Minutes
Village of Glen Ellyn
Finance Commission
Special Meeting
Friday, April 22, 2016
7:00 AM
Glen Ellyn Civic Center, Room 301

A. Call to Order

Attendee Name	Title	Status
Erik G Ford	Chairman	Present
Lisa A Cleaver	Commissioner	Present
Jose G DeLeon	Commissioner	Absent
Scott R Greeno	Commissioner	Present
Matthew L Halkyard	Commissioner	Present
Yadav N Nathwani	Commissioner	Absent
Steve Rackl	Commissioner	Absent
Jeremy S VanEk	Commissioner	Present
Jeffrey S Wallace	Commissioner	Present

Also Present: Trustee O'Shea, Village Manager Franz, Finance Director Coyle, Assistant Finance Director Thomas

B. Public Comment (Non Agenda Items)

None

C. Approval of Minutes

1. Finance Commission - Regular Meeting - Feb 12, 2016 7:00 AM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Jeremy S VanEk, Commissioner
SECONDER:	Jeffrey S Wallace, Commissioner
AYES:	Ford, Cleaver, Greeno, Halkyard, VanEk, Wallace
ABSENT:	DeLeon, Nathwani, Rackl

D. Financial Update

1. Financial Update - March 2016

Finance Director Coyle reviewed the March 2016 Financial Update Memo. Revenues to date are performing ahead of last year by 5%, due to strong sales tax and income tax performance. In addition, the 4th quarter payment of cable franchise fees was received in the first quarter of 2016, as was the December Use Tax payment from the State. Expenditures are 4% ahead of last year but 3% below the year-to-date budget.

Key General Fund Revenues highlights included that the federal government has resumed its payment of forfeiture dollars, which were frozen for the first quarter of 2016. Building permit fees are down from 2015; however, 2015 saw a large building permit fee from Parkview Church. The variance in the law/police administration budget is due to timing, and the positive variance in Information Technology is due to the fact that upgrades were purchased in the first quarter of 2015. Sales tax receipts and Home Rule Sales taxes set another record 12 month rolling average high. Income tax revenues noted only a slight decline in March.

On the expenditure side, regarding the Economic Development budget, $67,000 was paid to Haggerty for their sales tax incentive versus $40,100 in 2015. That indicates that Haggerty is doing better than last year. Three additional façade awards were paid in the first quarter. Snow removal costs were down from 2015; however, $102,120 has been spent to date on tree trimming and removal compared to $28,000 in the first quarter of 2015.

Chairman Ford asked whether the Board of Trustees might consider taking the excess funds in the snow removal budget and saving it for future, more severe winters. Manager Franz said that Glen Ellyn uses mostly part-time employees for snow removal, so the impact is not as large as on other municipalities. The cost of purchasing salt is in the Motor Fuel Tax budget, so any excess funds can be used for street capital projects. Also, Refuse Fund fees have been increased to create a set-aside for storm problems.

The Commissioners discussed the sales tax revenues, and how they compare with other communities, particularly the ebb and flow of the income stream. Commissioners asked that the tax incentive expenditures, i.e., to Ross Dress for Less, be analyzed to help determine whether or not they are working. It was noted that for Fresh Market, taxes are reduced based on performance, so if performance is below expectations, they will receive less.

RESULT:	**DISCUSSION ONLY**

2. Village Links Financial Statements

The Commissioners reviewed the Links' Financial Statements. They determined it will be helpful to include them in the Commissioners' packets in the future even if they are in arrears. The results are tracking with last year. The goal is to not lose too much money over the winter. Manager Franz said that the facility is closed Mondays in the winter, and that March saw good weather which positively affected golfing revenues. Commissioners commented that it looks like operations are doing well in general.

Trustee O'Shea asked if it would be possible to sell some of the land not used for the golf course itself. Manager Franz noted that it may be restricted by covenants, and Director Coyle noted that there could be tax implications as well as bond requirements regarding selling assets. Staff will look into it.

Manager Franz said that the staff has high goals for the banquet facilities, and two part-time sales associates have been hired. The effects of bringing some staff into the IMRF program will be hitting the books now. Staff was asked to track the financial impact of this change.

RESULT:	**DISCUSSION ONLY**

E. Capital Project Update

Director Coyle reviewed the Capital Projects Financial Status chart. All of the 2015-16 projects have been added. It includes the Board Authorization Status for contracts status. The Engineering Division Project Activity Report includes the status of each project. The big projects for 2016 are Lake Ellyn, the Elm-Oak-Geneva improvements and the Police Station. In response to questions, Manager Franz said that the Lake Ellyn work is going as planned, and the lake is filling up again. The dredging is complete and a coffer dam is in place.

Regarding the Police Station, the goal is to break ground the first part of July. Staff is working with ComEd on the electric wire on the property. There has not been much backlash from the neighbors. The drug forfeiture funds that will be going toward this project have been released. Completion of the project is scheduled for August-September 2017.

There was general discussion concerning the budget process, which is in its second year of the fiscal year being on a calendar year. It seems to be working well, and the alignment among the departments and results is better. It definitely helps with the reporting on the Links.

F. Trustee Liaison Report

Trustee O'Shea deferred to Manager Franz about economic development.

G. Chairman's Report

Chairman Ford reported that he attended the Police Pension Board meeting to assess the responses to an RFP for a financial consultant. The candidates have been narrowed to three, and each will have an opportunity to make a presentation to the Board members. He noted that he reminded the Board members that such a decision is not made very often, and they can take their time assessing the candidates and coming to a decision. The position is for a pension consultant, not just an investment advisor.

Chairman Ford noted that 2017 is an election year, and anyone interested in being a Trustee, Village President or on the Library Board should talk to him. The Civic Betterment Committee meeting will be in December.

H. Other Business

1. Economic Development

Manager Franz gave an update on several projects. The Jayne owner has completed an extensive rehab of the store, and is having a soft opening this week. Chocolaterie Stam is working on its space on Pennsylvania. The hope is to have the McChesney's property project before the Village Board summer of 2016. There is no sale contingency on the property as it has already been purchased. The preliminary feedback on the project has been positive. Regarding the Opus project, the timing has been set back because of the removal of the St. Petronille property from the project. Overall, staff is encouraged by the economic development in the Central Business District. Possible capital projects in the downtown area over the next few years could include a pedestrian tunnel and train station improvements. The streetscape improvements will probably be pushed back to 2018. There was discussion concerning the options for moving to LED street lights in the downtown area. Opinions are being solicited on dark sky compliant fixtures and those that might provide some light on various store fronts. Along Roosevelt Road, the empty Dominick's store continues to be a difficult situation balancing Albertson's and other tenants' desires along with those of the owner. Further west, DeSitter is moving into the old Bende's store. Grandma Sallie's has been torn down and is being replaced with a mattress store.

2. Other Business

Chairman Ford asked about other matters for the focus of the Commission. Manager Franz said that there seems to be no movement in Springfield regarding the state budget situation. Potential changes in the income tax sharing formula and a property tax freeze seem to be the issues that would have the biggest impact on the Village. It was also mentioned there are proposals to have one police pension for the state rather than each community having its own. It is a controversial proposal, although the IMRF model shows that it could work. It was also noted that a proposed rail bypass could make an over/underpass in the Village unnecessary.

Matters for possible future consideration by the Commission could include a review of the parking fund and how it compares with other municipalities. A review of General Fund fees was suggested to confirm that the fees are sufficient to cover services. Manager Franz noted that parking tickets are currently $15.00 and have not been increased in many years.

Director Coyle said that a new server is needed to automate the Village's current voucher system, and an overhaul will not be ready until 2017. The current system is paper-intensive and time consuming for staff and for Trustees who have to review all the paper twice a year.

3. Next Meeting: Friday, June 10, at 7:00 AM

I. Adjournment

1. Motion to Adjourn

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeremy S VanEk, Commissioner
SECONDER:	Jeffrey S Wallace, Commissioner
AYES:	Ford, Cleaver, Greeno, Halkyard, VanEk, Wallace
ABSENT:	DeLeon, Nathwani, Rackl