise, personnel and other resources necessary to create and fulfill the Economic Development Plan.

The budget contains funds for our TIF/Economic Development consultants to perform studies on specific potential developments.

Strategy 2. Skillfully employ economic development best practices in a business-friendly environment.

A. Maximize development opportunities of our two existing Tax Increment Financing (TIF) Districts.

The budget contains funds for our TIFs and is seeing increased revenues. Additionally, it contains $2.8 million for two specific economic development projects within our TIF district.

Shaping a Vibrant Community and Future Through Connection, Service and Leadership		FY 2017-18 Budget Strategic Plan Summary						
		General	Excess Reserve Funds	Capital & MFT	Special Revenue Funds	Debt Service Fund	Water Fund	Grand Total
Beginning Balance		5,098,000	6,266,000	9,204,020	3,478,722	811,000	1,477,000	26,334,742
Sources of Funds								
Revenues		24,592,010	1,000	2,737,400	2,734,630		7,690,850	37,755,890
Operating Transfers		530,000		1,389,000	184,460	1,456,000		3,559,460
Other Transfers		371,520		2,500,000	2,800,000			5,671,520
Bond Proceeds				6,500,000				6,500,000
Total Sources		25,493,530	1,000	13,126,400	5,719,090	1,456,000	7,690,850	53,486,870
Uses of Funds								
GOVERNANCE	Visionary leadership and partnership position us to elevate our quality of life.	9,571,314		1,831,180	2,500,350		774,345	14,677,189
IDENTITY & IMAGE	Westmont exemplifies beautiful, dynamic, cohesive community life.	12,518,240		575,000	831,483		200,000	14,124,723
DOWNTOWN	Our celebrated Downtown is the cornerstone of our community, and inspires, attracts and pulses with vitality.	124,334		-	225,199			349,533
ECONOMIC DEVELOPMENT	Vibrant business corridors generate superior economic performance.	123,320		300,000	2,937,750	250,000		3,611,070
INFRASTRUCTURE	Seamless integration of facilities and systems optimize our mobility and utility management.	1,539,822		11,222,200		744,270	6,959,915	20,466,207
Transfers Out		1,613,000	3,401,520	2,711,000	1,000,000		505,460	9,230,980
Total Uses		25,490,030	3,401,520	16,639,380	7,494,782	994,270	8,439,720	62,459,702
Net Change		3,500	(3,400,520)	(3,512,980)	(1,775,692)	461,730	(748,870)	(8,972,832)
Estimated Ending Balance		5,101,500	2,865,480	5,691,040	1,703,030	1,272,730	728,130	17,361,910
Recommended Minimum Balances		5,098,000	2,500,000	4,392,045	794,411	994,270	1,329,781	15,108,507
Over/(Under) Recommended Minimum Balances		3,500	365,480	1,298,995	908,619	278,460	(601,651)	2,253,403

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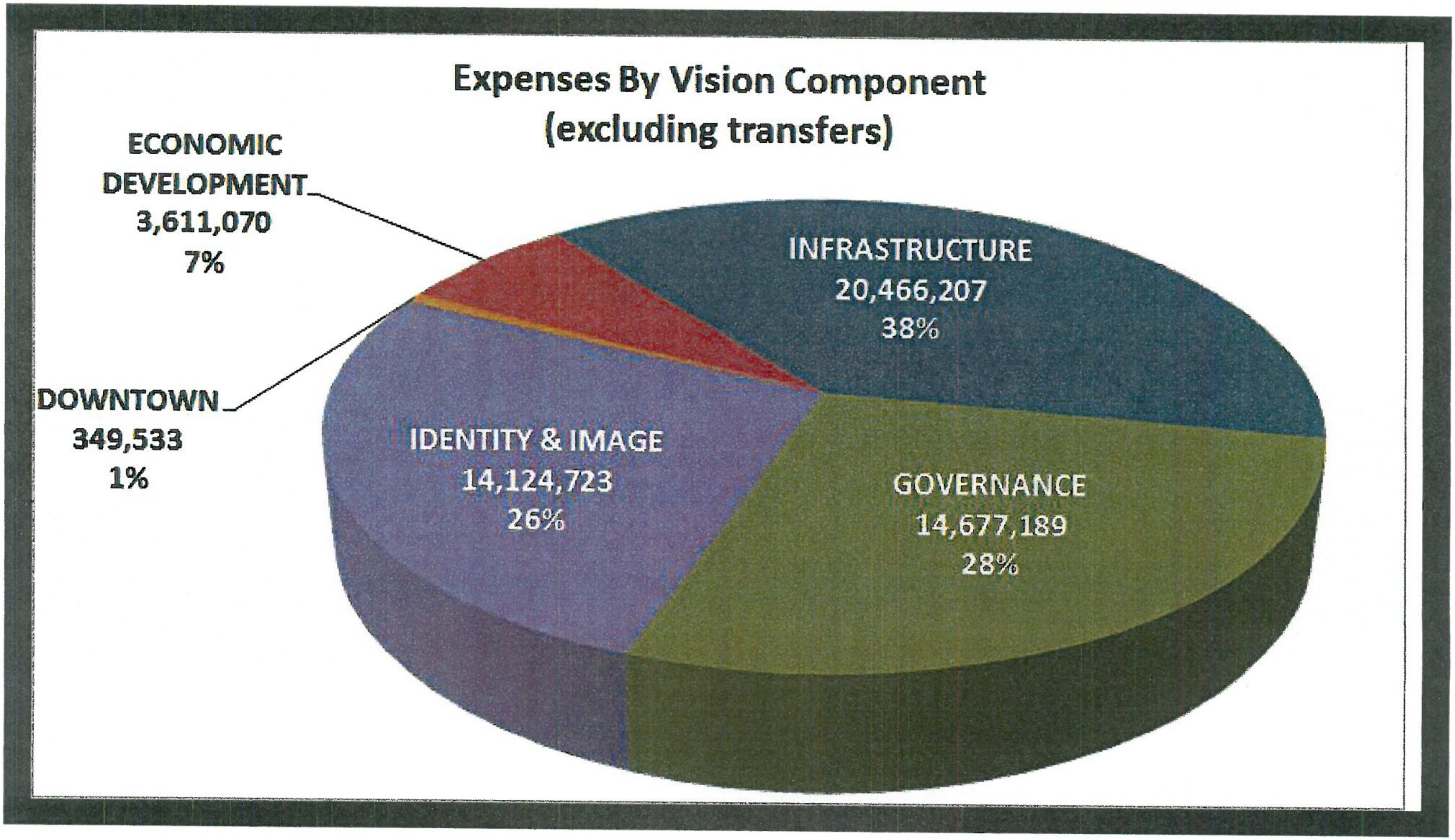

Expenses By Vision Component
(excluding transfers)
ECONOMIC DEVELOPMENT 3,611,070 7%
DOWNTOWN 349,533 1%
INFRASTRUCTURE 20,466,207 38%
IDENTITY & IMAGE 14,124,723 26%
GOVERNANCE 14,677,189 28%