



**CITY OF PROSPECT HEIGHTS
CITY COUNCIL
FISCAL YEAR 2016/2017 BUDGET
MEETING MINUTES
February 27, 2016 at 8:30am.
City Hall
8 North Elmhurst Road
Prospect Heights, IL 60070**

CALL TO ORDER – Senior Alderman Scott Williamson called to order the Fiscal Year 2016/2017 Budget Draft Meeting Special City Council Meeting at 8 North Elmhurst Road, Prospect Heights, IL 60070.

ROLL CALL – City Clerk Morgan-Adams called the roll.

ELECTED OFFICIALS IN ATTENDANCE –Aldermen – Williamson, Rosenthal and Ludvigsen.

OTHER ELECTED OFFICIALS IN ATTENDANCE –Treasurer Tibbits, City Clerk Morgan-Adams

ABSENT - Mayor Helmer and Aldermen- Messer and Derwin

STAFF AND OFFICIALS PRESENT- Building and Development Director Peterson, City Administrator Wade, Finance Director Hannon, Police Chief Steffen and Assistant to City Administrator Falcone.

PLEDGE OF ALLEGIANCE – Led by Alderman Williamson

RESIDENT COMMENTS (Agenda Matters) - None

SCHEDULED BUSINESS

A. Discussion of Budget

Finance Hannon – Discussed items regarding the proposed budget. It included discussion of:

Real Estate Taxes

Utility Taxes -

Places for Eating Tax – projected slightly lower than last year until we can replace the vacant restaurants.

Video Gaming - currently at about \$10,500.00 per month

Sales Tax - trending about 10% lower than 2015.

Grant Revenue- anticipated getting the step grants and then the tobacco grant

Vehicle Stickers- currently at \$70.00 per passenger car (non-senior)

Liquor License revenue is expected to be flat.

Business Licenses - food handlers to business licenses have been combined in the budget

Building Permits- general permits at \$175,000.00. Chase permit alone is at \$10,000.00

WOW, Comcast and AT&T - last year's revenues were \$201,000.00, This year currently trending at \$185,000.00.

Traffic signs/Red lights - about the same as last year

DUI Assessments – is conservatively listed in the Budget as \$7,200.00.

The sewer service charges, those will be actual based mainly on public works but the City does get accounting-related expenses. The City bills the school district for the crossing guards and gets reimbursed for their cost.

Interest income is lower in this year's budget.

Newsletter Advertising – is estimated at about \$3,500.00. Sponsorships and contributions at the Mayor's church for 4 tables covers costs of the Mayor's Breakfast.

Public Works and the Police Department will list property that they want the City to sell.

Miscellaneous income - not anticipating any this year so that's always just a place holder

Expenses - Include wages for the Council, police and fire commission and the PZBA. Professional services we have a preliminary number in there. Memberships for part of the several conferences and groups that are overall for the City and those are included for \$12,000.00.

Farmer's Market for \$2000.00 was related to advertising, but will need to include 5 hours per week 21 weeks for 2 people on Saturdays at about \$10,990.00. the Farmers Market will be in the City Hall Parking lot

Discussion ensued regarding the farmers market proposal. It was noted that there was committee set up of four people, and it's going to be a difficult task because there were no vendors and the market was set for a weekend day.

Discussed downtown development- an engineering phase, an analysis of just the real estate, \$10,000.00 to \$20,000.00. the need for a plan and a consultant This might require more than the \$50,000 in the budget that is earmarked for such projects.

City Attorney is flat. Housing Attorney is flat. City Prosecutor stays the same as the Housing Attorney Labor Attorney, with the police contract coming up next year, there could be a cost increase.

Postage is anticipated as unchanged.
Photocopying - new color copier
Legal notices – no change.
Website we had an additional amount for the update of the website
Memberships - \$1,000.00 for the pension fairness coalition.
Tuition Reimbursement.

Credit card and bank charges are incurred for any online payment.
Liability Insurance - slightly increased the City's insurance deductibles put as a place holder.
Workman's Comp - anticipating a 10% increase.
Payroll service fees and account service fees should not be up.
Office supplies is flat.
Building and Zoning professional services here are basically all outside contractors projecting a 3.8%.
Printing is for zoning map which is done every year.
Public Works – there is no Public Works Director so the budget is \$53,000.00 less. There is an additional hire of a maintenance worker but his salary is included as a Sanitary sewer line item.
Snow Plowing, flooding and branch clean is \$30,000 - \$40,000.
Vehicle Maintenance – is flat.

There was Council discussion regarding the lack of a Public Works Director.

Maintenance - Have been replacing the lights saving energy on a 3 year

Professional services.- Among the expenses for tree removal is \$10,000.00 to add trees.

Street and drainage improvements- \$50,000.00 for crack sealing, and budget for street improvements.
Another \$50,000.00 next year.

Membership fees has not changed.

Water and electric purchases that would be flat.

Discussion - The line item for landscaping supplies – there was a desire by the Council to do research for grants.

POLICE DEPARTMENT - have the pension and the real estate taxes and also have the pension amount based on the actuarial estimates so our contribution will be \$454,760.00 Then the City has \$20,100.00 for professional services pretty consistent with the prior year and have prisoner care, food related for prisoners, etc.

Kennel fees those are for when we have animals that we find we have to put \$2,000.00.

Natural Research Grant –

Police equipment and expense for 446 vests reimbursed. The City has a 2008 bond that was taken out where \$135,000.00 and interest is still owed.

Building and the capital improvements- budgeted in part of our reserve balance for next year.

Salt dome was in the budget for last year to be done in 2016.

Resurfacing Country Club Drive, Rob Roy Lane to Euclid -milling, new asphalt, minor curb, storm sewer, 470 feet and \$350,000.00.

Discussion regarding the weir at Hillcrest Lake

Aldermen discussion- Discussion regarding chemical management, the aesthetic management of the lake and the ecological.

Carpeting – will be added to the budget for 2016 installation.

Discussion regarding MFT and TIF

Audit will be higher than previously discussed because the City got rid of two funds

Hotel taxes, hotel revenues have been increasing so they are doing better than forecasted.

Waste –discussion of waste haul removal fees.

Excess fees are all consistent. Real estate taxes are based on the tax levy. The audit included the service charge and workman's comp on every single one and there is not additional other expenses related to those.

Road construction fund has been completely depleted

Water- discussion of the water study and water rates

The City will owe \$565,000.00 on the bond at the end of this year.

Parking fees we're maintaining to be flat.

4 to 5 storm sewer structures that have to improve - \$5,200.00 increase to the budget.

System Maintenance -, discussion of projects and their estimated costs

Alderman Rosenthal to direct Staff to develop an RFP that would encompass the questions of rates and consolidation; seconded by Alderman Williamson.

ROLL CALL VOTE:

AYES – Rosenthal, Ludvigsen, Williamson

NAYS – None

ABSENT – Messer, Derwin

Motion carries 3-0

Capital Improvement budget- discussion of dollars needed for road improvements.

Three million for the schools for any sidewalks and lot will be funded through grants. Probably have about \$750,000.00 in there available today.

ADJOURNMENT – At 12:35 PM, Alderman Williamson moved to go into Executive Session to discuss sale and acquisition of property and personnel compensations; seconded by Alderman Rosenthal.

ROLL CALL VOTE:

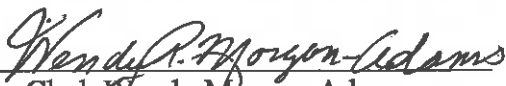
AYES – Rosenthal, Ludvigsen, Williamson

NAYS – None

ABSENT – Messer, Derwin

Motion carries 3-0

Approved by the City Council of Prospect Heights on this the 22nd Day of August, 2016.


City Clerk Wendy Morgan-Adams


Mayor Nicholas J. Helmer

