Minutes
Village of Glen Ellyn
Special Workshop Meeting
Thursday, September 28, 2017
7:00 PM
Glen Ellyn Civic Center, Room 301

A. Call to Order

Attendee Name	Title	Status	Arrived
Diane McGinley	Village President	Present	
Bill Enright	Village Trustee	Present	
Gary Fasules	Village Trustee	Present	
John Kenwood	Village Trustee	Absent	
Pete Ladesic	Village Trustee	Present	
Craig R. Pryde	Village Trustee	Present	
Mark Senak	Village Trustee	Absent	
John Chereskin	Village Clerk	Present	
Mark Franz	Village Manager	Present	
Staci Hulseberg	Director	Present	
Christina Coyle	Finance Director	Present	
Mark Binkerd	IT	Present	
Megan Plahm	Communications Coordinator	Present	
Kevin Bowens	HR Manager	Present	
Meredith Hannah	Economic Development Coordinator	Present	
Lori Thomas	Assistant Finance Director	Present	

B. Pledge of Allegiance

President McGinley asked Information Technology Manager Mark Binkerd to lead the Pledge of Allegiance

C. Roll Call

Upon roll call by Village Clerk Chereskin, President McGinley and Trustees Enright, Fasules, Ladesic, and Pryde answered "Present." Trustee Kenwood was excused. Trustee Senak will join via phone if he can.

A motion was made by Trustee Pryde and seconded by Trustee Fasules to allow Trustee Senak to participate in the meeting via phone.

Upon roll call, Trustees Enright, Fasules, Ladesic, and Pryde answered "aye."

D. Audience Participation

1. Open:

Members of the public are welcome to speak to any item *not* specifically listed on tonight's agenda for up to three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, address and the group they are representing prior to addressing the Village Board.

E. Five Year Forecast (Finance Director Coyle) (Discussion Only)

1. Finance Director Christina Coyle will present the Five Year Forecast for the General Fund

Village Manager Franz introduced the topic of the 2018 Budget meetings and stated there would be four different meetings to discuss the different Village funds as well Departments and an overview of the Capital Plan. Village Manager Franz stated the staff does a zero-based budget and does a line item review of each revenue and expense.

Finance Director Coyle presented background on the Five-Year Forecast and stated this is a management tool used to manage the Village's General Fund and identify any areas of concern. Finance Director Coyle stated the goals of the Five-Year Forecast are to understand the long-term financial trends in revenues and expenditures/expenses, identify future deficits, identify potential areas where programs can be implemented now to avoid future deficits, understand how this forecast aligns with past forecasts and compare past forecasts with actual results. Finance Director Coyle stated the annual General Fund Forecast shows revenues are forecast to grow at approximately 2.0% per year while expenditures grow at 3.5% per year which would decrease the General Fund's fund balance by $7.1 million over the next five years.

Finance Director Coyle reviewed the General Fund Forecast as compared to previous years as well as the Forecast versus Actual for some of the past years. Finance Director Coyle stated the Village has been successful in beating forecast and has had positive fiscal years. Finance Director Coyle stated sales tax, home rule sales tax and income tax have far outperformed expectations. Finance Director Coyle stated for the 2018 Budget, there will be a negative impact to the General Fund of $495,000 due to the income tax decreasing by 10% per state of Illinois mandate, home rule sales tax decreasing by 2% for the new state of Illinois and the Police Pension Contribution increasing. Finance Director Coyle stated the Village has little direct control over the three revenue sources (sales tax, home rule sales tax and income tax) which are directly impacted by the economy. Finance Director Coyle stated it is important to maintain the healthy reserve levels to maintain the AAA bond rating.

Trustee Ladesic asked if the Trustees were missing a page from the presentation which Finance Director Coyle stated she would resend this presentation with the additional page. Trustee Pryde asked for information on the growth of EAV and the Central Business District TIF.

F. 2018 Budget Workshop Discussion (Finance Director Coyle) (Discussion Only)

1. 2018 Budget Workshop

1. General Fund Overview (Presented by Finance Director Coyle)

Finance Director Coyle presented background on the 2018 Budget and showed graphs of the Revenues by Source, Expenditures by Source and the Expenditures by Fund. Finance Director Coyle stated the Village's largest fund is the General Fund, and the Roosevelt Road TIF Fund and the Facilities Maintenance Reserve Fund are projected to have negative net position at the end of the 2018 Budget Year. Finance Director Coyle referenced the Projected Changes in Cash Reserves page and stated the Residential Solid Waste has a negative projection due to the new Clean Sweep week which was just added.

2. General Fund Administration (Presented by Village Manager Franz)

Finance Director Coyle stated the General Fund is the main operating fund of the Village, and this fund will have an $18.3 million expense budget in Fiscal 2018. Finance Director Coyle stated there is a projected decrease of 0.2% in revenues between 2017 versus 2018. Finance Director Coyle reviewed the graph for the General Fund's Expenditure by Department.

Trustee Ladesic asked for a chart of all the Transfers that are listed in the different funds to which Finance Director Coyle stated these transfers are listed by department in Section 9-5 in the Draft Budget Appendix.

Village Manager Franz reviewed the Administration Department 2018 Budget. Village Manager Franz stated the Economic Development Incentives reflects the four Redevelopment Agreement Performance Based incentives that the Village has. Village Manager Franz stated in Section 3-52 for Economic Development, the Operating Transfer Out is the payment back to the Corporate Reserve for payment of the Taft Avenue extension.

Village Manager Franz reviewed the budgets for the Village Manager's Office and Facilities Maintenance. Information Technology Manager Binkerd stated the Information Technology Budget shows an increase in Maintenance Equipment as software and maintenance contracts are housed in this line. Trustee Fasules stated it seems the IT budget should be increased as it seems there are more things the Village could be doing.

Trustee Ladesic asked if the Village Board could have tablets to use at meetings so the information would be right in front of them. President McGinley stated someone else has asked for this as well. Trustee Fasules asked IT Manager Binkerd to do research on good tablets that would not be expensive and come back to the Board with a few options.

Village Manager Franz gave an overview on the budgets for Senior Services and the History Center. Village Manager Franz reviewed the budget for Law and stated the additional budget is preparation for things upcoming.

3. General Fund Revenues (Presented by Finance Director Coyle)

a. General Fund - Alliance of Downtown Glen Ellyn Proposed Budget

General Fund - Alliance of Downtown Glen Ellyn Proposed Budget

Jill Foucre, owner of **Marché** and former president for the Alliance of Downtown Glen Ellyn, gave a short presentation on the Alliance and stated the chart shows the 2017 year to date performance of the Alliance through August 2017. Ms. Foucre stated they do have many events in the fall which are coming soon. Ms. Foucre stated for 2018, there is a budgeted net surplus of $7,300 from the 2018 planned events, and there are reserves set for JazzUp and possible weather issues. Ms. Foucre stated they are continually evaluating events as some are just good community events while others drive business to the retailers and services.

Trustee Ladesic stated the Alliance has done a great job of realigning with the Glen Ellyn Chamber of Commerce.

4. General Fund Planning & Development (Presented by Planning & Development Director Hulseberg)

Planning and Development Director Hulseberg gave an overview of the 2018 Planning and Development Budget and stated she is planning a 1.9% increase total between the Planning side and the Building side. Planning and Development Director Hulseberg stated there are 16 people in her department at 12.63 FTE, and she is planning to eliminate one intern position. Planning and Development Director Hulseberg stated approximately 95% of this budget is pass-through, and revenues cover a lot of this budget.

Trustee Pryde asked how a major project in the downtown or an update to the Comprehensive Plan would be in Planning and Development. Planning and Development Director Hulseberg stated these could take a significant amount of resources. Trustee Fasules stated Planning and Development is running on a lean staff.

5. General Fund Finance (Finance Director Coyle)

Finance Director Coyle gave an overview of the Finance Budget and stated most of the Administration side is statutory or keeping the Village running. Finance Director Coyle stated the change in Professional Services - Other is that the Village will not do a final printing of the budget, but will send electronically instead.

6. Roosevelt Road Tax Increment Financing (TIF) Fund (Presented by Village Manager Franz)

Village Manager Franz reviewed the Roosevelt Road TIF Fund and the CBD TIF Fund and stated the Roosevelt Road TIF Fund includes the sidewalks by Panera and CVS Pharmacy. Village Manager Franz stated in the CBD TIF Fund, the budget in Professional Services - Other is for the additional wayfinding signs.

7. Central Business District (CBD) Tax Increment Financing (TIF) Fund (Presented by Village Manager Franz)

G. Other Items

None

H. Adjournment

At 9:04 p.m., a motion was made by Trustee Pryde and seconded by Trustee Ladesic to adjourn. Motion carried.

Respectfully submitted,

Debbie Solomon
Recording Secretary

Reviewed and approved,

John A. Chereskin
Village Clerk