



Minutes
Village of Glen Ellyn
Glen Ellyn Village Board
Workshop Meeting
Thursday, October 22, 2020
7:00 PM
Glen Ellyn Civic Center, Galligan Board Room

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

Upon roll call by Village Clerk Chereskin, President McGinley and Trustees Christiansen, Enright, Fasules, Pryde, Senak and Thompson answered "present".

Also in attendance were Village Manager Franz, Village Attorney Mathews, Finance Director Coyle, Community Development Director Springer, Police Chief Norton, Economic Development Coordinator Hannah, Communications Coordinator Plabm and Deputy Police Chief Vavra.

D. Audience Participation

None.

E. 2021 Budget (Presented by Finance Director Coyle) (Discussion Only)

1. General Budget

- General Fund
- Summary Fund Revenues
- Administration
- Finance
- Community Development
- Police
- TIF Funds

Finance Director Coyle presented the 2021 budget introduction including information regarding the impact of COVID-19 on the budget.

Finance Director Coyle presented the General Fund overview.

Trustee Fasules asked Finance Director Coyle to create a 5 year comparison for contractual services.

Finance Director Coyle presented the General Fund revenues.

Trustee Senak asked how DuPage County determines CPI for the lax levy. Finance Director Coyle stated DuPage County uses the CPI from the previous December. Finance Director Coyle stated the month they use

to determine the CPI is based on state law.

Trustee Senak asked if the Village is bound by the tax cap law. Finance Director Coyle stated the Village is not.

Trustee Senak stated he believes the Village should have its own tax cap policy which is adopted by the Village Board. Trustee Senak stated this would allow residents to know what to expect with the levy each year. Trustee Senak stated future Village Boards can amend the policy in the future if they desire to.

Finance Director Coyle presented the Administration Department's budget including details on the Village Board and Village Clerk, Village Manager, Facilities/Maintenance, IT, Senior Services, History Park, Law and Economic Development respective budgets.

Trustee Senak asked what the DEI facilitator is being used for and if the Glen Ellyn Public Library is paying for the facilitator as well. Village Manager Franz stated the Village is paying \$15,000 and the Library is paying \$5,000 for the facilitator.

Trustee Fasules asked what the role of the facilitator is. Village Manager Franz stated the facilitator will meet with various community groups in Glen Ellyn and will continue to work and meet with each group to identify goals and steps to add to their respective strategic plans.

Trustee Fasules asked if there is someone in the community that would be willing to volunteer as the facilitator. Trustee Fasules stated the additional money saved from the facilitator could be used to fund various non-profits in the community.

Village Manager Franz stated the Village has been meeting with the DuPage Foundation on possible managing the Village's Community Grant Program which will be able to provide an additional \$25,000 of funding to existing non-profits in the community.

Trustee Fasules stated he would like to see additional funding provided to the community groups the Village already has partnerships with.

Trustee Senak stated he is in support of the funding for the DEI facilitator, but he wants to make sure the Village has an important role in this initiative.

Trustee Thompson asked if the emergency COVID-19 purchases are only Village related. Finance Director Coyle stated that number also includes the COVID-19 grants provided to businesses and purchasing the tent for Main Street dining. Finance Director Coyle stated all COVID-19 expenses are reflected in that fund.

Trustee Senak asked if the CARES Act funding is used only for businesses and if the Village could provide funding directly to businesses. Village Manager Franz stated businesses have received direct funding from the Village through the newly approved COVID-19 grant program. Village Manager Franz also noted the CARES Act funding is also used for Village COVID-19 expenses. Village Manager Franz stated businesses have also been able to apply for grants offered by the County and State.

Trustee Senak asked if the Village's COVID-19 grant program funding could be increased, if the Village sees the need. Village Manager Franz stated that is possible.

Trustee Senak asked why there has been a large increase in OT in the Village Manager budget. Finance Director Coyle stated some OT is COVID-19 related and this also accounts for the Executive Assistant

completing minutes rather than a recording secretary.

Trustee Christiansen asked if it is cost effective to pay OT to staff rather than a recording secretary to complete the minutes. Finance Director Coyle stated staff OT is less than what was being paid to the recording secretary and that not all OT expenses are from meeting minutes.

Village Manager Franz noted the Village Board has directed staff to look into appointing a Village Clerk instead of having an elected position. Village Manager Franz stated this would put the Clerk responsibilities into a appointed position, which would be filled by Village staff, who are already doing the majority of the Clerk work.

Trustee Thompson stated COVID-19 has shown that maintenance and cleaning crews are critical to the overall safety of staff and residents. Trustee Thompson asked if the increase in the Facilities/Maintenance budget is enough to ensure staff is being protected and the Facilities/Maintenance staff is being paid enough for their important work. Finance Director Coyle stated it has been a struggle to fill Facilities positions, and they have increased hours on the open job posting. Finance Director Coyle stated a salary study was complete.

Trustee Thompson asked if it would be most cost effective to hire a cleaning service instead of paying Village staff. Finance Director Coyle noted the Facilities/Maintenance staff not only cleans the buildings, but they also set up for public meetings and also open/close to building for public meetings. Finance Director Coyle stated those services would not be provided by a cleaning service.

Trustee Senak asked if the History Center flood money will be paid back by insurance. Finance Director Coyle confirmed this.

Trustee Christiansen asked what the \$20,000 in consulting fees is used for in the IT budget. Finance Director Coyle stated a consultant is used for projects that the Village staff may need assistance with.

Trustee Christiansen asked if this is needed as the Village has hired two great IT staff. Finance Director Coyle stated there has been discussions about using the consultant funding to hire another IT staff. Village Manager Franz stated a Village our size would typically have 4-6 IT staff. Village Manager Franz stated the consultant is needed for larger or special projects.

Trustee Senak asked if the Village's Senior Service department provides services that are different than what the Milton Township and DuPage County provide. Village Manager Franz stated the Senior Service Department strives to provide services that are not provided by the County or Township.

Finance Director Coyle presented the Community Development budget.

Trustee Thompson asked if there has been an increase in staff in Community Development. Finance Director Coyle stated positions have been shifted, but Community Development is holding flat in the amount of positions.

Trustee Thompson asked if there is enough staff to complete the amount of work that needs to get done. Community Development Director Springer stated staff in Community Development is cross trained and assume additional roles, when necessary. Community Development Director Springer stated they are in good shape with staff.

Trustee Fasules stated it may be better for Community Development to hire additional staff to provide the services that our consultants do. Trustee Fasules stated this would allow for consistency for builders in Glen Ellyn.

Trustee Senak stated personnel costs are the largest cost in the operating budget. Trustee Senak stated currently the Village has 384 employees with 116 being full-time. Trustee Senak stated since 2016 there has been an increase in full-time and total employees. Trustee Senak stated the population of Glen Ellyn has been the same since 2016 with the same amount of square miles. Trustee Senak stated the Village has also purchased/created technology to help with the efficiency of work. Trustee Senak asked why there continues to be an increase of the number of employees.

Village Manager Franz stated Glen Ellyn uses a lot of part-time employees. Village Manager Franz stated there is a constant request for new and additional services to be provided by the Village. Village Manager Franz stated the Village has been using part-time staff for 30/40 years. Village Manager Franz stated the Village also uses part-time employees in positions that are typically managed by full-time staff.

Trustee Senak stated the Village has a relatively lean staff and we continue to provide services with that lean staff.

Finance Director Coyle presented the Police Department budget.

Trustee Christiansen asked why the telecommunications line is going significantly down. Finance Director Coyle stated the funds are being moved to the IT budget.

Trustee Fasules asked why the Police Department staffing study was never completed. Village Manager Franz stated the Village Board approved the staffing study in late of 2019, the funds were available in January 2020, and the RFP was released in February 2020 with responses due in March/ April 2020. Village Manager Franz stated at that time COVID-19 hit, and the Village was not able to dedicate the time to the staffing study.

Trustee Fasules stated he is disappointed there is not a complete staffing study in front of the Village Board during this budget process.

Police Chief Norton provided details regarding staffing, increased costs for trainings and the lateral staffing program.

Trustee Christiansen asked why there is a large increase in the dues/subscriptions and education line items. Police Chief Norton stated the Police Department now needs to pay for training at the academy when the State previously paid those fees. Police Chief Norton also noted there is more training mandated by the State. Police Chief Norton stated DACRA fees are also changing.

Trustee Senak asked if the Police Department is receiving crisis intervention training and if additional resources need to be provided for that training. Police Chief Norton stated the Police Department is already receiving crisis intervention training.

Finance Director Coyle presented the TIF Fund.

RESULT:	DISCUSSION ONLY
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F. Other Items

- G. Motion to adjourn to Executive Session for the discussion concerning collective negotiation matters or deliberations on salary schedules for one or more classes of employees pursuant to 5 ILCS 120/2 (C)(2) and discussion regarding the purchase or lease of real property pursuant to 5 ILCS 120/2 (C)(5) without returning to open session thereafter**

MOVER:	Steve Thompson, Village Trustee
SECONDER:	Kelli Christiansen, Village Trustee
AYES:	Enright, Fasules, Pryde, Christiansen, Thompson, Senak
PRESENT:	McGinley

RESULT:
APPROVED [6 TO 0]

Respectfully Submitted, Lindsey Kaminsky Executive Assistant

Reviewed and Approved, Village Manager Franz