

**MINUTES OF THE COMMITTEE OF THE WHOLE  
OF THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF WESTCHESTER  
17 November 2009**

**CALL TO ORDER:**

The meeting was called to order at 7:00 PM and present / responding to roll call were Trustees Boyle, Casey, Fox, Novak, Sloan, and Pres. Pulia. Also present were Village Manager Urban. Trustee Steker would be late.

**NEW BUSINESS:**

A. Finance Department Update-Kelly Zabinski.

1) Financial Status Review-Ms. Zabinski reported she will start working with department heads to start the 2010/2011 zero-based budget. First budget drafts will be presented the beginning of February. It is up to the board if they would like the budget presented at one long meeting or broken into two separate Committee of the Whole meetings. Ms Zabinski hopes to have the budget finalized by the end of the fiscal year. Village Manager Urban requested the budget presentation be split into two or three meetings. The levy meeting will be on December 8, 2009 and the COW meeting will be moved to Wednesday, Dec. 2, 2009 because of scheduling conflicts and posting time for the newspaper. Ms. Zabinski reported on the financial statement noting there are no property tax numbers in the report so the numbers look worse than they actually are. State revenues are right in line with the budget. Building permits are down however fines and fees from the police department are up and should make up the difference. Expenditures are at 41% of the budget but there are still large bills to come. The water budget is being monitored very closely so it remains a break even budget. Next year the Hotel/Motel tax will not be enough to support the Fun Fest because of the \$30,000 spent this year on the Veterans Run. President Pulia questioned if the Hotel/Motel fund has a reserve policy of any kind and Trustee Fox pointed out that the fund is meant to be spent so the reserve is very low.

2) Analysis of Water Bill Transmittal Process-Ms. Zabinski explained that currently the Village provides residents with a postcard for their quarterly water bill. She said due to Red Flag legislation, when providing credit to someone, you must protect that person's credit information. Proposals have been obtained for providing full page water bills with a return envelope which would not compromise a person's identity. She reported that this can be done in-house or outsourced. In-house processing provides a machine that folds and stuffs the bills and the machine could be used for other village purposes. Outsourcing minimizes capital needs as well as frustrations related to maintenance of machines. Ms. Zabinski did a cost analysis of handling water bills internally with the rental of a Pitney Bowes machine and outsourcing them to Third Millennium or Direct Response and felt the costs were similar. She has suggested going with Direct Response. Trustee Novak doesn't see a big variance between in-house and outsourcing. Village Manager Urban discussed reconfiguring the duties of the front office to make it more efficient. Trustee Fox suggested that if the vendor used is Direct Response which handles the Village vehicle stickers, can cross checking be done to make sure residents are purchasing stickers. A lot of lost revenue might be collected. Ms. Zabinski will review all quotes again.

B. Parking/Compliance Ticket and Fine Analysis-Chief Matt Evans. Chief Evans had a survey conducted of area communities in regards to the fine and late fee amounts for Parking Tickets and Compliance Tickets. Last year the police department collected \$78,451 in fines that were generated by 3,573 parking tickets and 595 compliance tickets. On average 75% of these tickets are paid before the late fees are imposed. The fine for a parking ticket is \$15 with a first tier late fee of \$25. The fine for a compliance ticket is \$25 with a first tier late fee of \$50. Chief Evans is suggesting a \$5 increase on parking tickets and \$25 increase on late fees. A \$5 increase on compliance tickets and a \$15 increase in late fees. A fine increase would still keep the Village in line with area communities. It was also suggested that adding a second tier of late fees so that the village would get more even after the collection agency takes their cut.

8:20 pm Trustee Nick Steker arrived.

Trustee Novak and Sloan suggested using stronger language in hopes of getting the ticket paid and saving the collection fee. Trustee Fox would like to see fees increased because the law is being broken. Chief Evans suggested raising parking tickets to \$20, \$30 for the first warning, and \$50 for the second warning and then to collections. Compliance tickets would be raised to \$30, \$60 for the first warning, and \$90 for the second warning and then to collections. Village Manager Urban will have staff reword language of the tickets for the next meeting.

C. Review and Recommendation of Escrow Account-Dennis DiPasquale. Mr. DiPasquale explained that with the passage of Ordinance 07-1737, in the event that all violations at a given property are not abated by the seller and the buyer has agreed to assume the obligation of abating these violations, an "As-Is-Sale" takes place. This ordinance requires a dollar amount to be placed into escrow with the Village to ensure these violations are abated. Mr. DiPasquale suggested modifying our existing ordinance to eliminate the required escrow and incorporate a standard fee schedule such as Brookfield and Hillside currently use. This "Transfer of Compliance Responsibility Form" would reduce compliance time to 60 days and restructure tracking of deadlines to insure compliance. Enforcement would include local adjudication if compliance is not achieved within 60 days. Extensions may be requested and fines would be \$750 per day for non-compliance. Continued non-compliance may require placing a lien or judgment against the property. The relative consensus from the board was to try the program that Brookfield and Hillside are using.

D. Review and Recommendation of Garage Sale Ordinance-Dennis DiPasquale. Mr. DiPasquale suggested modifying the existing ordinance to allow garage sales for three days (Friday, Saturday, Sunday), limit the number of signs allowed to two (still restricting the placement on public land or parkways), and issue no-cost permits to regulate them to two per year. Weekend enforcement will be carried out by CSO officers. The board agreed that garage sales must require a permit. The Building department staff will look into the permit process and enforcement.

**OLD BUSINESS:**

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**OTHER BUSINESS:**

None

**INFORMATION ONLY:**

Village Manager Urban reported that the sidewalk program is completed. There has been a new hire for the water agency. President Pulia's presence in Washington has paid off as they are asking for ready projects from the water agency. The Economic Development Committee will meet on November 30, 2009. The Village donated \$3500 to the Chamber for Christmas decorations. The board agreed not to donate to the Park District for their decorations.

President Pulia reported that the Village Christmas Tree lighting celebration will be December 4, 2009. Collections are being taken for food, toys and military donations. November is Lung Cancer Awareness Month. Nicor is partnering with the Salvation Army to help assist people who are unable to pay gas bills. Prescription Discount cards are available to Westchester residents. The Public Works department did a great job on leaf pickup this year.

**PUBLIC PARTICIPATION:**

None

With no further business to discuss, Trustee Novak made a motion, seconded by Trustee Sloan, for the meeting to be adjourned to Executive Session and on the roll call vote, the Board unanimously passed said motion (Aye 6) and the meeting was adjourned at 10:21 PM.

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Catherine M. Booth, Village Clerk