

**Minutes
Special Workshop Meeting
Glen Ellyn Village Board of Trustees
Thursday, October 13, 2016**

Call to Order

President Demos called the meeting to order at 6:07 p.m.

Roll Call

Upon roll call by Village Clerk Galvin, President Demos and Trustees Clark, Elliott, Ladesic, O'Shea and Senak answered "Present." Trustee Kenwood was excused.

In Attendance: Recording Secretary Solomon, Village Manager Franz, Assistant Village Manager Stonitsch, Village Attorney Mathews, Finance Director Coyle, Police Chief Norton, IT Manager Binkerd, Communications Coordinator Plahm, Economic Development Coordinator Hannah, Accounts Manager Thomas and Police Department Administrative Assistant Miller.

Pledge of Allegiance

President Demos asked Finance Director Christina Coyle to lead the Pledge of Allegiance.

Audience Participation

None

Agenda Item E. – Fiscal Year 2017 Budget Discussion

Finance Director Christina Coyle presented information regarding the Fiscal Year 2017 budget and passed out pages that needed to be changed in the Board's binders.

Law

Village Attorney Mathews stated the Law budget would remain mostly the same with the addition of a file-handling software that is needed. Village Attorney Mathews stated they did hear from the insurance company a few days prior, and the insurance company will not cover the legal bills for the counter-claim on the hotel issue so the Board will need to consider this impact in the future. Attorney Mathews left the meeting at 6:21p.m.

Trustee Senak asked about Prosecutorial Services to which Village Attorney Mathews stated this is billed hourly and will see if a flat fee could be used instead. Trustee Elliott asked what would happen if the State's Attorney office would prosecute to which Police Chief Norton stated a local prosecutor would prosecute everything; however, the Village gets more money for municipal prosecution. Trustee Elliott stated this is then a "for-profit" prosecution. President Demos stated the current system seems to be working. There was a discussion regarding the line items of prosecutorial services and general counsel.

Overview

Finance Director Coyle have an overview of the 2017 draft budget and stated this budget includes the 16 funds of the Village. Finance Director Coyle stated for revenues, the draft budget shows a 1.8% increase in property taxes based on CPI of 0.8% and 1.0% new growth, a 3% increase in sales tax less a factor for the Mariano's opening in Lombard and a 5% increase in income tax. Finance Director Coyle also reviewed the revenues for the line items of Intergovernmental, Investment Income, Miscellaneous

Revenue and Transfers In. There was a discussion about how the new Mariano's opening in Lombard could affect the sales tax. Trustee Senak referenced an article in Crain's Chicago Business and stated that DuPage County is making more modest projections.

Finance Director Coyle reviewed the expenditures for the 2017 draft budget, including Personnel Services, Contractual Services, Commodities, Capital Outlay and Transfers Out. Trustee O'Shea asked about the water costs to which Finance Director Coyle stated the water costs do include the purchase of water as well as all operational fees. Finance Director Coyle stated the largest expenditures by category will be Capital Outlay at 37%, Contractual Services at 23% and Personnel Services at 18%. She stated the largest expenditures by fund are the Capital Projects Fund at 28% the General Fund at 25% and the Water & Sewer Fund at 23%.

Finance Director Coyle stated the 2017 draft budget is a balanced budget with a \$2,823 budgeted surplus before a transfer to the Capital Projects Fund of \$300,000, and this transfer is to transfer Federal Forfeiture dollars to fund the Police Station construction in accordance with the funding structure approved by the Board. She stated the largest challenge in the General Fund was to fund an additional \$300,000 contribution to the Police Pension Fund. Trustee Senak asked if a certain rate of inflation is factored into the budget to which Finance Director Coyle stated inflation is factored in, but not at a specific rate.

Economic Development

Communications Coordinator Megan Plahm stated they have combined Economic Development and Marketing and in 2016, they made a Marketing and Advertising Plan which will continue into 2017 as the Village is building its brand. Communications Coordinator Plahm stated they heard great feedback about this plan as advertising was seen in a number of magazines and postcards that were sent to the Village residents and a portion of Wheaton residents. She stated for 2017, they are increases shown in printed materials, professional services and public relations.

Economic Development Coordinator Meredith Hannah stated in 2016, they changed around award-program and would like the façade awards kept in the 2017 budget. Economic Development Coordinator Hannah stated the Village awarded \$119,750 which the Board then reinvested back into the community. She stated they are asking for an increase in downtown TIF awards from \$100,000 in 2016 to \$125,000 in 2017. She stated they would also like to keep \$30,000 for Roosevelt Road and Stacy's Corners. President Demos stated he is comfortable with the award program. Trustee Senak stated it would be good to measure the return on investment.

Communications Coordinator Plahm stated a new initiative would be to redesign and redevelop the Village's website. She stated the industry standard is to do a website-redesign every three years, and the Village's current website was done in 2013. She stated the cost would include a one-time expense to design and build the website with one year of hosting, and this estimated cost on the higher end could be around \$50,000 which could be expensed to the Corporate Reserve Fund. Trustee Ladesic stated he has not heard any complaints about the current website and would like to wait on this for a year or two. President Demos stated he would like to consider this initiative through the budget process and asked for a refinement of a new website package estimate with costs for good, better and best.

Alliance of Downtown Glen Ellyn

Jill Foucrè, Board President of the Alliance of Downtown Glen Ellyn and owners of Marcel's Culinary Experience and Marchè, stated 2016 is right on track and shared a review of year-to-date events and performance. Ms. Foucrè stated the Alliance's membership is up 10% over 2015, and their sponsorship revenue is up over \$20,000 as well. She stated the 2017 budget will be static, and the Alliance's main goal will be to execute on sponsorship targets for all events so they can achieve their budget. Trustee Ladesic asked if these sponsorship opportunities are in the Village's newsletters and on the message boards to which Ms. Foucrè stated they will use these avenues more for sponsorship and volunteering opportunities. Ms. Foucrè stated the Alliance's one request is for a good sound system for downtown Glen Ellyn which would be great for events.

Fire

Finance Director Coyle stated there are not many changes to the Fire/EMS fund, and maintenance costs are down due to the two new trucks. Finance Director Coyle stated the two main costs in the EMS budget are DuComm and the ambulance contract.

Finance Director Coyle stated in the Fire Services fund, the levy from the SSAs did increase from the prior year, and the Fire Services fees (water bill) is projecting to be flat. Trustee Elliott asked what percent of the Village's population is in the SSAs to which Village Manager Franz stated it is 20%. Village Manager Franz stated they have been working with the Fire Department for the past year, and the Fire Services fee could increase. Finance Director Coyle stated a new ladder truck will be purchased for \$1,000,000 in late 2017.

Fire Administrator John Chereskin stated the Fire Department has made several operational changes in the past year as John was hired in April as a part-time employee so there is no longer a full-time fire chief. Fire Administrator Chereskin stated they are now staffing the day engine differently so this is the increase in cost for Metro Labor. There were discussions regarding Historical Expenses and Designated Expenses. Fire Administrator Chereskin stated a space-needs analysis may need to be done. President Demos stated there will be further discussions about the Fire Services fee. Trustee O'Shea asked about recruitment to which Fire Administrator Chereskin stated they are hiring around one to two per month and have several probationary members as of now.

Police

Police Chief Phil Norton stated there are no major changes to the proposed, but the Police Department did have staffing issues all year. Police Chief Norton stated there are no new initiatives for 2017, but they did move things around a bit in the budget. President Demos stated there were officers who left or retired and asked if staffing was under the mark for 2016 to which Police Chief Norton stated there are currently 40 officers in the department, 24 who are on daily patrol with others who are detectives or in school assignments among other things. Police Chief Norton stated they do have one vacancy and three who just graduated from the police academy. Trustee Clark asked about the time-frame from date of hire to finishing the academy to finishing probation to which Police Chief Norton stated an officer counts toward their regular officer numbers once they are done with training, but these officers could still be on probation for another year to 18 months.

Trustee Elliott referred to the General Fund of expenditures by department pie chart and stated the police department accounts for 49%, and he is concerned that it is getting more expensive to police. Police Chief Norton stated they are looking at different means for consolidation, and Village Manager Franz gave an update on these consolidation efforts.

There was a break from 8:20 p.m. to 8:34 p.m.

Administration

IT

IT Manager Binkerd stated there are routine items that need to be changed out such as the replacing the domain controller. IT Manager Binkerd stated there is a slight increase in contracted services as help will be needed at the Civic Center while Manager Binkerd is working on things at the new police station.

Village Board & Clerk

Assistant Village Manager Stonitsch stated the Environmental Commission's Initiatives are in the budget as of now, with a total line item of \$8,500. Assistant Village Manager Stonitsch stated the Village has increased the stipends for Recording Secretaries and has put these secretaries back in-house. He stated \$650.00 was also added for a table at the Chamber's steak fry. Trustee Elliott stated there should be a time frame to figure out the Board's salaries.

Village Manager's Office

Assistant Village Manager Stonitsch stated there is a typo in the Pensionable Salaries, and there will be a revised budget for this so the numbers will go down. Assistant Village Manager Stonitsch stated for Police Staffing, the Village will be going with a turn-key model where the scoring of tests and such would be done by a consulting firm, and this will be an every-other-year expense. Assistant Village Manager Stonitsch stated for new initiatives, Communications Coordinator Plahm will be the Village's newsletter editor and consultant in-house so there is a savings for this, and there are recommending an all-staff appreciation event for employee recognition. Assistant Village Manager Stonitsch stated the major budget variations for 2017 versus 2016 are due to Legal/Human Resources and Pensionable Salaries.

Senior Services

Assistant Village Manager Stonitsch stated the maintenance part of this budget is for the transportation subsidy. Village Manager Franz stated while considering the new building plan for the Civic Center, the staff is thinking of possibly moving Senior Services into the Civic Center when the Police Department moves out as this would be a cost savings. Trustee Clark stated Senior Services is not happy about the space they are in as there are space constraints.

Residential Solid Waste Fund

Assistant Village Manager Stonitsch stated there would be a 3% assumption increase for the contract with Republic. Assistant Village Manager Stonitsch stated the contract with Republic does expire in August 2017 so an RFP process will be coming soon, and the RFP process could look at alternatives such as "pay as you throw" and possible stickers for electronic recycling. Village Manager Franz stated in this RFP, they could also look at alternatives for pick-up on a different day than Monday and the company who picks up the garbage would do the billing as well.

Finance

Finance Department

Finance Director Coyle stated the major item is \$7,000 for scanners which will be used in the new Account Payable automation process. She stated the overall budget is down 3%. Finance Director Coyle stated there will be a 1.8% increase for the Cashier's Office, but the same services and purchases from the 2016 budget are in the 2017 budget. Village Manager Franz stated the Finance Commission will be talking about possibly deleting the Village sticker program and going to an alternative.

Insurance Fund

Finance Director Coyle stated there will be a 3% increase in Health Insurance and a 4% increase in Liability Insurance. There was a discussion about some of the changes and possible looking at any cost savings.

Police Pension Fund

Finance Director Coyle stated there will be a \$1,613,000 transfer to the Police Pension Fund, and the factor for retirements was upped to 10% for pensions. Finance Director Coyle stated there will be an increase to the Investment Manager fee as a new consultant for this fund could possibly be hired soon.

Agenda Item F. – Other Items

None

G. Adjournment

At 9:16p.m., a motion was made by Trustee Elliott and seconded by Trustee Clark to adjourn. Motion carried.

Respectfully submitted,

Debbie Solomon
Recording Secretary