

City of Oakbrook Terrace

*City Hall
17W275 Butterfield Road
Oakbrook Terrace, IL 60181
www.oakbrookterrace.net*



Special City Council Meeting Minutes

Wednesday, March 13, 2024
6:00 PM

City Council Board Room

Oakbrook Terrace City Council

Mayor Paul Esposito

City Clerk Michael Shadley

Ward 1

Alderman Charlie Barbari

Alderman Joseph Beckwith

Ward 2

Alderman Frank Vlach

Alderman Dennis Greco

Ward 3

Alderman Bob Rada

Alderwoman Mary Fitzgerald

SPECIAL CITY COUNCIL

COMMITTEE OF THE WHOLE MEETING

Wednesday, March 13, 2024

6:00 P.M.

City Council Chambers

CALL TO ORDER

Alderman Greco called the March 13, 2024, Special City Council Committee of the Whole Meeting to order at 6:05 p.m.

ROLL CALL

Roll call indicated the following City Council members in attendance:

Present: Barbari, Beckwith, Fitzgerald, Greco, Rada, Vlach,

Absent: Mayor Esposito

Also in attendance: City Administrator J. Ritz, Assistant to the City Administrator A. Raffel, Interim Finance Director S. Griffin, Community Development Director M. Headley, and Public Services Director C. Ward.

Motion to appoint Alderman Greco as President Pro Tempore for the March 13, 2024, Special City Council Committee of the Whole Meeting was made by Alderman Beckwith and seconded by Alderman Rada. Roll call vote was taken:

Ayes: Barbari, Beckwith, Fitzgerald, Rada, and Vlach

Nays: None

Absent: None

Abstain: Greco

PLEDGE OF ALLEGIANCE

President Pro-Tempore Greco led everyone in the Pledge of Allegiance.

BUDGET DISCUSSION: PROPOSED FY 24-25 GENERAL FUND

Overview and Executive Administration

To start the budget meeting, City Administrator Ritz extended a warm welcome to everyone present. He expressed his gratitude to Interim Finance Director Griffin for her hard work and commitment in coming in on short notice and learning our computer software systems while gathering all the budget information, collaborating with department heads, and putting this budget together as we were behind schedule due to staffing changes. He also thanked the department heads for detailing their goals and objectives for the FY2024-2025 Budget. City Administrator Ritz shared his plan to provide the City Council with an overview of the FY2024-2025 Budget including the city’s financial planning and

priorities, presenting a comprehensive overview of the city's financial strategies in aligning our goals concerning revenues, expenditures, capital projects, and resource planning. He also noted in pre-budget meetings with department heads that the city needed to minimize and prioritize capital expenditures and look at cost saving measures due to the loss of Red-Light Camera revenues, which each of the department heads did a great job.

Interim Finance Director Griffin announced that expected general fund revenues for the estimated actual fiscal year 2024 will be around \$11.7 million. Total expenditures are estimated to be approximately \$9.1 million, which leaves a budgeted surplus of \$2.6 million. She mentioned that if everything goes according to plan within the next six weeks, we might have a surplus that will add to the reserve balance which can be used for unexpected emergencies.

Interim Director Griffin shared that sales taxes had exceeded expectations for FY23, but income taxes were 6.6% lower than projected, resulting in a shortfall of \$27,000. She discussed that the hotel tax had fallen short of the budget by 2.3% and that traffic light enforcement fines were down by 40%. However, the food and beverage tax helped offset some of the underperforming revenue streams. She also noted that expenditures were under budget, resulting in a surplus.

Interim Director Griffin went on to explain that salaries, wages, and contractual services were also under budget and that she projected conservatively based on current trends while considering the surplus and deficit. She further mentioned that the general fund balance is in good shape and is expected to end slightly over \$13 million due to the city's diverse revenue sources.

City Administrator Ritz mentioned that we are exploring the possibility of a supplementary human resources and payroll services company to manage and assist with the increased workloads on staff and to save costs. He also emphasized the importance of staff training and their ability to attend various training conferences. City Administrator Ritz also discussed the rising costs in the economy with IT technology and security, wages, and labor relations.

Assistant to the City Administrator Raffel provided an update on all the Special Events budgeted for FY2024-2025.

Alderman Beckwith asked questions regarding the 1% grocery tax, LGDF, and costs involved with the Terrace Leaves newsletter. Alderman Rada asked about the legal fees line item and where each prosecution invoice comes from. The City Council asked for additional memos regarding the cost of Special Events, the July 4th budget, and the city lawyer fees. Alderwoman Fitzgerald asked if the Library Program could be revised to reduce its rates with residents.

Community Development /Economic Development

Community Development Director Headley reported that her budget has increased by 7% due to inflationary costs of wages, health insurance, and IMRF benefits for the staff. She mentioned that the overall budget remains consistent with last year with a few exceptions. These include the replacement of computers, updating the city building codes, creating welcome packets and quarterly newsletters for businesses, and staff training.

President Pro Tempore Greco asked where the cost of Planning, Zoning, and digitizing files comes from, and Alderman Beckwith asked further questions regarding the upgrade of building codes, which Community Development Director Headley explained.

Public Services – Streets

Public Services Director Ward mentioned that he had to replace a long-serving employee last year. He also mentioned that his building budget has not increased much, and he is considering adding another full-time employee to his team. In response, the City Council requested a memo detailing the cost of hiring an additional employee for the Public Services - Streets Division.

Tourism

Assistant to the City Administrator Raffel presented an overview of the Hotel Commission's budget. She explained how the funds have been utilized to promote the hotels, attract tourists to the area, and to the increases in the Hotel/Motel tax. Additionally, she discussed the goals for the upcoming year, which include achieving more exposure and creating video content for social media platforms such as Facebook and Instagram, expanding the hotel grant program, and incorporating more local restaurants with the hotel promotions.

Finance

Interim Finance Director Griffin addressed the topic of funding for the new finance director and mentioned that the Finance Coordinator position is currently vacant. She suggested that the finance department could possibly streamline its workload and eliminate paper trails between staff by incorporating a new software program called BS&A. Additionally, she discussed the possibility of assisting with additional contractual service reviews including service fees and audit service costs.

Alderman Beckwith advised that he is very familiar with BS&A and that it is an excellent program, and he also asked about the increase with IMRF benefit funds which Interim Director Griffin provided.

Police Commission

Interim Finance Director Griffin stated that most of the Police Commission budget is allocated towards police eligibility testing, pre-hiring physical and psychological testing, and new hire processing.

Alderman Beckwith commented that this was one of the best budget meetings he has attended. He contributes that to the knowledge presented, the back-and-forth conversations, slide shows, and presentations.

Alderwoman Fitzgerald praised Interim Finance Director Griffin for her finance experience, broad thinking, and benchmarking with other communities. She also commended her for being honest and transparent regarding further questioning of budget related topics.

Interim Director Griffin took a moment to express her gratitude to the city council, staff, and especially to Financial Assistant Zhang who was a tremendous help with putting many of the budget documents together in such a timely manner.

OTHER BUSINESS

None

ADJOURN

Motion to adjourn was made by Alderman Beckwith and seconded by Alderman Rada at 8:20 p.m.

Acclamation vote was made with all Ayes.

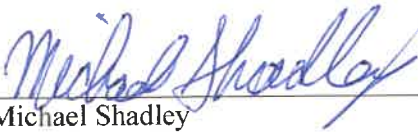
Motion carried unanimously.

Respectfully submitted,



Amy Raffel, Recording Secretary

Attested:



Michael Shadley
City Clerk

Next Special City Council meeting is March 20, 2024

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