

Minutes

Village of Glen Ellyn Board of Trustees

Special Workshop Meeting

Village Links

Monday, November 3, 2014

Call to Order

President Demos called the meeting to order at 7:00 p.m.

Roll Call

Upon Roll Call by Clerk Galvin, Trustees Burket, Clark, Elliott, Ladesic, McGinley and O'Shea answered "Present".

Staff present: Village Manager Franz, Assistant Village Manager Stonitsch, Village Attorney Mathews, Planning & Development Director Hulseberg, Police Chief Norton, Deputy Police Chief Holmer, Finance Director Coyle, Director of Economic Development Hannah, Facilities Maintenance Facilities Supervisor Kolze, Assistant Public Works Director Buckley, I.T. Manager Binkerd, Senior Services Coordinator Hefler.

Village Links Staff: Interim General Manager Vesevick, Golf Course Superintendent Pekarek, Executive Chef/ Director of Food & Beverage Concepcion.

Also Present: Village Prosecutor Smith, Village Adjudicator Armstrong, Ethics Officer Ruffalo and Finance Commission Chairman Ford.

Pledge of Allegiance

President Demos asked Matthew Halkyard to lead the Pledge of Allegiance.

CY15 Budget Kickoff Discussion: (Presented by Finance Director Coyle)

Financial Overview

This is the first calendar year budget as the Village shifted from a May 1 fiscal year to a full calendar year beginning in 2015.

The draft budget is available on the Village's website:

www.glenellyn.org

Hard copies are available at the Civic Center and the Glen Ellyn Public Library.

The public hearing and first reading will be on 11/24 and the Second reading and adoption on 12/8.

Administration

The Administration budget includes seven main components in the General Fund: Village Board & Clerk, Village Manager's Office, Facilities Maintenance, Senior Services, Economic Development, History Park, Information Technologies, and the newly created Legal Department.

Manager Franz stated with the loss of the Assistant to the Village Manager they will be looking to back fill with another position. Multi Media will be moved to I.T. This position is a 50-50 split between cable television and the website.

President Demos inquired about the tuition reimbursement program. Assistant Village Manager Stonitsch responded there is a \$22,400 cap and only full-time employees who have been employed for over a year are eligible. Trustee McGinley asked why is this available when there is so much web based training available. Assistant Manager Stonitsch responded this is for full-time degree seeking employees.

Trustee McGinley asked for an explanation on the breakdown of landlines. Assistant Manager Stonitsch responded it is based on where the line is located. Breakdowns include: Police Department, Public Works, Civic Center and the Glenbard Wastewater Authority.

Trustee McGinley inquired about the cell phone policy. Manager Franz responded they determine if there is a need and if the need is for a cell phone or a smart phone. Personal cell phone use with a reimbursement is encouraged. This results in a lower cost as the Village is not responsible for the replacement device.

Trustee O'Shea asked why this budget is higher than the last. Manager Franz responded it was due to the 4 year replacement cycle on computer hardware and the software. This also includes the replacement of 2 servers.

With regards to Facilities Maintenance, Trustee O'Shea asked if there were any changes yet for combining the Links, Public Works and the Civic Center. Assistant Manager Stonitsch responded there are still working on it and evaluating privatization.

Jodi Hefler, Senior Services Coordinator commented that the ride share program will be serving their one millionth rider this year.

Trustee McGinley asked about alarm services at the History Park and asked why the Historical Society is not paying for this. Trustee Elliott responded that DuPage County spends a lot on the DuPage Historical Society and a lot of municipalities support their Historical Society's. This is a part of the community; to preserve history and he does not have a problem with these subsidies.

President Demos asked if the Village should own these buildings or turn them over to a trust? Trustee O'Shea asked if the Village has access to the Chamber of Commerce or the Historical Society budgets. Manager Franz responded no.

With regards to Solid Waste; they are looking to purchase more Big Belly solar powered compactors. There is one downtown. Trustee Burket asked about the lifespan. Assistant Manager Stonitsch responded the lifespan is 10 years. Part of the value is that they record data. For example, they know it has gone several weeks without a pickup.

Presentation by the Alliance of Downtown Glen Ellyn

Ms. Jill Foucre with Ms. Carol White, Alliance of Downtown Glen Ellyn gave the presentation. Ms. Foucre stated that in 2014 the Alliance eliminated the Executive Director's benefits and per the Village Board's directive, the salary was reduced by 15%. The Alliance conducted a time study to determine if this was a full or part time position and determined that it is a full time position. The budget is 63% from the Village and 37% from the Alliance. In the past 90% was provided by the Village.

President Demos commented that is impressed with their efforts and supportive of their funding request.

At short break was taken from 8:33 p.m. to 9:07 p.m.

Police

The Police Department is authorized 52.68 FTE employees in the FY15 budget. Of this number, 30 positions are police officers, 10 are police supervisors and the remaining are civilian employees (eight of whom are full time). Not all authorized positions are staffed. For example, in FY 12/13 four police officer positions were not filled due to budgetary constraints and remain vacant. Full-time Police Department personnel work 40-hours per week. Police services, including records and clerical operations, are provided around the clock every day of the year.

During calendar 2013, the Glen Ellyn Police Department handled 36,960 "incidents" of various kinds; an average of 101 incidents per day (an average of 100 incidents per day in 2005, 2006 and 2007; 110 in 2008 and 2009, 109 in 2010, 105 in 2011 and 104 in 2012). "Incidents" include both self-initiated activity (an Officer observes something while on patrol and takes action) and complaints (an Officer is called to a scene and takes action). Typically, about 55 – 60% of patrol activity is self-initiated. The Department investigated 131 crimes against persons, (which include homicide, assault, battery, robbery, sex and child endangerment crimes) and 805 crimes against property, (which include burglary, theft, criminal damage/trespass, narcotics and deceptive practices).

Chief Norton pointed out the Budget includes a part-time investigator to assist the detectives. Almost all cyber related crime requires a subpoena and that takes time. The second back-up DUCOMM facility payment may be approximately \$40,000, payable for several years.

Trustee Ladesic asked if a new proposed police department would be capable of housing the back-up DUCOMM facility. Chief Norton responded that it would not.

Trustee McGinley asked about (4) new officers budgeted. Chief Norton responded that sometimes it is not a one for one switch. Manager Franz responded there is a 47% failure rate for new hires and there are anticipatory retirements. They have experienced cost savings by keeping a Sargent position vacant for the last 6 months.

Trustee McGinley asked about training. Chief Norton responded the Department can be penalized for failure to train and asked the Board to please keep in mind that some of the state of the art training opportunities are not always local.

Village Links/Reserve 22

2013 was dominated by construction and disruption. The mess and inconvenience of construction turned off many of our customers and had a negative impact on patronage. Additionally, the driving range and restaurant were closed for the first seven months of the year. The combination of the inconvenience and lack of some services, coupled with poor weather early in the year, held down rounds played and revenue. This makes it impracticable to conduct any comparative analysis against 2014.

With the full Food and Beverage operation of Reserve 22 not opening until August 2013, there is no meaningful gauge to compare to prior year until August. We gained momentum in the last half of 2013, posting a \$38,000 profit with \$743,000 in revenue. August and September revenues for 2014 show a 32% and 31% increase, respectively, over prior year. In the first 12 months of operation, Reserve 22 earned a \$130,000 operating profit (8.1%) on \$1,614,000 in sales. During the last 12 months, October 2013 through September 2014, operating profits were \$148,000 (8.7%) on \$1,706,000 in revenues. We are confident we can raise our profitability percentages for the remaining 3 months of 2014, with much improved inventory control, and cost control procedures. For Calendar Year 2014, through September, we have retained operating profits of \$237,400 on revenues of \$1,461,000, or a 16.2% net.

Much progress was made in spite of internal challenges. In June we turned over 2 key positions, General Manager, and Food and Beverage Director. Consultants were brought in for the short term, and provided much appreciated guidance. With the Food and Beverage operation reduced to one full time person, remaining full time staff from both the Golf and Grounds divisions pitched in, helping with organization and operations, keeping the visual disruption to our Guests to a minimum.

Interim Manager Vesevick pointed out with the opening of Reserve 22, the food service at the Village Links is not just an amenity to the golfers; they are in fact, marketing 2 businesses. This year they will not make a profit. They have to make a final payment to Doyle Construction and they hired the consultants (GolfMak, Inc.) and had to pay out severance packages.

The best value GolfMak, Inc. provided was assistance with Inventory Controls and Cash Controls. The grounds payroll went up as three seasonal employees converted to full-time.

The Recreation Department facilities also perform as stormwater management (water retention) and the Recreation Department maintains Panfish Park and Lambert Lake.

By 2015, we should have complete, permanent signage promoting our facility at our main entrance, and also on the northwest corner of the property, at Taft Avenue and Lambert Road. Attorney Mathews suggested going out for RFP on the signage to include specific design elements.

Interim General Manager Vesevick stated that every Wednesday they have a budget meeting and manage expenses accordingly. Furthermore, the Village Links is building a reputation for golf outings. Mr. Matthew Halkyard asked if they have considered using Dynamic Pricing. Manager Vesevick responded he is not sold on it.

Trustee Burket asked about the marketing. Manager Vesevick responded that the website redesign is good and that they are now capturing data. Several inquiries have converted to events; however he is not happy with the Facebook posts and expressed concerns that the posts are not the best reflection of Village Links/Reserve 22. This is being evaluated.

Adjournment

At 10:07 p.m. a motion was made by Trustee Elliott and seconded by Trustee Burket to adjourn. Motion carried.

Respectfully submitted,

Catherine Galvin,
Village Clerk