



1200 Wilmette Avenue
WILMETTE, ILLINOIS 60091-0040

MINUTES OF THE REGULAR MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILMETTE, ILLINOIS HELD IN THE COUNCIL ROOM OF SAID VILLAGE HALL, 1200 WILMETTE AVENUE, WILMETTE, ILLINOIS ON TUESDAY, MAY 22, 2018.

The Village President called the meeting to order at 7:32 p.m.

1.0 ROLL CALL

Trustees

Julie Wolf
Daniel Sullivan
Senta Plunkett
Joel Kurzman
George Pearce

President

Bob Bielinski

Absent:

Kathy Dodd

Staff Present:

Timothy J. Frenzer, Village Manager
Michael Braiman, Assistant Village Manager
Jeffrey M. Stein, Corporation Counsel
Barbara Hirsch, Deputy Village Clerk
John Prejzner, Assistant Director of Administrative Services
John Adler, Director of Community Development
Melinda Molloy, Finance Director
Brigitte Berger-Raish, Director of Public Works & Engineering

2.0 PUBLIC COMMENT

None

3.0 CONSENT AGENDA

Trustee Sullivan moved approval of the Consent Agenda as follows:

3.1 Approval of minutes of the Regular Board meeting held May 8, 2018.

LAND USE COMMITTEE CONSENT AGENDA

- 3.2 Presentation of minutes of the Zoning Board of Appeals meeting held April 18, 2018.
- 3.3 Presentation of minutes of the Appearance Review Commission meeting held April 2, 2018.
- 3.4 Appointment of Land Use Committee as a Special Zoning Committee for regulation of and application for small wireless facilities as it relates to outside public rights-of-way.
- 3.5 Introduction of Ordinance #2018-O-39 amending the Wilmette Village Code (Chapter 13 Motor Vehicles and Traffic).
- 3.6 Appearance Review Commission Report, Case #2018-AR-11, 123 Green Bay Road, Staley Martial Arts regarding a request for a 23.8% wall sign coverage variation and a variation to reuse an existing box sign in accordance with the plans submitted; adoption of Ordinance #2018-O-37.
- 3.7 Zoning Board of Appeals Report, Case #2018-Z-19, 1163 Romona Road regarding a request for a 2.0' fence height variation and a fence openness variation to permit the installation of 6.0' tall solid fence in a front yard in accordance with the plans submitted; adoption of Ordinance #2018-O-36.

ADMINISTRATION COMMITTEE CONSENT AGENDA

- 3.8 Notice of vacancy on the Appearance Review Commission due to the resignation of Craig Phillips.
- 3.9 Notice of vacancy on the Board of Fire and Police Commissioners due to the term expiration of Pamela Davidson.
- 3.10 Notice of vacancy on the Historic Preservation Commission due to the term expiration of Michael St. Peter.
- 3.11 Notice of vacancy on the Zoning Board of Appeals due to the term expiration of Bob Surman.

PUBLIC SAFETY COMMITTEE CONSENT AGENDA

- 3.12 Introduction of Ordinance #2018-O-32 authorizing the disposal of surplus personal property owned by the Village of Wilmette.

JUDICIARY COMMITTEE CONSENT AGENDA

- 3.13 Adoption of Ordinance #2018-O-26 making technical amendments to the Administrative Adjudication ordinance.

3.14 Introduction of Ordinance #2018-O-35 decreasing the number of Class B Liquor Licenses (Migo Corporation d/b/a TB Asian Cuisine).

Trustee Wolf seconded the motion. Voting yes: Trustees Wolf, Sullivan, Plunkett, Kurzman, Pearce and President Bielinski. Voting no: none. The motion carried.

4.0 REPORTS OF OFFICERS:

There were no reports from the Village Manager or Corporation Counsel.

5.0 REPORT OF LIQUOR CONTROL COMMISSIONER:

No Report

6.0 STANDING COMMITTEE REPORTS:

6.1 LAND USE STANDING COMMITTEE REPORT
All items listed on the Consent Agenda

6.2 FINANCE STANDING COMMITTEE REPORT

6.21 First Quarter Financial Update

Melinda Molloy, Director of Finance, summarized the attached PowerPoint report highlighting the Wilmette sales tax projections, General Fund Revenue & Expense projections, Water & Sewer Fund projections and the FY 2019 Budget Schedule.

The Finance Committee will meet in June to discuss funding of public safety pensions and will continue to consider FY 2019 budget strategies as necessary. The Village Board will meet as a Committee of the Whole in late summer to review the Capital Improvement Plan, already completed by staff, and provide direction regarding the 2019 Budget. The FY 2019 Budget will be presented to the Village Board at its first meeting in October.

6.3 ADMINISTRATION STANDING COMMITTEE REPORT
All items listed on the Consent Agenda

6.4 MUNICIPAL SERVICES STANDING COMMITTEE REPORT
No Report

6.5 PUBLIC SAFETY STANDING COMMITTEE REPORT
All items listed on the Consent Agenda

6.6 JUDICIARY STANDING COMMITTEE REPORT
All items listed on the Consent Agenda

6.7 REPORTS FROM SPECIAL COMMITTEES

No Reports

7.0 NEW BUSINESS

No Report

8.0 MATTERS REFERRED TO STANDING COMMITTEES

8.1 Review adding group homes for private school students as a permitted or special use in the residential zoning districts.

9.0 ADJOURNMENT

Trustee Sullivan moved to adjourn the meeting at 7:54 p.m., seconded by Trustee Wolf. All voted aye, the motion carried.

Barbara L. Hirsch
Deputy Village Clerk



2018 First Quarter Financial Review

May 22, 2018

Discussion Topics

- Wilmette Sales Tax Projections
- General Fund Revenue & Expense Projections
- Water & Sewer Fund Projections
- FY 2019 Budget Schedule

Wilmette Sales Tax

- The loss of several major sales tax generators in 2018 will result in an approximate loss of \$500,000 of sales tax revenue annually
- Staff has identified at least an additional \$400,000 that is at risk due to the changing retail landscape
- The Finance Committee met this evening to begin consideration of potential strategies to address this:
 - Expense reductions (without impacting core services)
 - Changes in budgeting philosophy
 - Revenue Enhancements

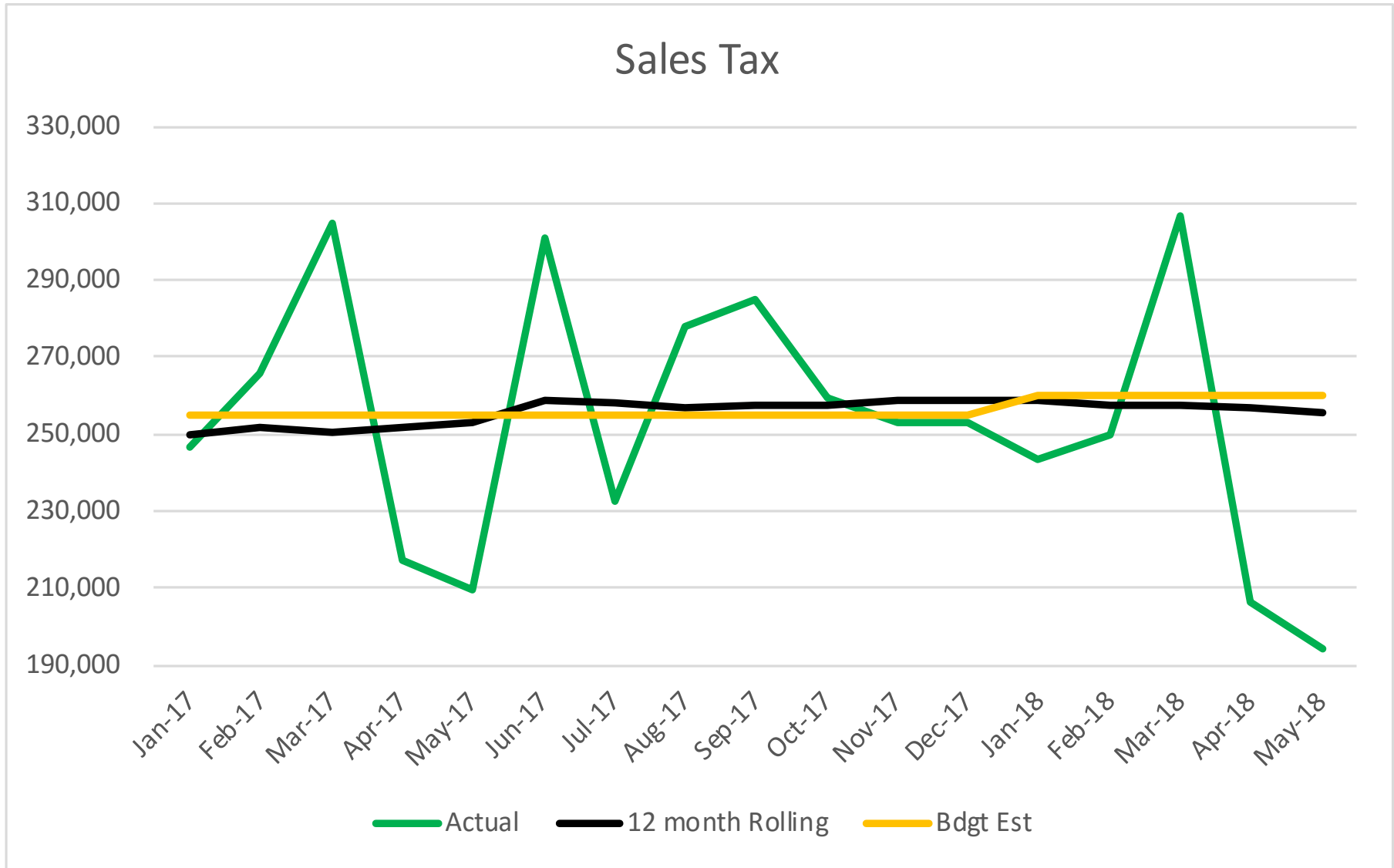
Revenues- General Fund

Revenues	2018 Budget	April YTD Actual	YTD % of Budget	Where should we be YTD?	2018 Year-End Projection
Property Tax	9,286,500	4,880,740	53%	50%	9,286,500
Sales Tax	5,909,000	1,951,172	33%	33%	5,909,000
Service Charges	3,330,200	961,204	29%	30%	3,215,200
Income Tax	2,218,200	883,576	40%	35%	2,268,200
Utility Tax	2,135,000	855,302	40%	40%	2,136,000
Permits	2,138,600	860,927	40%	26%	2,403,600
Licenses	1,804,900	1,510,221	84%	82%	1,804,900
R.E. Transfer Tax	1,245,000	436,152	35%	24%	1,256,400
Water Fund Transfer	1,000,000	-	0%	0%	1,000,000
Others	3,719,910	991,526	27%	24%	3,717,210
Bond Proceeds	-	-	0%	0%	-
Total	32,787,310	13,330,820	41%	38%	32,997,010

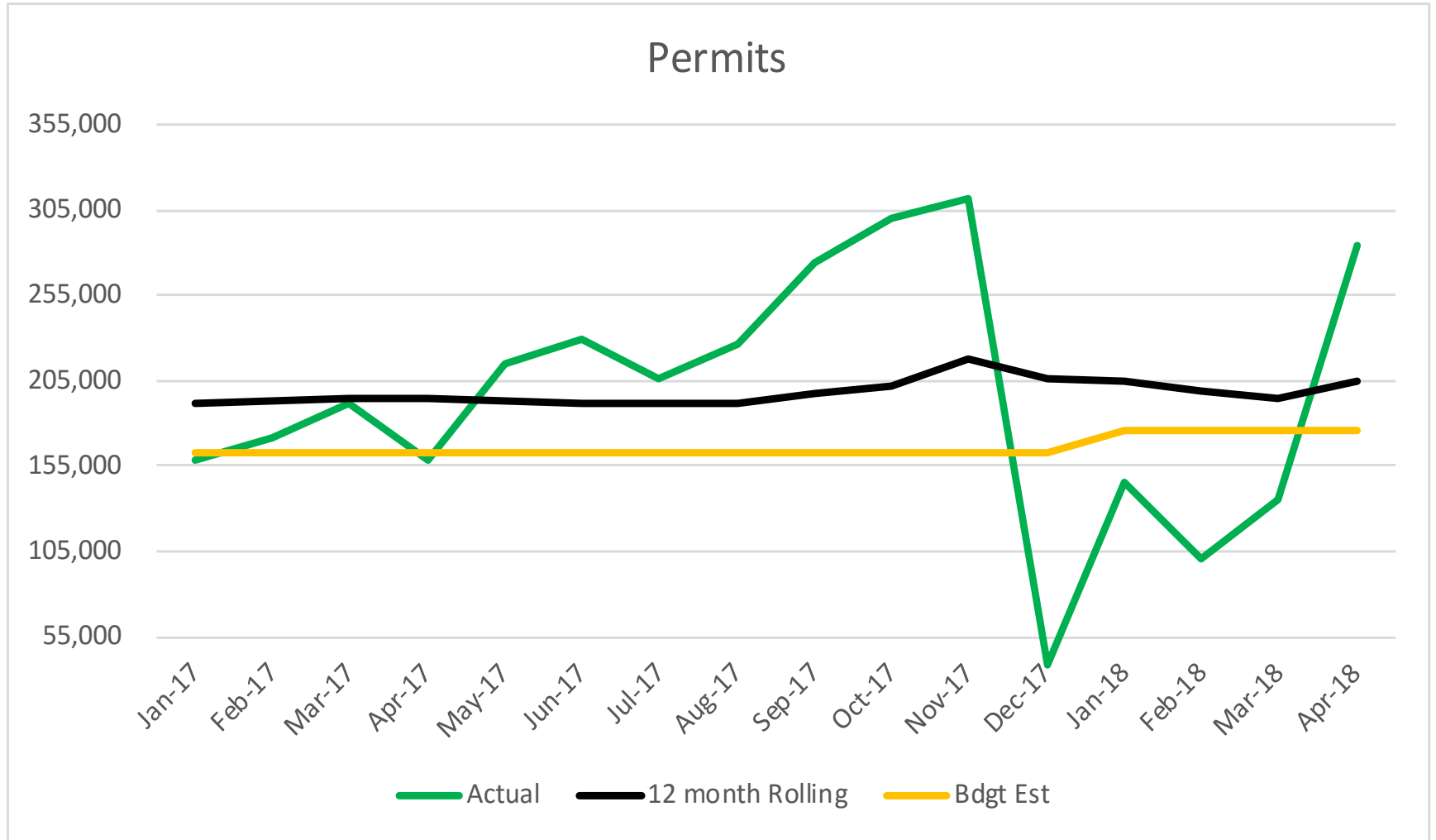
Permits:

Recurring revenue outperforming budget by \$100,000
 Non-recurring outperforming budget by \$165,000 with additional revenues anticipated but not included in the projections at this time

Sales Tax



Permits



Expenses- General Fund

Expenditures	2018 Budget	April YTD Actual	Where		2018 Year-End Projection	
			YTD % of Budget	should we be YTD?		
Regular Wages	16,247,675	5,282,631	33%	33%	16,147,675	↙
Overtime	802,800	312,538	39%	28%	837,800	↗
Benefits	4,273,585	1,263,159	30%	38%	4,273,585	
Contractual	2,954,140	707,223	24%	27%	2,958,140	↗
Refuse	2,391,420	570,406	24%	29%	2,391,420	
Commodities	732,845	236,338	32%	39%	776,845	↗
Contingency	300,000	5,370	2%	9%	100,000	↙
Other	1,943,095	599,912	31%	6%	1,943,095	
Capital	3,271,685	78,756	2%	40%	2,936,500	↙
CERF current projects	908,000	703,501	77%	6%	913,515	↗
CERF allocation	403,200	-	0%	0%	403,200	
Capital - Bond	2,034,000	15,502	1%	0%	1,154,600	↙
Total	36,262,445	9,775,337	27%	32%	34,836,375	

Expenses- General Fund

2018 Major Budget Variances (projected)

Category	Variance
Wages (Vacancies/Turnover)	(\$100,000)
Overtime	\$35,000
Commodities - Salt	\$44,000
Contingency – not committed	(\$200,000)
Engineering Capital Program	(\$335,000)
Capital –Bond	(\$879,400)

- Wages - Vacancies in Police and Fire (to be filled)
- Overtime - Jan & Feb snowstorms
- Engineering Capital – Favorable Road Program bids
- Capital-Bond – Greater spending in 2017 than anticipated

Revenues & Expenses- General Fund

Ending Reserve Balance

	2017 Year End	2018 Estimated Reserve
Operating Reserve	\$9,722,000	\$9,847,000
CERF	\$1,764,000	\$1,357,000
Total	\$11,486,000	\$11,204,000
Recommended Minimum	\$4,568,000	\$4,773,600

Note that the FY 2018 Budget projected a draw down on reserves due to CERF spending and the one-time LGDF (income tax) reduction by the State of Illinois

Water Fund

Revenues & Expenses- Water Fund

Revenues	2018 Budget	April YTD Actual	YTD % of Budget	Where should we be YTD?	2018 Year-End Projection
Residential Water Sales	3,292,800	811,390	25%	27%	3,175,000 ↙
Wholesale Water Sales	5,397,000	1,540,624	29%	28%	5,397,000
Other	190,000	66,385	35%	18%	185,000 ↙
Bond Proceeds	5,000,000	-	0%	0%	5,000,000
Total	13,879,800	2,418,399	17%	27%	13,757,000

Expenditures	2018 Budget	April YTD Actual	YTD % of Budget	Where should we be YTD?	2018 Year-End Projection
Regular Wages	2,498,775	824,929	33%	33%	2,490,775 ↙
Overtime	71,800	47,171	66%	34%	71,800
Benefits	1,042,955	315,888	30%	36%	1,042,955
Contractual	462,870	215,960	47%	27%	462,870
Commodities	913,825	269,892	30%	32%	913,825
Capital	571,000	69,231	12%	8%	521,000 ↙
Debt Service	2,243,500	113,248	5%	13%	2,243,500
Transfers	1,000,000	-	0%	0%	1,000,000
Others	276,725	158,086	57%	48%	271,725 ↙
Capital - Bond	5,000,000	24,481	0%	15%	5,000,000
Total	14,081,450	2,038,886	14%	23%	14,018,450

Revenues & Expenses – Water Fund

Ending Reserve

	2017 Year End Actual	2018 Estimated Reserve
Reserve	\$3,440,000	\$3,210,000
Recommended Minimum	\$1,761,500	\$1,776,000

The Water Fund, like the Sewer Fund, is highly dependent on weather conditions and water consumption. Current projections will vary based on water usage over the coming summer months.

Sewer Fund

Revenues & Expenses- Sewer Fund

	2018				2018 Year-End Projection
	2018 Budget	April YTD Actual	YTD % of Budget	Where should we be YTD?	
Revenues					
Residential Sewer Charges	5,082,900	1,242,994	24%	27%	5,015,900 ↙
Other	-	-	0%	0%	-
Bond/Loan Proceeds	1,970,000	802	0%	15%	1,970,000
Total	7,052,900	1,243,796	18%	13%	6,985,900

	2018				2018 Year-End Projection
	2018 Budget	April YTD Actual	YTD % of Budget	Where should we be YTD?	
Expenditures					
Regular Wages	588,000	193,531	33%	33%	586,000 ↙
Overtime	22,375	7,363	33%	27%	25,375 ↗
Benefits	243,615	70,836	29%	36%	243,615
Contractual	478,250	106,258	22%	11%	538,250 ↗
Commodities	91,750	27,700	30%	32%	91,750
Capital	619,270	-	0%	25%	561,270 ↙
Debt Service	3,447,000	486,635	14%	11%	3,447,000
Other	121,810	40,793	33%	39%	121,810
Capital - Debt	2,100,000	(2,534)	0%	9%	1,970,000 ↙
Total	7,712,070	930,583	12%	13%	7,585,070

Revenues & Expenses – Sewer Fund

Ending Reserve

	2017 Year End Actual	2018 Estimated Reserve
Reserve	\$3,093,000	\$2,494,000
Recommended Minimum	\$1,016,600	\$1,016,600

When the sewer rate was increased by \$0.80 in 2014/15 for the Sewer Improvement Program, it was intended that the reserve be drawn down over time to pay the debt service

2019 Budget Schedule

- Village Staff have completed their 2019 – 2028 Capital Improvement Plans and development of the FY 2019 Proposed Budget is in process
- The Finance Committee will be meeting in June to discuss funding of public safety pensions and will continue to consider FY 2019 budget strategies as necessary
- The Village Board will meet as a committee of the whole in late summer to review the CIP and provide direction regarding the 2019 Budget
- The FY 2019 Budget will be presented to the Village Board at its first meeting in October