



Village Clerk's Office

31 West Quincy Street • Westmont, Illinois 60559
Tel: 630-981-6220 Fax: 630-829-4441

Special Meeting
Village Board/ Budget Brainstorming Workshop
December 9, 2014
5:30 P.M.

Board Members Present: Mayor Gunter, Clerk Szymski, Trustee Addington, Trustee Barker, Trustee Nero, Trustee Scott, Trustee Senicka

Staff Present: Manager May, Finance Director Parker, Police Chief Mulhearn, Fire Chief Weiss, Acting Public Works Director Ramsey, Economic Development Director Ziegler, Human Resource Director Crane, Public Works Engineering Supervisor and Facilities Manager Noriega, Municipal Services Supervisor Brendle, Senior Accountant Olson, Communications Director McIntyre, Administrative Assistant Mielcarski, Deputy Police Chief Brenza, IT Manager Liljeberg

Mayor Gunter called the Special Board Budget Brainstorming Workshop to order at 5:30 P.M.

Roll call was taken.

Pledge of Allegiance recited.

Mayor Gunter welcomed everyone and explained the brainstorming purpose of the meeting. He then turned the meeting over to Finance Director Parker.

Finance Director Parker announced that the purpose of the meeting was to inform staff ideas from the village board members and residents for the staff to consider.

Resident Jori Horn (President of Ashton Grove Homeowners Association) addressed the Board about their low water pressure situation.

After considering ideas presented, Mayor Gunter called for a ten minute recess at 6:07 P.M.

Mayor Gunter reconvened the meeting at 6:18 P.M.

Finance Director Parker presented the attached considerations to the Board. Finance Director Parker also went over the next steps needed to work on the budget.

Trustee Senicka made a motion to adjourn the Special Board Budget Brainstorming Workshop.



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Trustee Barker seconded the motion. The vote was all ayes. The meeting ended at 8:30 P.M.

ATTEST:

APPROVED:

Virginia Szymski, Village Clerk

Ronald J. Gunter, Mayor

Dated this January 8, 2015.

Board Budget Brainstorm Consideration List

Department	Consideration	Submitted by	Should we look into this?	Notes
66 Communications	Advocacy for transparency Website enhancements	Board	Yes	No budget impact
53 Community Development	trainstation street scape improvements & upgrades	Board	Yes	Being looked into by consultant with green infrastructure
54 Community Development	improve RxR appearance Downers Grove to Clarendon Hills	Board	Yes	BNSF is likely amenable to allowing this. Look into using Hotel/Motel Funds
55 Community Development	Potentially work with park district or Downers Grove to work on cleaning up around RxR on burlington	Board	Yes	
58 Community Development	adequate funds for economic development partnership	Board	Yes	Check with chamber to see if they have the resources they need. Now is a great time to start building promotional information.
60 Community Development	Code enforcement - work on weekend for season	Board	Yes	Can we rotate FT people to have some shifts that cover Saturdays?
62 Community Development	TIF Bonds	Board	Yes	Present to board what revenues would be needed for \$2 million in bonds
63 Community Development	What should we have to get ball rolling in TIFs	Board	Yes	Can get comments from Ehlers
64 Community Development	Criteria about how to spend TIF funds	Board	Yes	Get information about other communities. Des Plaines, Arlington Heights. Discuss policy for how much we want to give to developers
75 Convention-Tourism	Downtown beautification between January and when we put in flower baskets	Board	Yes	Desplaines had interesting planting around trees. Possibly take down Christmas decoration, but leave white lights on poles
65 Finance	Permit application and payments online, e.g. storage pod permits	Board	Yes	
68 Finance	Five Year Review of Revenue in key revenue sources and project future	Board	Yes	
69 Finance	Look at gambling revenue for past several years and project future	Board	Yes	
70 Finance	Look at places for eating tax for past several years and project future	Board	Yes	Talk with John about his opinion about aggregating numbers
71 Finance	Get more information about how detailed we can be with state sales tax information	Board	Yes	Just get list. Don't need to analyze impact until after a review of the list
74 Finance	List of other revenue sources could use and are not (i.e. vehicle stickers)	Board	Yes	Do the analysis to see how cost efficient it is now or how it would be with a full-time department
40 Fire	Feasibility about full-time fire department	Board	Yes	Look at partnering with other communities in terms of equipment
78 Fire	Partnerships with other communities	Board	Yes	
79 Fire	Privatization	Board	Yes	Get rough estimate of costs, but not pursue RFPs
61 Legislation	Westmont First Budget Increased a little - additional \$5,000	Board	Yes	Summary of how it has been spent and what they would do with the next \$5,000
46 Organization-Wide	Welcome to Westmont sign - identifying service clubs (like Elmhurst)	Board	Yes	
Organization-Wide	Welcome to Westmont sign - recognize local athletes	Board	Yes	

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48 Organization-Wide	other shared services for other departments	Board	Yes	Can use elected officials to discuss some ideas. Partner with Library or schools, or park district. Provide list of what we currently do.
59 Organization-Wide	Require that every department come up with some cost savings or environmental savings program	Board	Yes	Can set up a competition.
73 Organization-Wide	Give back something to the residents, that they can see they get a benefit and can see that we are trying to do something for them	Board	Yes	Everyone should continue to think about this
47 Police	other shared services with police - range, equipment, etc	Board	Yes	Same as working for other departments
38 Public Works	Entrance to Village Hall - staffed or window on both sides	Board	Yes	Perhaps convention/tourism. Could we remove the desk. Having a window on the left side would be helpful and more inviting, even if it is just a picture window instead of a service window. Also could consider expanding the window at the Clerks/business office because if Kathy is not at her desk, it is hard to see anyone else
39 Public Works	Label building "Village Hall"	Board	Yes	May want to consider something that it is backlit. Trustee Barker has used some stainless steel lettering. Elevate higher than previously
42 Public Works	Engineering - insourcing and outsourcing	Board	Yes	See what options are there. Look at possibility of using another village with more engineering staff instead of some consultants
43 Public Works	Building updates	Board	Yes	Similar to Vehicle Replacement
44 Public Works	Facilities replacement program	Board	Yes	Provide a place for events, such as overflow for meetings that is finished. Potentially put window between Board room and unfinished room.
45 Public Works	Finish the unfinished room	Board	Yes	Pursue as one example of cooperative partnerships
49 Public Works	snow melting machine - purchasing in conjunction with other communities (SnowDragon)	Board	Yes	Already pursuing. Nothing specifically regarding bus
50 Public Works	county-wide traffic signal maintenance agreement	Board	Not for budg	Look into the costs
51 Public Works	smart lights - done by Barrington	Board	Yes	This is an ongoing project
52 Public Works	LED lighting for buildings	Board	Yes	Policy. Look into working with the schools on this. Start with schools doing a survey to see if families are interested.
56 Public Works	Sidewalks in every neighborhood at least one side of street (policy)	Board	Yes	
57 Public Works	Overpass on Cass Avenue (or elsewhere)	Board	No	
67 Public Works	Chrome disks on lights around Village Hall to be polished	Board	Not for budg	Will do currently, does not need additional budget submission
72 Public Works	Amnesty Day or place to drop off	Board	Yes	Look into cost for this
76 Public Works	Enhance speed feedback signs locations and quantity	Board	Yes	Staff will price and see how many we can get
41 VRP	Vehicle Replacement Program Useful lives	Board	Yes	Look into updating the plan and useful lives. Look at how bad are the worst vehicles.

Board Budget Brainstorm Consideration List

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4 Legislation	Increase Budget for Environmental Improvement Commission	Environmental Improvement Commission	Yes	Same as westmont First. Come up with a proposal as to how it would be spent.
5 Community Development	Gateway & Wayfinding signs	P&Z Committee	Yes	Look at getting design costs into the budget before the amounts for construction.
6 Community Development	Landscaping improvements along BNSF line	P&Z Committee	Yes	Master Plan
2 Organization-Wide	Village Wide Interns	Resident	Yes	Potentially partner with highschool to get someone work a couple of hours a day to get civil involvement. Another level of those studying to be in the profession.
1 PW - Water	Increase water pressure at Ashton Grove II; request presented by Jori Horn, president of homeowners' association	Resident	Yes	The area is Kacie Court, south of 63rd, on the East side. 17 homes within Ashton Grove, but also impacts other neighborhoods.
3 PW - Street	Stormwater maintenance (jetting & grading)	Stormwater Committee	Yes	Look at putting into the General
35 Capital Fund	Traffic Light LED replacement	Staff	Yes	Replacement
36 Capital Fund	CBD Alley Reconstruction	Staff	Yes	Green/Design
23 Communications	Village Calendar, Neighbors Magazine	Staff	Yes	For Calendar - create information as a PDF online. People love the information in the beginning and want to know when major events, when village is closed, and having dates available. Look at additional cost per page.
24 Communications	Village wide promotion	Staff	Yes	Identify
25 Communications	Customer Service	Staff	Yes	Identify
26 Communications	Branding & Promotion	Staff	Yes	Identify
30 Community Development	Scanning of Street, Planning & Zoning files	Staff	Yes	Finish 2-year project
37 Convention-Tourism	Sound System for Community Events (from Convention/Tourism)	Staff	Yes	
18 Fire	Succession Plan	Staff	Yes	Ongoing
19 Fire	Pay Scale SOP revision	Staff	Yes	Ongoing
20 HR/Administration	PT HR Assistant / Benefits Specialist (or Admin Assistant)	Staff	Yes	
21 IT	Improving Network Security	Staff	Yes	
22 IT	Document Management System	Staff	Yes	Replace papervision
34 Motor Fuel Tax Fund	Wilmette Reconstruction	Staff	Yes	55th & 56th Sts + street lights to 59th
7 Organization-Wide	ERP Software (Finance, etc)	Staff	Yes	Full suite software to support multiple departments
8 Organization-Wide	ERI Reorg	Staff	Yes	Already offered
9 Organization-Wide	Facilities upgrades	Staff	Yes	- repeated item
10 Organization-Wide	ADA transition plan	Staff	Yes	required

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11 Organization-Wide	Increase landscape contract with Westmont Park District	Staff	Yes	Additional landscape, mowing and locations (and potentially water)
12 Organization-Wide	Strategic Plan	Staff	Yes	
13 Organization-Wide	Village Wide Training	Staff	Yes	
27 Police	Hire Problem Oriented Police (POP) detective	Staff	Yes	
28 Police	Hire additional officer to offset planned/unexpected loss of officers	Staff	Yes	
29 Police	Replace in-car camera recording system in the squad cars	Staff	Yes	
14 Public Works	Two additional Storage bays for cold storage	Staff	Yes	
15 Public Works	Remove and Plant an additional 150 trees this year (EAB)	Staff	Yes	
16 Public Works	Replace aging equip/vehicles (hot patcher, vehicle lift)	Staff	Yes	Non-plated vehicles and equip
17 Public Works	New Fleet Software	Staff	Yes	Maybe integrated with ERP
31 Water Fund	Design, Engineer and Construct North Water Tower	Staff	Yes	Land acquisition opportunities only
32 Water Fund	Hydroseeder for restoration	Staff	Yes	Look to partner with WPD and Schools
33 Water Fund	Water Main Projects (Richmond, North Park, West End)	Staff	Yes	