

**SPECIAL WORKSHOP MEETING OF THE MAYOR AND BOARD OF TRUSTEES
Gregory J. Bielawski Municipal Center, 500 N. Gary Avenue,
Carol Stream, DuPage County, IL**

February 22, 2022

Mayor Frank Saverino, Sr. called the Special Workshop Meeting of the Board of Trustees to order at 6:57pm and directed Clerk Julia Schwarze to call the roll.

Present: Mayor Frank Saverino, Sr., Trustees Jeff Berger, Tom Garvey, John Zalak, Rick Gieser, Mary Frusolone and Matt McCarthy, Village Clerk Julia Schwarze

Absent: None

Also Present: Village Manager Bob Mellor, Assistant Village Manager Joe Carey, Assistant to the Village Manager Tia Messino, Finance Director Jon Batek, Public Works Director Phil Modaff, Community Development Director Don Bastian, Engineering Services Director Bill Cleveland, Chief of Police Bill Holmer, Human Resources Director Caryl Rebholz, Information Technology Director Marc Talavera, Superintendent of Operations Ron Roehn, Deputy Chief John Jungers and Deputy Chief Don Cummings.

FY 23 Budget Workshop #2 – General Fund

Finance Director Batek led the Village Board in a more detailed discussion of the General Corporate Fund, followed by individual Department discussions of their FY 2023 budget proposals.

Assistant to Village Manager Messino reviewed the highlights of Village Board, Village Clerk, Administration and Special Events budgets (\$100,000 partially underwritten by sponsors).

Assistant Village Manager Carey reviewed the highlights of the Building Maintenance budget.

Finance Director Batek reviewed the highlights of the Financial Management budget.

Human Resources Director Rebholz reviewed the highlights of Human Resources and Board of Fire & Police Commissioners budgets.

Assistant Engineering Services Director Frederick reviewed the highlights of Engineering Services budget.

Community Development Director Bastian reviewed the highlights of Community Development budget.

Information Technology Director Talavera reviewed the highlights of the Information Technology budget.

Public Works Director Modaff reviewed the highlights of the Public Works budget. Village Board concurred to allow staff to begin recruitment of seasonal employees at \$15 per hour.

Police Chief Holmer reviewed the highlights of the Police Department budget.

Attached is the PowerPoint presentation with corresponding details used to guide the meeting.

At 8:02 p.m., Trustee McCarthy moved and Trustee Frusolone made the second to adjourn the meeting. The results of the roll call vote were as follows:

Ayes: 6 Trustees Berger, Garvey, Zalak, Gieser, Frusolone and McCarthy

Nays: 0

Absent: 0

The motion passed.

FOR THE BOARD OF TRUSTEES

Frank Saverino Sr

Frank Saverino, Sr., Mayor

ATTEST:

Julia Schwarze
Julia Schwarze, Village Clerk

... to yeb

Minutes approved by the President and Board of Trustees on this

17th day of March, 2022.

Julia Schwarz
Village Clerk

Village of Carol Stream

FY 23
Budget Workshop #2
GENERAL FUND – Part 2

February 22, 2022

Agenda

GENERAL FUND

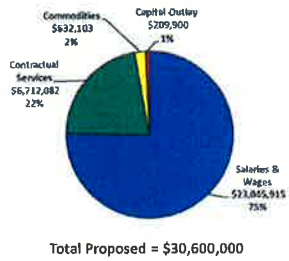
- o Revenue and Expenditure Summary
- o Proposed Expenditures by Category
- o Departmental Budget Highlights

FY23 General Fund Summary

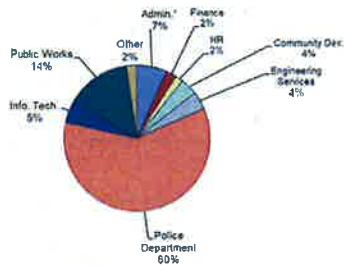
	FY22	FY23	%
	<u>Budget</u>	<u>Proposed</u>	<u>Change</u>
Total Revenues	\$ 28,740,000	\$ 31,600,000	10.0%
Total Expenditures	<u>(28,740,000)</u>	<u>(30,600,000)</u>	6.5%
Surplus / (Deficit)	\$ -	\$ 1,000,000 *	

* Budgeted surplus is reflected as a future transfer to fund the Village's 5 year Capital Improvements Program CIP.

Village of Carol Stream
Proposed General Corporate Fund Expenditures by Type
Fiscal Year 23 Beginning May 1, 2022



Village of Carol Stream
Proposed General Corporate Fund Expenditures by Department
Fiscal Year 23 Beginning May 1, 2022



* Includes Administration, Village Board & Clerk, Plan Commission & ZBA, Fire & Police Commissioners, Legal, Municipal Building, Emergency Services and Special Events.

Proposed FY23 General Fund Expenditures

	Actual FY2021	Revised Budget FY21/22	Estimated FY21/22	Proposed Budget FY22/23	FY22/23 Proposed to FY21/22 Budget
Personal Services	\$ 12,668,875	\$ 13,742,259	\$ 13,073,509	\$ 14,414,138	\$ 671,879 4.9%
Seasonal Help	19,743	59,106	12,342	40,800	(18,306) -31.0%
Court Time	88,387	136,000	101,000	117,000	(19,000) -14.0%
Overtime	875,871	830,350	838,225	858,900	22,550 2.7%
Group Insurance	1,703,843	1,894,313	1,787,146	2,070,867	78,554 3.8%
IMRF	869,845	922,330	872,529	927,931	5,601 0.6%
FICA	980,341	1,060,916	1,019,225	1,109,847	48,931 4.6%
Work Comp	312,132	312,132	312,132	312,132	- 0.0%
Unemployment	372	-	-	-	- 0.0%
Police Pension	2,882,409	3,068,127	3,068,106	3,194,300	126,173 4.1%
Total Salaries & Wages	20,382,828	22,131,533	21,092,214	23,045,915	914,382 4.1%
Contractual Services	5,856,437	5,913,472	5,467,650	6,712,082	788,610 13.5%
Commodities	371,037	837,695	491,866	632,103	(6,592) -0.9%
Capital Outlay	349,690	57,300	148,470	209,900	152,000 286.3%
Total Expenditures	\$ 28,754,152	\$ 28,740,000	\$ 27,200,000	\$ 30,600,000	\$ 1,680,000 6.5%

**Proposed FY23
General Fund Budget
DEPARTMENT HIGHLIGHTS**

Department Highlights

Village Board & Clerk

- Dues & Subscriptions – DMMC, IML, Mayors Caucus, CMAP, Chamber, Clerks Assoc. (\$44K)
- New quarterly printed Senior Newsletter (\$2K).
- Senior Council support contribution continues (\$10K).
- 4th of July Parade Committee support contribution (\$10K).

Administration

- Part-time Administrative Intern to assist across departments and enhance communication and event initiatives (\$28K).
- Village promotional videos (\$6.8K).

Department Highlights

Special Events

- Budgeted for expanded events including 7 concerts, Movie in the Park, Kid's Day, Fall Fest, Fireworks, and Taste of Carol Stream (\$100K).

Building Maintenance

- Allocated \$15K for Holiday Lights at the Town Center.

Department Highlights

Financial Management

- Elimination of one vacant part-time Customer Service Representative, reducing authorized department staffing from 8.9 to 8.4 full-time equivalent (FTE) positions.
- Total department budget remains flat (0.2% increase) compared to fiscal year 2022.
- Initiatives for FY23 include working with Information Technology to upgrade existing financial management software systems to a new server environment.
- Upon completion of system upgrades, explore improved on-line features for our utility customers.

Department Highlights

Human Resources

- Continue focus on Village Board strategic objectives identified in the 2021 Village Board / Executive Team planning workshop (\$10K).
 - Employee Wellness
 - Attraction, Recruitment and Retention
 - Training and Professional Development Opportunities

Board of Fire & Police Commissioners

- Major focus in the Attraction and Retention of quality Police personnel (\$18K).

Department Highlights

Engineering Services

- Reduced the Stormwater Review Consultant account by \$40K by performing in-house stormwater reviews.
 - Reduces developer cost.
 - Shortens review time.
- Equipment Purchase – Laser Level and Lenker Rod (\$1.2K).
- Recommending to fill the vacant Engineering Technician position.
 - Increased capital project load in FY23 and FY24.
 - Succession planning.

Department Highlights

Community Development

- **Part-Time Planning Technician** – Requesting a 19 hr./week Planning Technician to handle routine, entry level tasks to free up management staff to address higher-complexity work (\$30K).
- **Business Retention Program** – Develop and implement a Business Retention Program for structured visits to Carol Stream businesses (\$1.5K).
- **Economic Development Event** – Plan and hold an Economic Development Event with programming targeting a specific Carol Stream business segment (\$1K).
- **Retail Market Study** – Funding for a consultant to prepare a Retail Market Strategy and Study to assist retail attraction and retention efforts (\$40K).
- **Economic Incentive** – Funding for an as-needed, Board approved business incentive (\$25K).

Department Highlights

Information Technology

- Desktop/Mobile
 - Replacement of 17 aged/failing mobile computers and associated peripherals (\$35K).
 - New computer equipment and licensing to support staff requests and changes (7) (\$15.6K).
- Servers
 - Replacement of 3 servers (\$40K).
- Infrastructure Improvements
 - Firewall replacement (\$10K).
 - Current firewall will not be supported after FY23.

Department Highlights

Information Technology (cont.)

- Data Backup and Recovery
 - Backup tape library (\$25K).
 - Improves recovery and retention capabilities.
 - In accordance with the strategic goal of improving the Village's cyber security posture.
- Cyber Security Consulting (\$15K).
 - Security Policy Review (completed FY22).
 - Risk Assessment (planned early FY23).
 - Incident Response (planned late FY23).
 - Business Continuity (FY24).

Department Highlights

Public Works Department

- Year one of two-year replacement program for all salt-spreading in-cab controller units (\$20K/year).
- Leasing of a Road Weather Information System (RWIS) to provide real-time data to assist in deployment decision-making and operational strategies (\$12K/year).
- Complete contracted painting of 16 decorative light poles on Lies Road (\$4K) and street light control cabinets (\$8K). Project started in FY22.
- Hire full-time Facility Technician for all PW facilities.
- Street sweeping contract (\$90.5K). Program analysis to be conducted prior to next budget year.

Department Highlights

Public Works Department (cont.)

- Resume use of seasonal employees for mowing; decrease from 6 to 4 employees and increase hourly rate to \$15/hr. to be competitive (\$30K).
- Replace wide-area mower deck (\$8K).
- Expand use of bucket scales to second loader and skid steer to improve tracking costs and inventories (\$9.5K).
- Contracted planting of 150 parkway trees (\$55K).
- Re-classify existing Public Works Employee (PWE) to Arborist.

Department Highlights

Police Department

- Staffing – Part-time Records Clerk (\$27K).
 - Reinstatement of previous position.
 - Non-IMRF, Less than 1,000 hours.
 - Reduce overtime.
 - Relieve pressure on full-time staff.
- Outreach
 - Bicycle Patrol (\$5.2K).
 - Continue to find ways to be approachable.

Department Highlights

Police Department (cont.)

- Technology
 - License Plate Readers (\$15K).
 - 6 cameras.
 - Collaborative effort countywide.
 - Case Management Software (\$7.5K).
 - Modernize Social Services Unit.
 - Proper tracking of information.

Next Steps / Key Dates

- Monday, March 7, 2022
 - Budget Workshop – **Capital Improvement Program (CIP)**
- Monday, March 21, 2022
 - Budget Workshop – **Water and Sewer Fund and Other Funds**
- Friday, April 1, 2022
 - Draft FY23 Budget distributed to the Village Board and available for public review in the Village Clerk's Office and carolstream.org
- Monday, April 18, 2022
 - 6:00 pm Village Board Meeting – Public Hearing and subsequent adoption of FY23 Budget and FY23-FY25 Financial Plan.
