

VILLAGE OF WOODRIDGE BUDGET-IN-BRIEF

FISCAL YEAR 2020



MAYOR

Gina Cunningham

BOARD OF TRUSTEES

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VILLAGE CLERK

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A Letter from the Mayor

Village of Woodridge Residents and Businesses:

I am pleased to present the Village of Woodridge FY2020 Budget-in-Brief! Published for the first time last year, this document provides a direct and understandable review of the full budget document that is over 300 pages.

Each year, the Village Board and staff work together over a period of six months to develop the annual budget. Through this process, services and infrastructure needs are identified, evaluated, and prioritized. This year, the total FY2020 Village Budget is \$52.1M, \$11 million of which will be invested in infrastructure improvements. Some capital improvements we are completing this year include improving our streetlights by installing LED lighting that is brighter and uses less energy. We will also be working with DuPage County to resurface 75th Street Frontage Road. We are also excited to announce after many years of analysis and planning, the Village's Facility Improvement Plan will begin in 2020 with the construction of a new Police Department and Phase I of Public Works improvements.

Staff will be submitting the FY2020 Budget to the Government Finance Officers Association for consideration of their Distinguished Budget Presentation Award. The Village has received this award for the past six years, a significant achievement of which the Village Board and I are very proud.

We hope you find this document to be a useful guide to understanding the Village's annual budget. The Budget-in-Brief illustrates that we are always working to assure that Woodridge upholds its mission statement, "to achieve a high quality of life by providing superior services in a fiscally responsible manner."

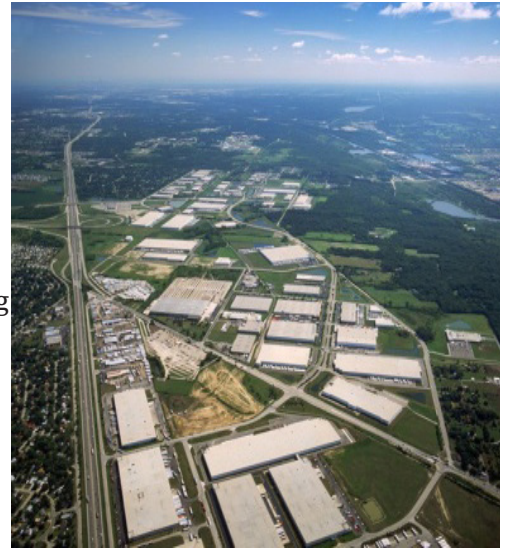
Sincerely,

Gina Cunningham
Mayor of Woodridge

WOODRIDGE AT-A-GLANCE

The Village of Woodridge is located approximately 26 miles southwest of downtown Chicago, in DuPage, Will, and Cook counties. Woodridge was incorporated as a Village on August 24, 1959 with a population of 469 residents. Over the last sixty years, the Village has experienced significant growth. The current population as reported by the 2010 U.S. Census is 32,971, which is a 6% increase over the 2000 U.S. Census.

Woodridge is located at the crossroads of Interstates 355 and 55, making it a strategic location for commercial and residential development. Over 30 new businesses located in Woodridge and a number of vacant spaces were occupied in 2019. The headquarters for Unilogic Group, a full service warehouse and logistics firm, occupied the 130,000 square foot former Wilton Industries office-warehouse building at 75th Street and I-355. Additionally, UNIS Fulfillment moved into a 135,000 square feet building in the Union Pointe Business Park in 2019.



An aerial view of Woodridge's industrial park,

Woodridge had a strong year in residential development with a total of 80 new single-family and townhome building permits issued. This marks the second highest number of home permits issued in a year since the recession, second only to 2016 with 81 permits issued. In addition to the construction momentum, median sales prices for single-family and townhome properties increased by 6.5% to \$320,000 in 2019.

The Village of Woodridge's economy is characterized by its variety of industries. This variety lends to the community's economic strength, since it does not depend on any one business or industry for employment. Professional, scientific, management, administrative, educational, health and social services, manufacturing, retail, finance, insurance, real estate and rental and leasing businesses all thrive here.

More information on the Village's history and local economy is available on page 14 of the full FY2020 Budget.



Model home from one of Woodridge's new subdivisions, Hobson Hill.

PURPOSE OF THE BUDGET

The Budget as a Policy Document

- The budget is a means of establishing policy, and is the financial method by which policy decisions are implemented.
- The Village's budget process is the instrument for translating community goals into programs and services and is the means by which financial resources are allocated.

The Budget as an Operations Guide

- The budget identifies the organizational structure of the Village and how the various funds and the departments within those funds are established to provide services to residents, businesses, and visitors alike.

The Budget as a Financial Plan

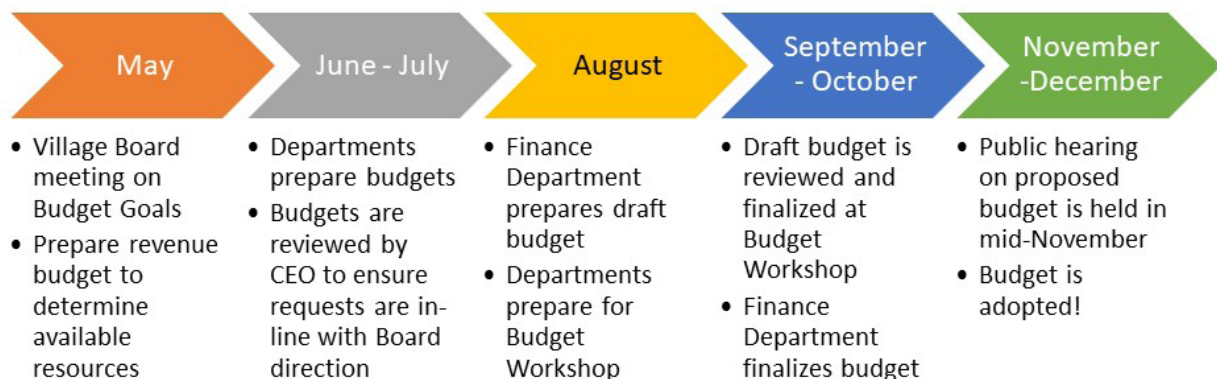
- The budget provides both summary and detailed information on how services will be funded and the cost to the taxpayers.
- The Five Year Capital Improvement Plan provides information on proposed capital expenditures and funding sources.

The Budget as a Communications Device

- As a communications device, the budget is designed to be user-friendly, and includes the use of charts, tables, and graphs to present information in an easy to read format.
- Additionally, this budget is posted electronically on the Village's website, and paper copies are available at both the Woodridge Public Library and the Village for those without Internet access.

HOW IS THE BUDGET DEVELOPED?

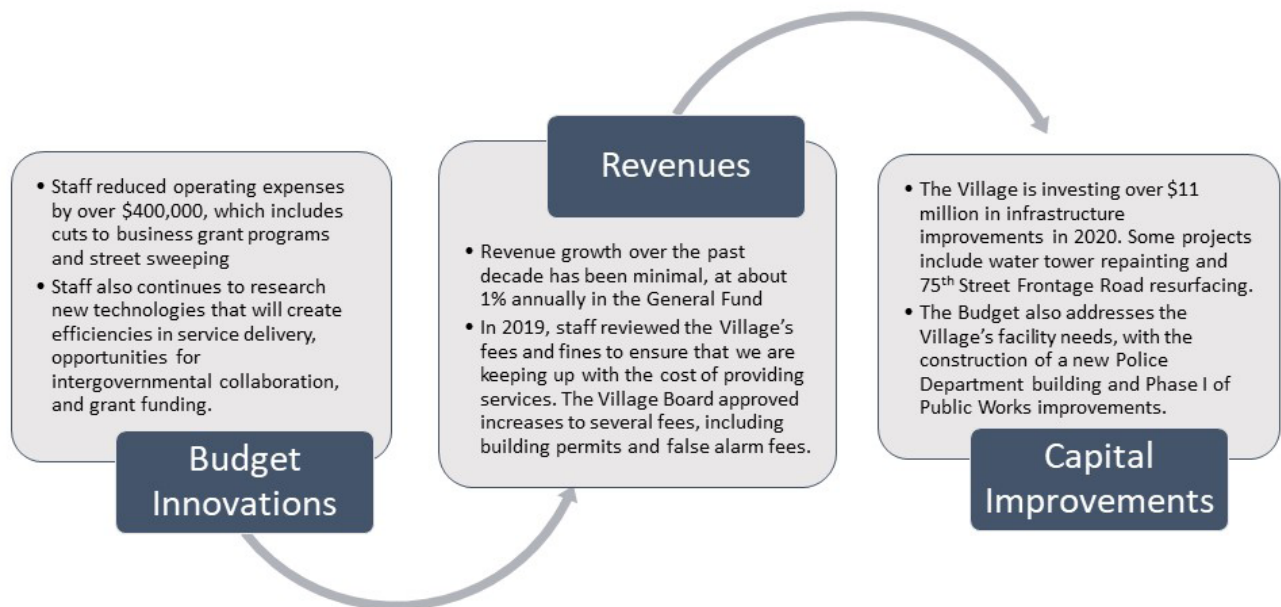
The following graphic illustrates the process that the Village Board and staff undertake to prepare the annual budget. As you can see, this process takes six months from start to finish due to budget meetings, staff preparation, and department coordination.



FY2020 BUDGET HIGHLIGHTS

The Village Board and staff have taken a cautious approach in developing the FY2020 Budget. Revenue growth continues to be limited and is unmatched with the increasing cost of providing exemplary services to our residents and businesses. The cost of funding police pensions has increased exponentially over the last several years, leaving less dollars for operations. We are hopeful that new legislation at the State level regarding the collection of Home-Rule Sales taxes online and the additional Motor Fuel Tax from the State's \$0.19 increase, will provide some needed funds at our local level.

- The FY2020 Budget is \$52.1M against revenue of \$46.5M, for a planned spend down of reserves of \$5.6M. As a service provider, personnel is the largest expense at \$14.4M, followed by capital at \$11M.
- The General Fund Budget totals \$22.7M with revenues of \$20.9M. This results in a deficit of \$1.78M. The budget will be balanced through the use of General Fund reserves, which remain strong at 73% of next



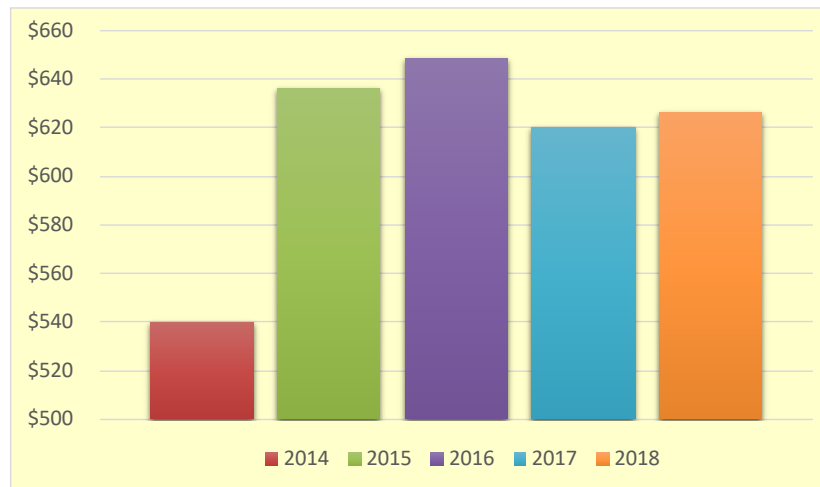
Future Police and Public Works facilities.

STATISTICAL INFORMATION

Understanding the demographic, economic, and financial environments of the Village is an important part of developing the annual budget. The FY2020 Budget contains multiple indicators that help municipal officials monitor, analyze, and respond to changing social, demographic, economic, and financial environments. The complete Statistical Section can be found on pages 55-73 of the FY2020 Budget.

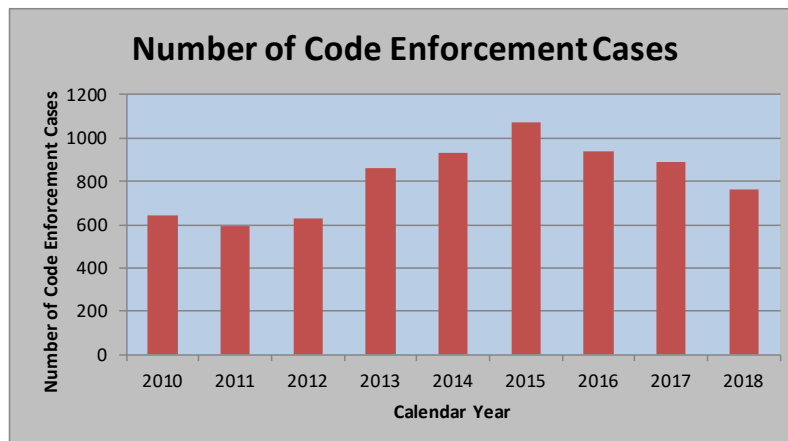
TOTAL GENERAL FUND EXPENDITURES PER RESIDENT

This chart shows total operating expenditures of the General Fund per resident. The General Fund supports the major operations of the Village and includes the Administration, Finance, Community Development, Police and Public Works departments. The increase in 2015 is due the transfer of road maintenance expenses from the Motor Fuel Tax Fund in order that 100% of MFT taxes could be used for road improvements. *Source: Village of Woodridge*



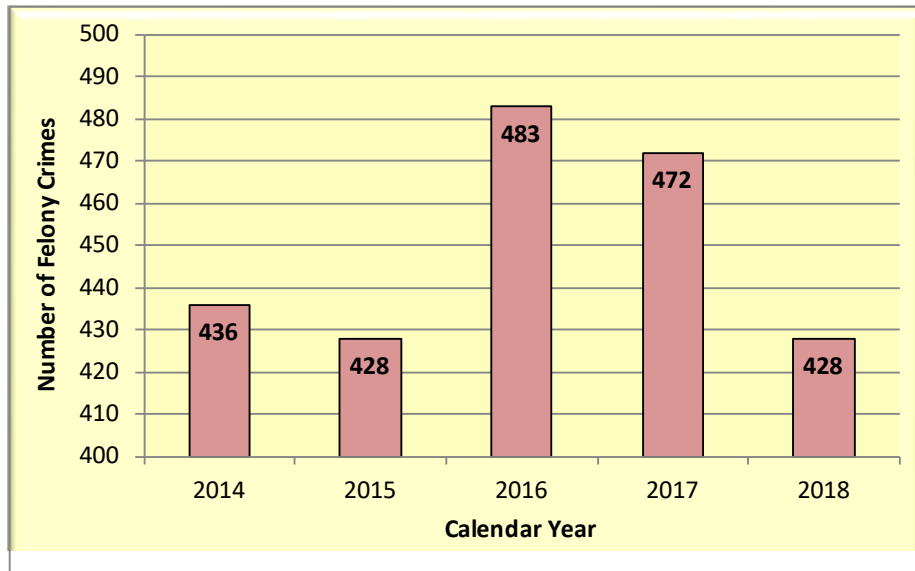
CODE ENFORCEMENT CASES

This graph represents the total number of code enforcement complaints filed each year. A case number is created when a complaint is received to track the follow-up, enforcement, and compliance of the complaint. Some of the most common issues include weed/tall grass, property maintenance, and drainage complaints. *Source: Village of Woodridge*



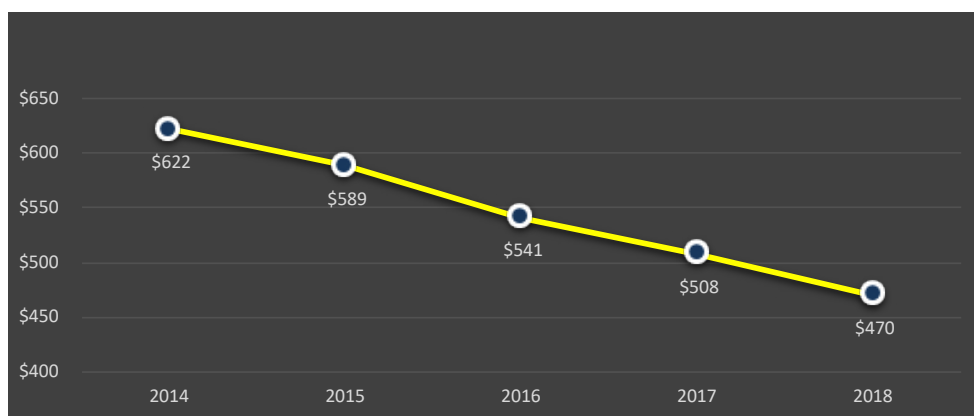
FELONY CRIMES

Common felony crimes investigated by Woodridge officers include armed robbery, auto theft, and residential burglary. Below are the number of felony crimes investigated from 2014-2018. The increase in 2016 is due to a rise in burglarlies from motor vehicles. *Source: Village of Woodridge*



TOTAL DEBT PER RESIDENT

This chart shows the Village's total General Obligation Bonded debt per resident. The Village is able to pay all of its outstanding debt service from revenue sources other than property taxes and abates the tax levies each year. As of December 31, 2018, the Village had \$15.5M in outstanding debt. *Source: Village of Woodridge*



STRATEGIC MANAGEMENT AND GOAL SETTING

Mission Statement:

"To achieve a high quality of life by providing superior services in a fiscally responsible manner."

Strategic Management Process

The Strategic Management Process is an important step in developing the Village's goals for the upcoming year. The changing needs of Woodridge residents are recognized and addressed through the Strategic Management Process, which sets goals that serve as the foundation for the annual budget. The Strategic Goals for the Village include the following:

- Build and maintain a safe and reliable infrastructure
- Enable strong and forward-thinking business environment
- Ensure a sustainable financial position
- Increase communication and community engagement
- Strengthen our workforce and talent

The table below is a snapshot of department accomplishments during FY2019 that support the goals of the Village Board. The full list can be found on pages 42-47 of the full budget book.

	Safe and Reliable Infrastructure	Forward-thinking Business Environment	Sustainable Financial Position	Increase Community Engagement	Strengthen our Workforce and Talent
Conducted large-scale salary and benefit survey			✗		✗
Collaborated with Chamber630 to create, market, and manage the first Woodridge Restaurant Week		✗			
Introduced recurring credit card payment options for water bill payments			✗	✗	
Expanded the GRIT Program to include all K-8 grades in Woodridge public schools				✗	
Implemented new technologies, including Work Order/Asset Management System and Water System Data App	✗				

PERFORMANCE MEASUREMENT

For the FY2020 Budget, the Village of Woodridge has expanded the Performance Management Pilot Program to all Village departments. Each department selected a performance goal that strategically addresses a current issue in the department to fulfill the Village's mission statement: *"To Achieve a High Quality of Life by providing superior services in a fiscally responsible manner."*

Department	Performance Goal	Performance Measure	Key Performance Indicator	FY 2020 Budget Goal
Administration	Update the new website with current information at least once a week.	Post an informative item on the Village's homepage at least once a week.	1. Actual Number of Posts	52
			2. Number of engagements/clicks from post	520
Community Development	Decrease the annual average number of days required to process permits	Decrease the annual average number of days required to process over the counter permits	1. Average number of days to approve over the county permits	1.5
Finance	Reduce the number of water service shut-offs on the original shut-off list by no less than 50% after courtesy contact is made	Reduce the number of water service shut-offs	1. Number of customers on original shut-off list	370
			2. Number of customers shut-off after courtesy contact	92
			3. % of customers shut off from original list	25%
Police	Reduce the number of burglary to motor vehicle incidents by increasing patrol activity and promoting the "Lock Your Car – That's the Key" campaign	Reduce the number of burglary to motor vehicle incidents	1. Total police officer self-initiated patrol activities	6,000
			2. Number of social media posts and press releases promoting the "Lock Your Car – That's the Key" campaign	8
Public Works	Reduce the quantity of road salt applied per lane mile while still maintaining the current high level of service	Reduce the quantity of road salt applied per lane mile based on an average snow event	1. Snow and Ice Events	15
			2. Gallons of liquid anti-icing materials used	45,000
			3. Tons of rock salt used	2,200
			4. Miles driven for snow removal	20,000
			5. Total snowfall in inches	28.2

FY2020 INITIATIVES

The FY2020 Budget provides resources for the following initiatives that help achieve the Village's Board Strategic Goals, which are outlined in the previous section. Each Department has several goals which can be found in their respective Department summary in the full budget book.



ADMINISTRATION DEPARTMENT

Support a *Complete Count* effort regarding the 2020 Census



POLICE DEPARTMENT

Conduct public presentations and implement protocols for a Body Camera Program



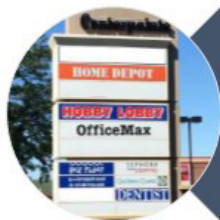
FINANCE DEPARTMENT

Implement an Internal Control Program to test Village processes on a regular basis and report on findings



PUBLIC WORKS

Complete the design and/or construction of various streambank stabilization projects



COMMUNITY DEVELOPMENT

Finalize and implement action items of the 75th Corridor Plan

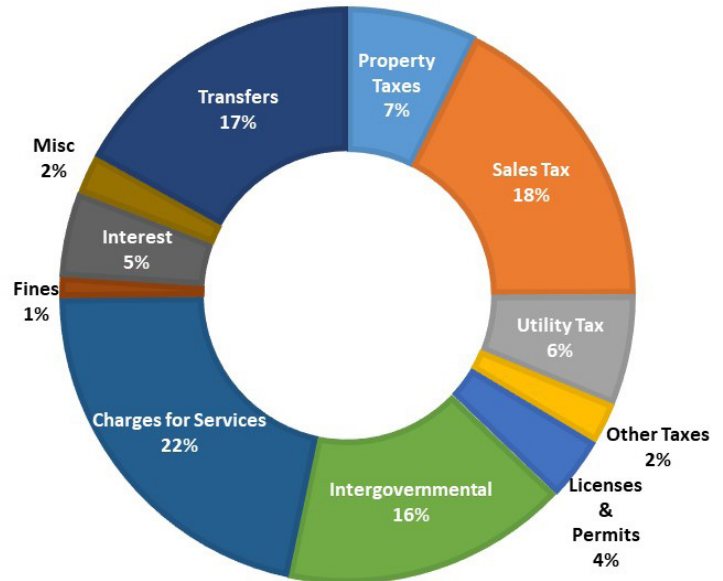
TOTAL FY 2020 BUDGET

HOW ARE VILLAGE SERVICES FUNDED?

The Village has a diversified revenue base, which provides financial flexibility and has allowed the Village to manage economic downturns. This diversity also makes us less reliant on individual revenue sources, such as property taxes and state-shared revenues.

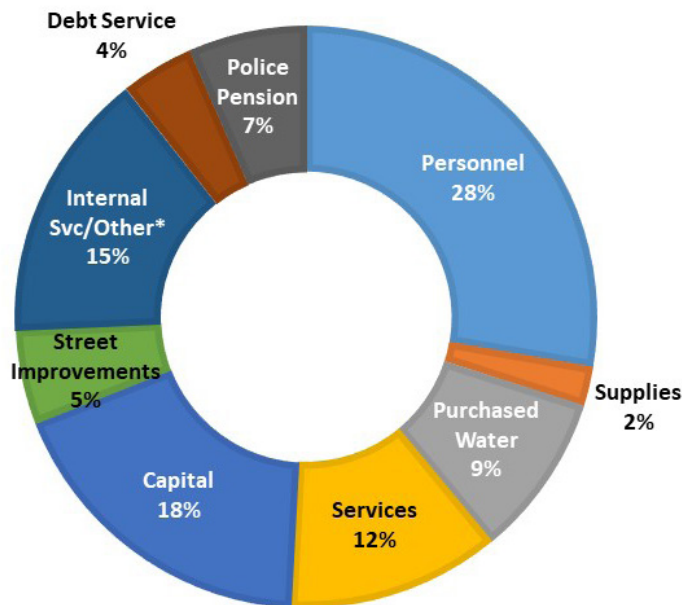
- At \$10M, the Village's largest revenue source is Charges for Services. This category is primarily revenues from water sales, which is estimated at nearly \$7M in 2020. Other charges for services include engineering and legal charges billed to developers.
- The second largest revenue source is sales tax, which is comprised of the 1% General Sales Tax and the 0.75% Home Rule Sales Tax. For 2020, revenues from sales taxes are estimated at \$8.2M.
- Transfers are amounts transferred from one fund to another. The \$7.9M amount includes the General Fund transfer to the Police Pension Fund in the amount of \$3.9M. Other transfers include garage and fuel and vehicle and equipment replacement.
- Intergovernmental revenues include state-shared income tax, use tax, and grant funding, which are distributed by the State to municipalities on a per capita basis. State use tax revenue is estimated at \$1.1M, which is a \$140,000 projected increase due to the internet sales tax and growth of online retail sales.
- Property tax revenue for 2020 is estimated at \$3.4M. The Village Board approved an increase in the Village's 2019 tax levy based on the growth from new construction. However, the Village's tax rate to the individual property owner will decrease approximately \$3 compared to last year.

VILLAGE OF WOODRIDGE
2020 BUDGET – TOTAL REVENUES
\$46,506,378



TOTAL REVENUES	
Property Taxes	\$3,422,766
Sales Taxes	8,177,147
Utility Taxes	2,908,000
Other Taxes	1,092,000
Licenses & Permits	1,655,025
Intergovernmental Revenue	7,538,412
Charges for Services	10,020,917
Fines & Forfeits	549,700
Interest	2,216,365
Other	1,038,903
Transfers	7,887,143
Total 2020 Budget	\$46,506,378

**VILLAGE OF WOODRIDGE
2020 BUDGET – TOTAL EXPENDITURES
\$52,143,646**

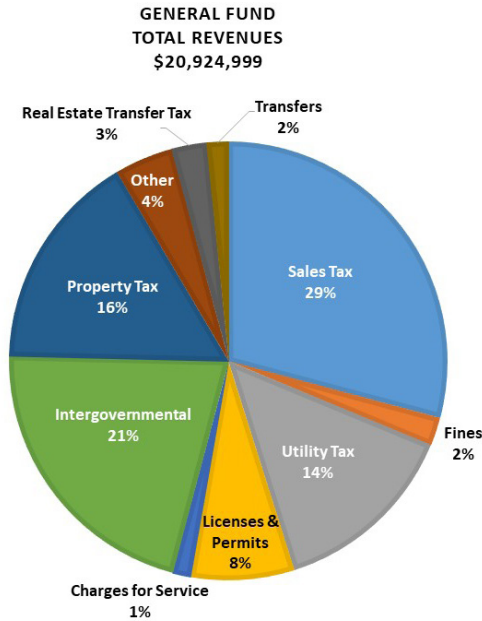


TOTAL EXPENDITURES	
Personnel	\$14,668,050
Commodities	1,129,246
Purchased Water	4,698,875
Services	6,117,984
Capital	9,409,697
Street Improvements	2,710,524
Internal Svc/Other	7,789,143
Debt Service	2,092,235
Police Pension	3,527,892
Total 2020 Budget	\$52,143,646

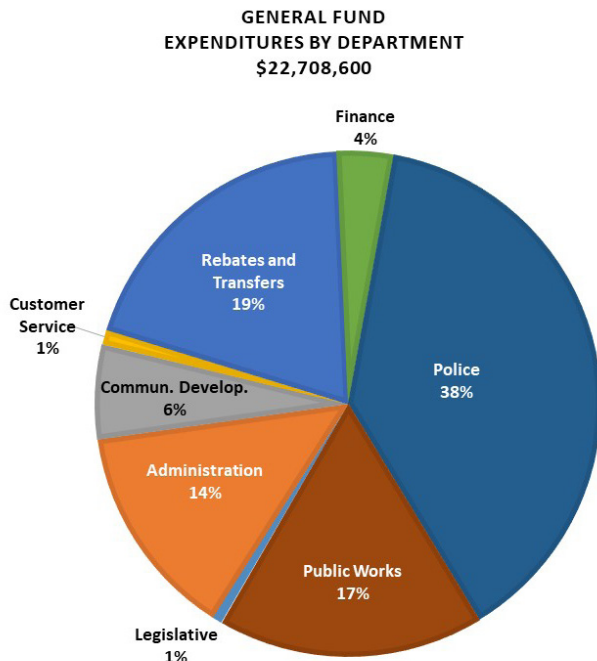
- Expenditures across all funds total \$52.1M. Of that amount \$14.7M, or 28% is personnel related. The cost to fund police pensions represents 7% of the total budget at \$3.5M. In comparison, the cost to fund non-sworn employee's pension through Illinois Municipal Retirement Fund (IMRF) is \$734,535 or 1.4% of the total budget.
- Personnel - For non-union employees, the Village transitioned to a full merit-based compensation system in 2019. Salary increases are based on performance and may range from 0-5%. For sworn union personnel a 2% cost-of-living adjustment is budgeted along with a step adjustment for those not at the top of the scale.
- Services - Services are budgeted at \$6.1M, which includes professional services for IT, police dispatch, and engineering and legal services.
- Street improvements total \$2.7M for 2020. This figure includes the resurfacing projects that are funded through Motor Fuel Tax for roadway improvements, including 83rd Street and Woodward Avenue.
- Commodities - Commodities are budgeted at \$1.1M. This includes operating and repair and maintenance supplies. The Village also purchases water from the DuPage Water Commission, which is budgeted at \$4.7M

GENERAL FUND BUDGET

The General Fund serves as the primary operating fund of the Village. It is used to account for all funds not required to be in another fund. Through the General Fund, financial resources are provided for local government services, including police protection, street and stormwater maintenance, code enforcement, and general administration.



General Fund Revenues by Source	
Property Tax	\$3,373,266
Sales Tax	6,096,209
Utility Taxes	2,908,000
Real Estate Transfer Tax	542,000
Licenses and Permits	1,589,025
Charges for Service	288,192
Fines and Forfeits	441,000
Intergovernmental	4,449,690
Other	908,010
Transfers	329,607
Total 2020 Budget	\$20,924,999



General Fund Expenditures by Department	
Legislative	\$150,949
Administration	3,122,671
Community Development	1,371,495
Customer Service	219,345
Finance	821,091
Rebates/Debt Service/Transfers	4,430,531
Police Department	8,728,918
Public Works	3,863,600
Total 2020 Budget	\$22,708,600

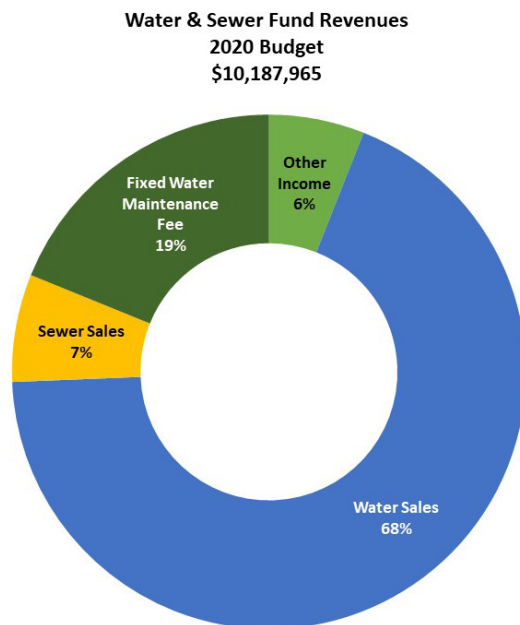
WATER AND SEWER FUND BUDGET

The Water and Sewer Fund is used to account for the purchase and resale of water, as well as the transporting of sanitary waste. Qualified personnel, trucks, tools and equipment are needed to maintain and operate these systems. The cost of water itself - a commodity that has risen in cost significantly over the last few years - is the largest part of all the costs in this fund.

REVENUES

The Village is cognizant of how their financial decisions impact residents. As a result, in previous years, we have been able to refrain from increasing water rates, and even eliminated taxes to provide rate relief. However, in the FY2020 Budget, increases were necessary in order to provide funding for future infrastructure improvements. These increases include an adjustment to the Fixed Water Maintenance Fee and a new Capital Improvement Fee, which are discussed below.

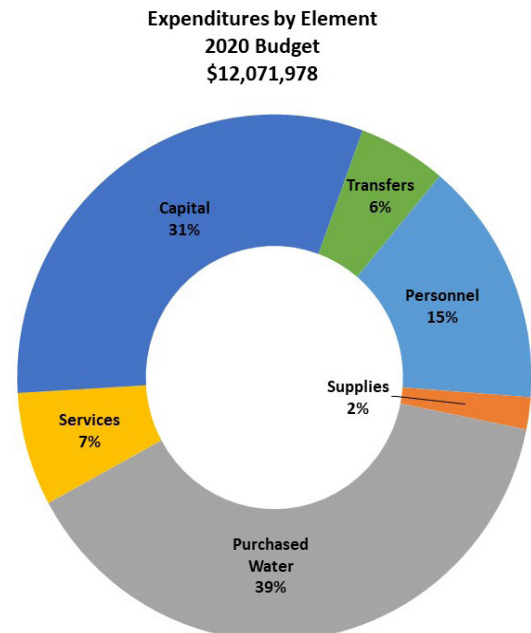
Water Fund revenues total \$10.2M in the FY2020 Budget. At \$6.5M, water sales provide the majority of revenue in this fund. The Village water rate for 2020 is unchanged at \$8.28 per 1,000 gallons. The Fixed Water Maintenance Fee increased 10% in the FY2020 Budget to cover the increased costs of maintaining the Village's water system. To address our aging water infrastructure, the Village Board implemented a new Capital Improvement Fee in the amount of \$0.30 per 1,000 gallons. This fee will fund future capital improvements, including regular water main replacements.



EXPENSES

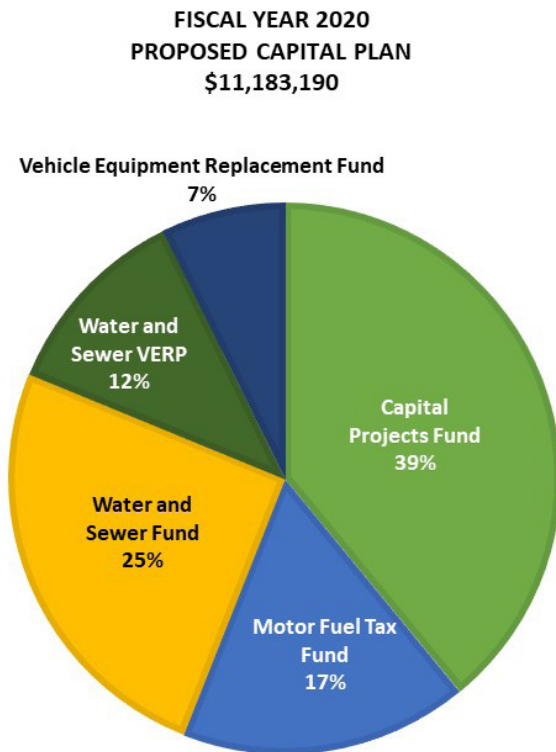
Water Fund expenses total \$12.1M in the FY2020 Budget. The largest expense in this fund is the cost to purchase water from the DuPage Water Commission, which increased to approximately \$4.7M in 2020. The DuPage Water Commission purchases Lake Michigan Water from the City of Chicago as a result, the DWC passes on Chicago's rate increases, which have averaged \$0.06 since 2016.

Capital improvements are the other major expenditure in this fund. The FY2020 Budget provides over \$3M in funding for projects that include the repainting of a Village water tower located at Village Greens Golf Club. The cost of the project is \$1M, and the purpose is to add life to the tower by painting and protecting the structural steel. The other major project budgeted for FY2020 is the Sanitary Sewer Rehab and Improvement Program, which is budgeted at \$1.6M. This program funds the maintenance and rehabilitation of the Village's sanitary basins to prevent structural defects and backups.



CAPITAL IMPROVEMENT PLAN

The Village of Woodridge's Capital Improvement Plan (CIP) is used to identify and anticipate capital projects over the next five years. The process of multi-year budgeting allows for the careful planning, prioritizing, and funding of future projects. This plan is updated each year as part of the budgeting process. New projects, changes in goals and priorities, and available funding play a key role in the development of the CIP and are reasons for which subsequent plans may differ. The CIP presents capital projects that are \$20,000 or greater for Fiscal Years 2020 through 2024.



The Village is investing over \$2 million in road improvements in 2020.

2020 Capital Improvement Plan by Fund



MAJOR CAPITAL EXPENDITURES FOR 2020



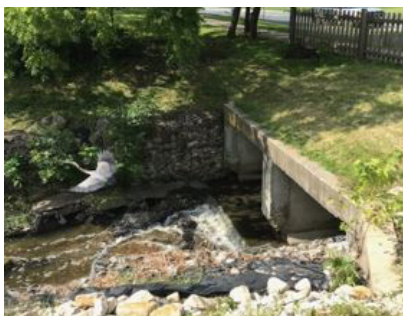
MUNICIPAL FACILITY IMPROVEMENTS - In 2019, the Village closed on the purchase of 12.5 acres for the future Police and Public Works facilities. In 2020, concept design and facility planning considerations will take place. To maintain the current Police and Public Works building, the FY 2020 Budget includes replacements to the facility's roof, flooring, HVAC system, and generator. **FY2020 BUDGET: \$1,520,000**



75TH STREET FRONTAGE ROAD RESURFACING - The 75th Street Frontage Road is reaching the end of its life cycle. The road is located on County-owned right of way; however, it primarily benefits Woodridge residents by providing ease of access. As a result, DuPage County and Woodridge have discussed a 50/50 cost-sharing arrangement to complete these improvements. **FY2020 BUDGET: \$600,000**



JANES AND CRABTREE TRAFFIC SIGNAL - The Village owns and operates traffic signals at nine intersections throughout the Village. One location, only a three leg intersection, at Janes and Crabtree is one of the older systems. While the light fixtures were updated to LED, the equipment and loops are old with some equipment difficult to locate to make repairs. **FY2020 BUDGET: \$265,000**



STORM SEWER IMPROVEMENTS - The Village will complete several storm sewer projects in 2020, including the biennial Storm Water Lining (\$400,000), Phase II of Roberts Drive Storm Sewer (\$400,000), Whispering Oaks/Everglade Storm Sewer (\$175,000), North Creek Storm Sewer (\$145,000), and the annual Storm System Rehabilitation/Stabilization (\$150,000).

The purpose of the Budget-in-Brief is to give residents an overview of the Village of Woodridge's 2020 Budget. Only highlights of the budget are presented.

The complete FY2020 budget document can be found on the Village's website:
www.vil.woodridge.il.us



**VILLAGE OF WOODRIDGE
5 PLAZA DRIVE
WOODRIDGE, IL 60517**