



Minutes
Village of Glen Ellyn
Finance Commission
Regular Meeting
Friday, July 12, 2019
7:00 AM
Glen Ellyn Civic Center, Room 306

A. Call to Order

Attendee Name	Title	Status
Lisa A Cleaver	Commissioner	Present
Jose G DeLeon	Commissioner	Present
Scott R Greeno	Commissioner	Present
Jeremy S VanEk	Commissioner	Absent
Christopher D. Oakes	Commissioner	Present
Lea Dan	Commissioner	Absent
Michael Campagna	Commissioner	Present
Brenton J. Peck	Commissioner	Present
Matthew L Halkyard	Chairman	Present
Ben Harrington	Student Commissioner	Absent

Also present: Village Manager Franz, Finance Director Coyle, Assistant Finance Director Thomas and Recording Secretary Haslett.

Chairman Halkyard called the meeting to order at 7:00 AM.

B. Public Comment (Non Agenda Items)

None.

C. Approval of Minutes

1. Finance Commission - Regular Meeting - Jun 14, 2019 7:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Christopher D. Oakes, Commissioner
SECONDER:	Brenton J. Peck, Commissioner
AYES:	Cleaver, DeLeon, Greeno, Oakes, Campagna, Peck, Halkyard
ABSENT:	VanEk, Dan, Harrington

D. Financial Reports

1. General Fund Update - May 2019

Finance Director Coyle distributed the May 2019 General Fund report and noted that income taxes came in at \$557,000 compared to \$380,000 last year. Sales and home rule sales taxes are still below the budgeted amounts, while other revenues are on par with last year and are on budget. On the expense side there is a variance in the Facilities Maintenance Department because the full transfer was made at the

beginning of the year to fund the Civic Center improvements, whereas last year monthly transfers were processed. The Information Technology (IT) department is below budget, due to lower personnel costs. The IT Director will be retiring at the end of the year and the budget included funds to fill this position so that cross training could occur with the new IT Director. The new employee is slated to start in August, which will allow several months of a smooth transition.

2. Village Links/Reserve 22 - Manager's Report - May 2019

Finance Director Coyle indicated that May was not a good month for golf due to the poor weather. Finance Director Coyle said General Manager Jeff Vesevick informed her that revenues for June were one of the best on record.

RESULT:	DISCUSSION ONLY
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3. Village Links/Reserve 22 - Financial Statements - May 2019

Finance Director Coyle indicated that May was not a good month for golf due to the poor weather. Finance Director Coyle said General Manager Jeff Vesevick informed her that revenues for June were one of the best on record.

Commissioner Campagna asked if any contingency plans have been drafted for the Village Links. Finance Director Coyle replied staff is aware that cost cutting could be necessary if a poor season continues, which could include deferring capital items for next year. Commissioner Campana inquired about capital spending. Finance Director Coyle said the Links had some significant capital costs recently with the replacement of the golf carts in 2017 and the Reserve 22 renovation at the end of 2018. For 2019, some capital equipment was obtained because these purchases could not be put-off any longer. Finance Director Coyle said the July 2019 sales reports for the Links and Reserve 22 look good as well. Finance Director Coyle said it is important to restore the cash reserve balance for the slower winter months in January, February, and March. Finance Director Coyle said the new minimum wage requirements become effective in 2020 which will impact costs at the Links and Reserve 22.

RESULT:	DISCUSSION ONLY
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4. Capital Reporting - June 2019

Finance Director Finance Director Coyle highlighted some of the major capital projects taking place in the Village. The Baker Hill access improvements should be done before Pete's Market opens. Some punch list items from last year's Park Avenue resurfacing project are currently being finished. The Village Board is reviewing the Central Business District (CBD) improvements. Commissioner Peck inquired if the small business owners have been engaged on the CBD project. Finance Director Coyle replied yes and that the CBD improvements will be done over several years so that the downtown is not completely under construction. Also, there will be meetings with the small business owners before construction as well as during construction in order to improve retail access and parking. The Civic Center

renovations are almost completed. There are still some site issues that are being worked through on the new parking garage.

Chairman Halkyard asked how overages are handled for capital improvements. Finance Director Coyle replied staff tries to balance out the Capital Improvement Fund as a whole and none of the projects have been significantly over budget. Finance Director Coyle said project costs can be modified if there are unforeseen conditions and there are change orders from time to time, but most projects include about a 3% -10% contingency, which is built into the budget amount. Finance Director Coyle noted Professional Engineer Daubert will be attending the Finance Commission meeting in August or September to discuss the capital budget.

RESULT:	DISCUSSION ONLY
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E. Purchasing Policy Updates

1. Finance Director Coyle and Professional Engineer Daubert will present proposed revisions to the purchasing policy.

Finance Director Coyle noted the Village purchasing guidelines are reviewed every few years and went on to discuss several proposed changes. Finance Director Coyle referenced the memorandum prepared by Professional Engineer Daubert regarding changes in procuring engineering services. In addition to these changes, staff is recommending that the Village Manager's spending authority be increased from \$20,000 to \$25,000 to mirror the Illinois State Statute. In addition, the Village Manager's authority to approve change orders will also be at the \$25,000 threshold. Finance Director Coyle also discussed the proposed changes to the vendor quotation requirements. Chairman Halkyard said the proposed changes were reasonable as long as the purchasing process is continually audited and checked upon. Finance Director Coyle said the proposed changes will be presented to the Village Board for their approval.

RESULT:	DISCUSSION ONLY
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F. 2018 Audit

1. Finance Director Christina Coyle will present the December 31, 2018 Comprehensive Annual Financial Report.

Finance Director Coyle encouraged all the Finance Commissioners to review the Management Discussion and Analysis included in the 2018 Comprehensive Annual Financial Report. The funded status of the Village's pension decreased due to the market downturn that occurred at the end of December. Finance Director Coyle noted had the report been prepared as of January 31, 2019, the funded status would have been different. The fund balance of the General fund decreased by only \$139,000 compared to the projected \$600,000 shortfall originally budgeted. The good news for 2018 is that not as much of the General Fund reserves were needed to cover the State of Illinois revenue shortfalls and overall the General Fund ended

better than anticipated. Cash reserves exceeded the policy levels for all the funds except the Village Links and Reserve 22. At the end of 2018 the Village issued \$9.9 million in bonds for capital projects. The auditor issued a management letter with no comments regarding internal matters.

RESULT:	DISCUSSION ONLY
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G. Trustee Liaison Report

No report.

H. Chairman's Report

No report.

I. Other Business

1. Economic Development Update

Village Manager Franz updated the Finance Commission on recent economic developments within the Village.

2. Next Meeting: Friday, August 9, 7:00AM

J. Adjournment

1. Motion to adjourn

The meeting was adjourned at 7:40 AM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lisa A Cleaver, Commissioner
SECONDER:	Christopher D. Oakes, Commissioner
AYES:	Cleaver, DeLeon, Greeno, Oakes, Campagna, Peck, Halkyard
ABSENT:	VanEk, Dan, Harrington