

Village of Carol Stream

Special Meeting of the Village Board

General Fund Budget FY 2015-2016

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

February 17, 2015
6:00 p.m. – 7:26 p.m.

Meeting Notes

ATTENDANCE:

Mayor Frank Saverino, Sr.
Trustee Greg Schwarze
Trustee Mary Frusolone
Trustee Rick Gieser
Trustee John LaRocca
Trustee Matt McCarthy
Village Clerk Beth Melody

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
Bob Glees, Dir. of Community Dev.
Ed Sailer, Acting Police Chief
Caryl Rebholz, Emp. Relations Dir.
Phil Modaff, Director of Public Works
Don Bastian, Asst. Comm. Dev. Dir.
Todd Hoppenstedt, Supt. of Operations
Michele Lopez, Office Manager P.W.
Dan Hoffman, Deputy Police Chief
Tom Miller, Police Commander
Jeff Degnan, Police Commander

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

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

Absent: Trustee Weiss

General Fund Budget FY 2015-2016

Finance Director Batek led the Village Board in a discussion of the General Corporate Fund FY 2015-16 Budget. Village Manager Breinig stated this is an opportunity for the Village Board to comment on, add to, or take out certain budget components. Public Works Director Modaff then presented the Public Works Department Budget.

The proposed FY15/16 General Fund Budget consisted of the following:

Proposed FY15/16 General Fund Budget Summary

- FY15/16 Budget is Balanced as Proposed
 - Projected Revenues \$ 25,747,000
 - Proposed Expenditures 24,842,000
 - Budgeted Surplus \$ 905,000
- Revenues overall show continued steady growth.
 - 5.4% growth projected over FY14/15 estimated revenues.
 - No other tax / fee increases proposed for FY15/16.
- Total proposed FY15/16 expenditures increase by 4.9% over FY14/15.
 - Net proposed addition of 3.00 FTE new employee positions.
 - Continued focus on Village Board Objectives/Goals from Oct 2013 strategic planning exercise.
- 3 Year Financial Plan shows sustainability.
 - Moderate growth.
 - Budget continues to be sustainable without a Village property tax.
 - Assumes no major fall-out created by the State of Illinois.

No salary adjustments included other than what has been approved in union contracts.

Proposed General Corporate Fund Expenditures by Type
Fiscal Year 15/16 Beginning May 1, 2015

Commodities - \$528,377 (2%)

Capital Outlay - \$1,454,250 (6%)

Contractual Services - \$5,588,875 (22%)

Salaries & Wages - \$17,270,498 (70%)

Total Proposed = \$24,842,000

Draft General Corporate Fund Budget Expenditures
FY15/16 Proposed Compared to FY14/15 Adopted

	Actual FY13/14	Adopted Budget FY14/15	Estimated FY14/15	Proposed Budget FY15/16	FY15/16 proposed to FY14/15 Budget	
Salaries & Wages						
Personal Services	\$ 10,331,201	\$ 11,010,694	\$ 10,690,928	\$ 11,149,393	138,699	1.3%
Overtime	774,281	797,700	918,798	846,300	48,600	6.1%
Group Insurance	1,703,475	1,734,913	1,669,800	1,628,012	(106,901)	-6.2%
IMRF	729,480	749,287	726,957	729,414	(19,873)	-2.7%
FICA	797,600	834,686	818,377	848,301	13,615	1.6%
WC/Unemp. Ins.	306,610	389,916	356,336	363,132	(26,784)	-6.9%
Police Pension	<u>1,551,754</u>	<u>1,651,830</u>	<u>1,651,830</u>	<u>1,705,946</u>	<u>54,116</u>	3.3%
Total Salaries & Wages	16,194,401	17,169,026	16,833,026	17,270,498	101,472	0.6%
Contractual Services	4,800,170	5,083,860	5,061,690	5,588,875	505,015	9.9%
Commodities	473,055	557,754	475,353	528,377	(29,377)	-5.3%
Capital Outlay	<u>434,760</u>	<u>864,360</u>	<u>501,931</u>	<u>1,454,250</u>	<u>589,890</u>	68.2%
Total	<u>\$ 21,902,386</u>	<u>\$ 23,675,000</u>	<u>\$ 22,872,000</u>	<u>\$ 24,842,000</u>	<u>\$ 1,167,000</u>	4.9%

(Group Insurance-decrease due to cost saving plan changes)

(IMRF-Village of Carol Stream IMRF contribution rate decreased from 15% of salaries to 14% - currently IMRF is 70% funded)

(Contractual Services-75% due to asset and operations management software GIS (\$100,000) sales tax rebate (\$120,000) due to increased revenues causing higher rebate.)

(Capital Outlay includes -Information Systems investment-Purchase of PW heavy equipment-VH renovation)

Proposed Regular Employee Staffing by Department (All Funds)
FY15/16 Beginning May 1, 2015

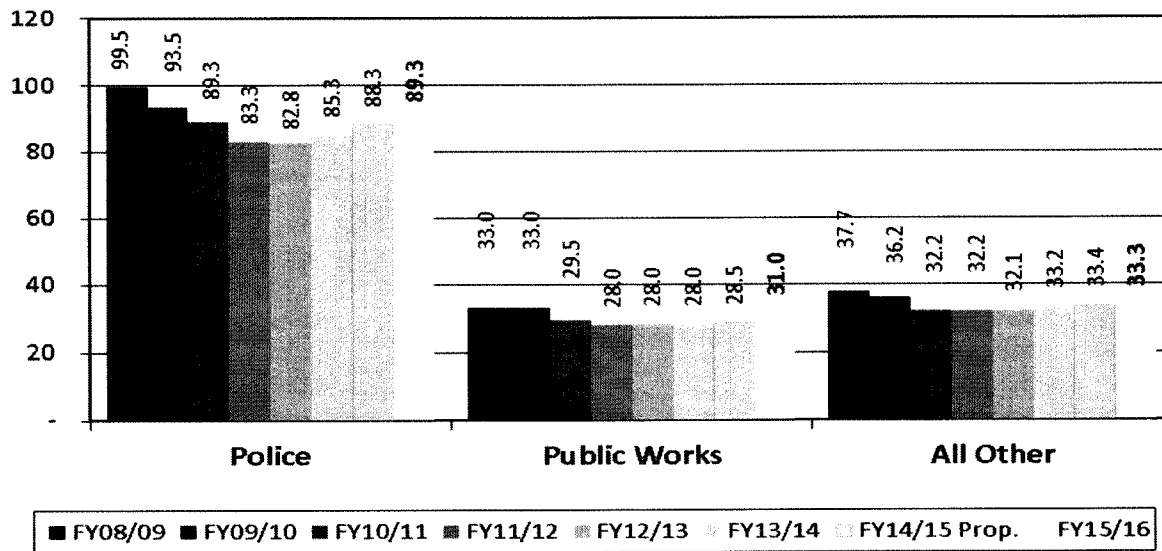
- Community Development – 6.50
- Engineering – 6.50
- Finance – 9.00
- Administration – 11.30
- Public Works – 31.00
- Police – 89.30

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

Changes in Proposed Village Staffing FY 15/16

FY14/15 Authorized Positions	150.60
Administration	
- Administrative Secretary (filled w/ contract position)	(1.00)
Information Services	
- Information Services Supervisor	(1.00)
+ Information Services Director	1.00
+ Part-time Information Services Tech.	0.50
Public Works	
+ WSE III - Utility Locator (approved mid-year FY14/15)	1.00
+ Assistant Superintendent of Operations	1.00
+ Part-time Mechanic Helper	0.50
Police Department	
+ Police Officer (SOU)	1.00
 Proposed FY15/16 Authorized Staffing	 153.60
 Net Change from FY14/15	 3.00
% Change from FY14/15	2.0%

Proposed Regular Employee Staffing by Department
Fiscal Year 15/16 beginning May 1, 2015



	FY08/09	FY09/10	FY10/11	FY11/12	FY12/13	FY13/14	FY14/15	FY15/16
Totals	170.20	162.70	150.95	143.50	142.88	146.45	150.6	153.6
% Change		-4.4%	-7.2%	-4.9%	-0.4%	2.5%	2.8%	2.0%
5 Yr. Change								-9.8%

Proposed FY15/16 General Fund Budget – Department Highlights

Administration

- Legislative Board
 - New CATV/PEG Expense (\$32,000) to account for use of PEG fees. FY15/16 Board Room A/V room Upgrades.
- Legal Services
 - 3 Labor contract renewals underway.
- Village Clerk
- Administration
 - Net decrease of 9.9% compared to FY14/15 budget.
 - ❖ Reduced insurance deductibles.
 - ❖ Reduced health costs (contract vs employee)
- Information Systems
 - New IS Director position proposed in lieu of IS Supervisor.
 - Additional PT IS Tech proposed.
 - Detailed assessment of network infrastructure.
 - Agenda management software and paperless agendas.
 - All GIS program services centrally located under IS function.
 - GIS Consortium
 - GIS Consultant – NIU Contract
 - GIS software
 - Network Storage Area Network replacement.
 - Desktop replacements.
 - Security Camera Upgrades (Village Hall and PWC)
- Municipal Building
 - Fountain Repairs
 - Farm House Repairs (siding, soffit, fascia, windows)
 - Village Hall Remodel (carry forward from FY14/15).
 - 10+ years since any significant updates/renovations.
 - Carpet, tile, restrooms, painting, entryways.
 - \$375,000 set aside in each of next 2 years.
- Town Center
 - Continued level of Thursday concert programming.
 - 4th of July Fireworks contribution.

Employee Relations

- Consultant evaluation of our health benefits administration and alternatives / options.
- Organizational Development Initiative.
- Wellness program and incentives.
- Expanded employee recognition opportunities.

Financial Management

- Implementation of integrated accounts receivable system.
- Change-over of credit card terminals to meet EMV requirements by Oct. 2015.
- Deferred equipment purchases (high volume shredder).

Engineering Services

- New Stormwater Management budget program.
- 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 a new software solution for the Development Services and Code Enforcement programs that will improve efficiency, enhance tracking and reporting capabilities, and allow for the introduction of online permitting.
- Begin process of digitizing old microfiche/film files and import into document imaging product.
- Comprehensive Plan completion.
- Economic Development initiatives.

Police Department

- Total Budget = 1.7% increase over FY14/15.
- 1 New Police Officer Proposed for FY15/16
 - Tactical Officer assigned to Special Operations Unit.
 - 3 additional sworn positions proposed in year's 2 and 3 of the proposed financial plan.
- In-Car Camera Systems (2 year Replacement)
- In-Car Computer Replacements
- Complete EOC Improvements Grant
- What's not included:
 - Contemplated DuComm Second Facility Costs
 - Body Cameras

Public Works Department

- Streets Budget = 0.7% increase over FY14/15.
- 2.5 FTE Staffing Increase Proposed
 - 1 WSE III – Utility Locator (VB approved 5-19-14)
 - 1 Assistant Superintendent of Operations
 - .5 PT Mechanic Helper
- Increase in Vehicle replacements over prior year
 - \$288,000 proposed (2 large replacement dump/plow trucks) vs \$77,000 in FY14/15 (1 pick-up and 1 dump rehab.)
- Snow & Ice
 - Overtime in CY nearing budgeted amount (\$70K of \$80K budget spent; 90% of that since Jan. 1).
 - Salt conservation update. The Village will be recognized by the Conservation Foundation for our salt conservation efforts in 2013 and as the leader in salt conservation in DuPage County.
 - New control systems for 5 vehicles + 1 additional brine applicator.
 - Replacement of one large (#67) and one small (#40) dump truck = \$288,000
 - Rehab of one large dump truck (#71) = \$48,000

- **Street Maintenance**
 - Equipment purchases:
 - Walk-behind pavement/concrete saw
 - Light tower (replacement)
 - Pavement patching unit (used unit from County DOT)
- **Signs & Lights**
 - Includes annual pavement striping (\$37,000)
 - Four-year regulatory sign replacement (for retro-reflectivity) complete. Next focus on non-regulatory, engineering grade signage
 - In-house staff will replace approximately 50 existing street lights with new LED heads (purchase of lights provided in CIP)
- **Buildings & Grounds**
 - Public Works Center Improvements:
 - Upgrade Door / entry security
 - New roof A/C
 - Recoat North Garage floor
 - Other Equipment
 - Replacement Gators
 - Replacing 1 heavy-duty unit with 2 light-duty
 - Floor Cleaning Machine
- **Storm Water Management**
 - Aerator upgrades to improve maintainability and employee safety
 - Street sweeping with 0% increase
 - Storm sewer supply cost reduced by 2/3 – Engineering will contract for most repairs
- **Parkway Trees**
 - Removing EAB “stragglers” – estimated 100
 - Remove an additional 50 trees (non-EAB) which are dead or diseased.
 - Plant 500 replacement trees (400 spring/100 fall)
 - Costs are trending away from EAB:
 - FY16: EAB and non-EAB roughly equal (\$260,000 total)
 - FY17: EAB only 1/2 of non-EAB (\$175,000 total)
 - FY18: EAB only 1/3 of non-EAB (\$140,000 total)
- **Municipal Garage**
 - Fueling system update. The cost to replace the current underground storage tanks (UST) to above ground storage tanks is \$550,000. Public Works staff is looking at the option of purchasing gas at retail vs. replacing the USTs. The cost to just remove the USTs is approximately \$100,000 plus soil remediation if necessary.
 - Install a new floor surface in the mechanic’s garage.
 - Reconfigure floor space / tool area.
 - Add: Part-time Mechanic Helper

Transfers & Agreements

- Zones rebates enter year 4 of 10.
- Sales tax transfers (50%) to North/Schmale TIF expected to begin in March 2015 following opening of Caputo's in September, 2014.
- Transfers from Geneva Crossing sales expected to continue throughout 3 year plan. Continue to look at paying down remaining debt early.

Another Looming Threat from Springfield

- New Governor showing resolve to fix State's broken finances.
 - Property Tax Relief (2 year freeze).
 - Add Service Tax (Sales Tax).
 - Increased School Funding.
 - Municipal bankruptcy protections.
 - Unfunded mandate and local government consolidation taskforce.
 - Pension Reforms.
- No direct threats on municipal State-shared revenues at present.
- Something has got to give ...

There being no further business, Trustee McCarthy moved and Trustee Gieser made the second to adjourn the Special Board meeting. The meeting was adjourned unanimously at 7:26 p.m.

FOR THE BOARD OF TRUSTEES




Frank Saverino, Sr., Mayor

ATTEST:


Beth Melody, Village Clerk

Minutes approved by the President and Board of Trustees on this
2ND day of MARCH, 2015.


Village Clerk