

Village of Carol Stream

Special Meeting of the Village Board

CIP Budget Presentation FY 2016-2017 – Part 2

General Fund Budget FY 2016-2017

Gregory J. Bielawski Municipal Center
500 N. Gary Avenue, Carol Stream, IL 60188

February 16, 2016

6:00 p.m. – 7:26 p.m.

Meeting Notes

ATTENDANCE:

**Mayor Frank Saverino, Sr.
Trustee Dave Hennessey
Trustee John LaRocca
Trustee Rick Gieser
Trustee Mary Frusolone
Trustee Greg Schwarze
Trustee Matt McCarthy
Village Clerk Laura Czarnecki**

**Joseph E. Breinig, Village Manager
Bob Mellor, Assistant Village Manager
Chris Oakley, Asst. to the Village Manager
John Batek, Finance Director
Jim Knudsen, Director of Engineering
Phil Modaff, Director of Public Works
Ed Sailer, Police Chief
Don Bastian, Community Dev. Dir.
Caryl Rebholz, Employee Relations Dir.
Marc Talavera, Information Systems Dir.
Dan Hoffman, Deputy Police Chief
John Jungers, Deputy Police Chief
Mike Zochert, Police Commander
Jeff Degnan, Police Commander
Ron Roehn, Supt. of Operations
Jason Pauling, Street Supervisor
Tia Messino, Management Analyst**

The meeting was called to order at 6:00 p.m. by Mayor Frank Saverino, Sr. and the roll call read by Village Clerk Laura Czarnecki. The result of the roll call vote was as follows:

Present: Mayor Saverino, Sr., Trustees Hennessey, LaRocca, Gieser, Frusolone, Schwarze and McCarthy

Absent:

Capital Improvement Plan Budget Presentation FY 2016-2017 – Part 2

Village Engineer Knudsen continued reviewing the 2016-17 Capital Improvement Plan starting on page 53 as follows:

Capital Improvement Program – Water & Sewer Projects

WRC Dewatering System Improvement Project
WRC Secondary Clarifier Improvement Project
WRC Grit/Screening Building Roof Replacement Project
WRC Blower Building #2 Roof Replacement Project
Schmale Road Water Main Replacement Project
Water System Studies
Water System Improvements Projects
Water Main Replacement Program Projects
Water Main Condition Assessments Project
Aztec Drive Sanitary Sewer Repairs & Lining Project
North Avenue Sanitary Sewer Rehabilitation Project
SW Reservoir & Pumping Station Project
SW DPWC Connection & Metering Station Project
Force Main Condition Assessments Project
Trunk Sanitary Sewer Condition Assessments Project
Sanitary Sewer System Evaluation Study (SSES)
Sanitary Sewer I&I Reduction Program Projects

Capital Improvement Program – Storm Water Projects

Roadway Drainage Improvements Project
Tubeway & Westgate Stormwater Study
Flood Plain Structure Buyout Program Project
Kehoe Boulevard Stream Bank Stabilization Project
Klein Creek Section 1 Stream Bank Stabilization Project

Capital Improvement Program – Facility Projects

Village Hall Rehabilitation Project
Police Evidence Storage Building Project
PWC Fuel Island Replacement Project
PWC Storage Yard Improvement Project
Town Center Fountain Electrical Improvements Project

Requested but not Programmed – Project Listing

Roadways

Estimated Cost

1. Morton Road Phase I Reconstruction	\$2,040,000
2. Morton Road Bike Path	\$2,430,000
3. Sidewalk Improvements	\$416,000
4. Industrial Park Sidewalks	Yet To Be Determined
5. Spring Valley Parking Lot Additions	\$2,000-\$4,000 Per Space
6. Asset Extractions	\$30,000

Water and Sewer Utilities

Estimated Cost

1. Wayne Township Water Main Extensions	\$9,000,000
2. Sanitary Force Main Replacements	\$414,000

Stormwater Utilities

Estimated Cost

1. Klein Creek Flood Forecast Warning System	\$39,000
2. Carol Stream Venture Flood Control	\$258,000
3. Southeast Storm Water System Improvements	Yet To Be Determined
4. Tubeway Detention Basin Rehabilitation & Improvements	Yet To Be Determined
5. Fullerton & Kimberly Stormwater Study	\$13,000
6. Fullerton & Kimberly Storm Water System Improvements	Yet To Be Determined
7. Flood Plain Structure Buyout Lot Enhancement Program	\$786,000
8. Flood Plain Structure Flood Proofing Program	\$2,900,000
9. Stormwater Management Facility (SWMF) Retrofitting Program	\$2M Per Facility
10. TMDL Stream Restoration Program (Klein & Thunderbird Creeks)	Yet To Be Determined
11. Pond Shoreline Restoration	Yet To Be Determined

Facilities

Estimated Cost

1. Community Park Improvements	Yet To Be Determined
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General Fund Budget FY 2016-2017

Finance Director Jon Batek reviewed the General Corporate Fund Fiscal Year 2016-2017 Budget as follows:

Proposed FY16/17 - General Fund Budget

FY16/17 BUDGET SUMMARY

Current Year FY15/16 Projected Surplus

Estimated Revenues	\$ 27,416,000	8.2% growth over FY14/15
Estimated Expenditures	22,978,528	7.4% below budget
Projected Surplus	\$ 4,437,472	(transfer to capital per policy)

FY16/17 Budget is Balanced as Proposed

Projected Revenues	\$ 27,900,000	1.8% growth over FY15/16
Proposed Expenditures	25,704,500	
Budgeted Surplus	\$ 2,195,500	(transfer to capital per policy)

Revenues show continued steady growth.

- 8.2% growth estimated in FY15/16 vs FY14/15 actual revenues.
- 1.8% growth projected for FY16/17 vs FY15/16 estimated revenues.

Total proposed FY16/17 expenditures increase by 3.5% over FY15/16 Budget.

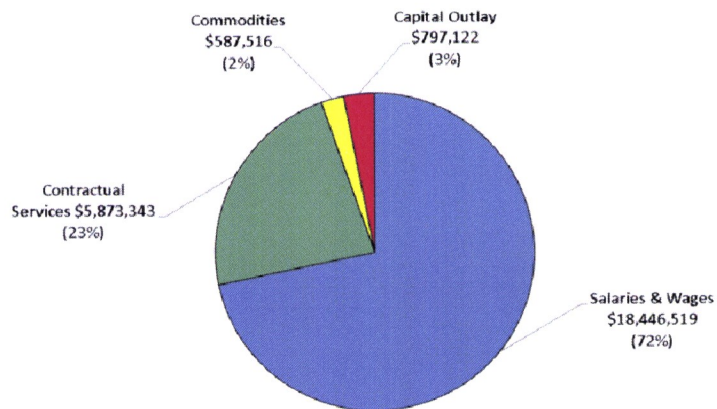
- Net proposed addition of 5.80 FTE new employee positions.
- **Focus on Village Board Objectives/Goals from Oct. 2015 Planning Exercise.**

1	Adequate Staffing	5	Branding / Public Relations
2	Revenues	6	Technology
3	Addressing FY15/16 Freezes	7	Infrastructure
4	Economic Development		

3 Year Financial Plan shows sustainability.

FY16/17	\$2.2 M Surplus
FY17/18	\$2.5 M Surplus
FY18/19	\$3.6 M Surplus

Proposed General Corporate Fund Expenditures by Type Fiscal Year 16/17 Beginning May 1, 2016

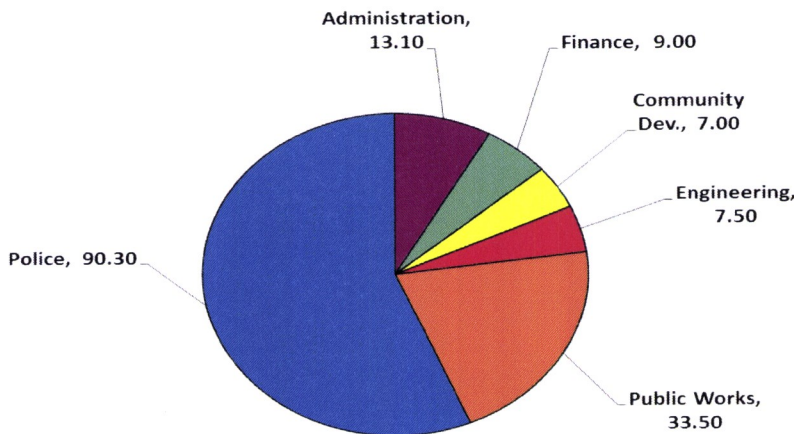


Total Proposed = \$25,704,500

Draft General Corporate Fund Budget Expenditures FY16/17 Proposed Compared to FY15/16 Adopted

	Actual FY14/15	Adopted Budget FY15/16	Estimated FY15/16	Proposed Budget FY16/17	FY16/17 proposed to FY15/16 Budget	
Salaries & Wages						
Personal Services	\$ 10,751,863	\$ 11,149,393	\$ 10,581,701	\$ 11,812,942	663,549	6.0%
Overtime	813,737	846,300	869,500	889,650	43,350	5.1%
Group Insurance	1,585,810	1,628,012	1,546,611	1,840,602	212,590	13.1%
IMRF	754,243	729,414	703,601	852,063	122,649	16.8%
FICA	830,093	848,301	826,369	894,995	46,694	5.5%
WC/Unemp. Ins.	357,565	363,132	339,387	323,132	(40,000)	-11.0%
Police Pension	1,651,830	1,705,946	1,705,946	1,833,135	127,189	7.5%
Total Salaries & Wages	16,745,141	17,270,498	16,573,115	18,446,519	1,176,021	6.8%
Contractual Services	4,741,764	5,573,875	4,963,017	5,873,343	299,468	5.4%
Commodities	567,154	528,377	502,883	587,516	59,139	11.2%
Capital Outlay	441,447	1,454,250	939,513	797,122	(657,128)	-45.2%
Total	<u>\$ 22,495,506</u>	<u>\$ 24,827,000</u>	<u>\$ 22,978,528</u>	<u>\$ 25,704,500</u>	\$ 877,500	3.5%
Other - Transfer to Capital	\$ 2,100,000	\$ 855,000	\$ 4,437,472	\$ 2,195,500		

**Proposed Regular Employee Staffing By Department
Fiscal Year 16/17 Beginning May 1, 2016**



Administration includes Village Manager's Office, Information Technology, Municipal Building, Employee Relations and Village Clerk.

**Changes in Proposed Village Staffing
Current Year FY 15/16**

FY15/16 Authorized Positions - Start of Year 153.60

8/3/15: Village Board Resolution 2820

Public Works

-	Delete Asst. Superintendent of Operations	(1.00)
-	Delete PT Mechanic Helper	(0.50)
+	Add: Street Supervisor	1.00
+	Add: Utilities Supervisor	1.00

10/5/15: Village Board Resolution 2831

Community Development

-	Delete Asst. Community Development Dir.	(1.00)
-	Delete PT Development Services Tech.	(0.50)
+	Add: Planning & Economic Development Mgr.	1.00
+	Add: Development Services Manager	1.00

11/2/15: Village Board Agenda Item H-8

Information Technology

-	Delete 2 PT Information Technology Techs.	(1.00)
+	Add: One FT Information Technology Tech.	1.00

FY15/16 Authorized Positions - Current 154.60

Net Change from Beginning of Year 1.00

**Changes in Proposed Village Staffing
Next Year FY 16/17**

FY15/16 Authorized Positions 154.60

Information Technology

+ Information Technology Engineer 1.00

Employee Relations

+ Employee Relations Generalist 1.00
- One PT Secretary (0.40)
+ One PT Secretary from 18 to 25 hours per week 0.20

Engineering Services

+ Stormwater Administrator 1.00

Public Works

+ W/S Fund Employee (title forthcoming) 1.00

+ Mechanic 1.00

Police Department

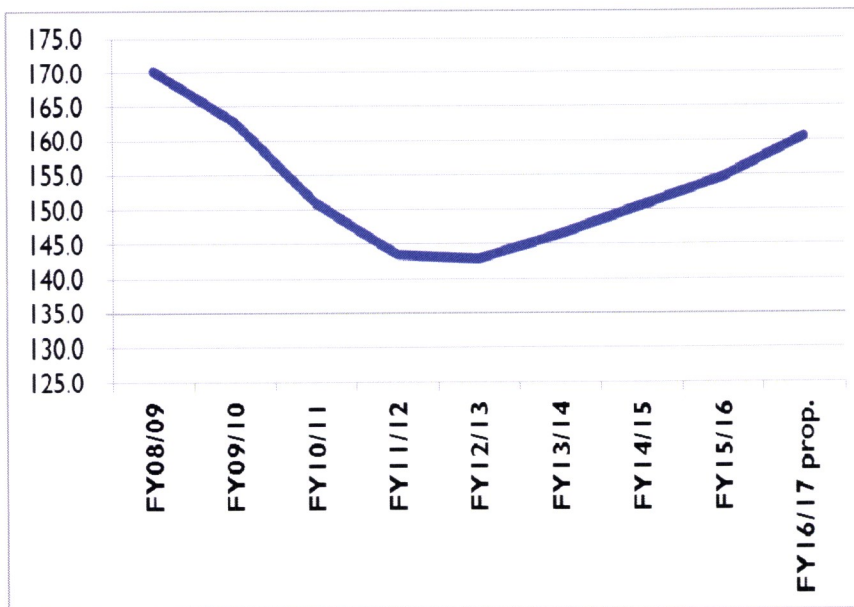
+ Police Officer 1.00

Proposed FY16/17 Authorized Staffing 160.40

Net Change from FY15/16 5.80

% Change from FY15/16 3.8%

**History of Budgeted Regular Village Staffing
Fiscal Year 2008/09 though FY2016/17 Proposed**



**Proposed FY16/17
General Fund Budget
DEPARTMENT HIGHLIGHTS**

Administration

- Legislative Board
 - CATV/PEG Expense (\$34,000) to account for use of PEG fees. Board Room A/V room Upgrades.
- Legal Services
 - Labor contract renewals in process.
- Village Clerk
- Administration
- Municipal Building
 - Fountain Repairs/Safety Upgrades
 - Village Hall Remodel
 - Preliminary condition and space study assessment completed in FY15/16.

- To be budgeted in Capital Projects Fund in FY16/17 and beyond.
- Town Center
 - Continued level of Thursday concert programming.
 - 4th of July Fireworks contribution.

Information Technology

Technology deployment and advancement is a Village Board goal.

- New IT Network Engineer position proposed to manage significant projects/goals/initiatives.
- Village website redesign – 2 yr. phased project.
- Agenda management software and paperless agendas.
- All GIS program services centrally located under IT function.
- Mondopad.
- Net Motion Mobile VPN.
- Desktop/Laptop replacements.
- Security Camera Upgrades (Village Hall, PWC and Town Center)

Employee Relations

- Proposed increase in employee FTEs of 0.8 for a revised department total of 2.6 FTE.
- Leadership Development Initiative.
- Consultant Review – Exempt Classifications
- Wellness program expansion.

Financial Management

- Implementation of integrated accounts receivable system.
- Banking services / credit card processing costs.

Engineering Services

- Newly proposed Stormwater Administrator position.
- Continued focus on Village infrastructure needs and key role in developing future GIS functionality.
- Implement asset and operations management software solution.

Community Development

- Implementation of new software solution for the Development Services and Code Enforcement programs that will improve efficiency, enhance tracking and reporting capabilities.
- Begin process of digitizing old microfiche/film files and import into document imaging product.
- Economic Development initiatives.

Police Department

- 1 New Police Officer Proposed for FY16/17
 - 2 additional sworn positions proposed in year's 2 and 3 of the proposed financial plan.
- Significant focus on training.
- Report writing software replacement (FY17/18)
- What's not included:
 - Potential DuComm Second Facility Costs
 - Body Cameras

Transfers & Agreements

- Zones rebates enter year 5 of 10.
- Sales tax transfers (50%) to North/Schmale TIF enter year 3 of 13.

- Transfers from Geneva Crossing sales should finish up in FY16/17 and related closing of the TIF by 12/31/16.

Public Works Department

Staffing Plan

- FY15/16
 - Board approved Street Supv. and Utilities Supv.
- FY16/17
 - W/S employee dedicated to water plant and lift station operations (maintenance position)
 - Add Mechanic (maintenance position) – restores pre-recession staffing level (3 Mechanics/1 Supervisor)
- FY17/18
 - Add Facilities Maintenance Technician (maintenance position)
- Snow & Ice
 - Review results - Pilot Program (Spring 2016)
 - Replace one large dump truck (with a twist...)
Truck #65 – 28 year-old 2.5-ton dump truck assigned to anti-icing for several years.

A Pink Dump Truck?

- Pink plow, cab and sideboards in recognition of Breast Cancer Awareness
- Feature at public events (Relay for Life, July 4th, WRC Open House)
- Solicit donations by offering a chance to sign the pink area.
- Signs & Lights
 - Entry signage:
 - Repair lighting, repair stone work and clean surfaces of existing signs on North Avenue and south Gary Avenue
 - Design and install new entry signage (\$50,000) at 8 – 9 locations
(Village Board Goal)
- Parkway Trees
 - Less than 100 Ash trees remain in inventory
 - Close down the EAB reserve
 - Celebrate the Village's accomplishment!
 - Plant 300 replacement trees (100 spring/200 fall)
- Municipal Garage
 - Fueling system – buy retail?

Trustee McCarthy would like staff to look into a safe trading zone similar to what the Village of Hanover Park does for ebay transactions at the Police Department/Village Hall.

Trustee Schwarze suggested the Village Board donate \$8,400 to the DuPage Senior Center.

Mayor Saverino stated the State of Illinois still does not have a budget and he is concerned that the State of Illinois may still sweep municipally shared revenues.

Staff directed to budget \$10,000 in the FY 2017 budget for the DuPage Senior Center Meals on Wheels Program and pay out \$2,500 each quarter pending passage of State budget.

Village Manager Breinig stated the budget addresses the Village Board staffing goal in a measured way and embodies the economic development, budget freezes, branding/public relations, technical and infrastructure goals.

There being no further business, Trustee LaRocca moved and Trustee Gieser made the second to adjourn the Special Board meeting. The meeting was adjourned unanimously at 7:24 p.m.

FOR THE BOARD OF TRUSTEES


Frank Saverino, Sr, Mayor

ATTEST:


Laura Czarnecki, Village Clerk

Minutes approved by the President and Board of Trustees on this
7th day of March, 2016.


Village Clerk