

**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 21, 2023

Mayor Frank Saverino, Sr. called the Special Workshop Meeting of the Board of Trustees to order at 7:08pm 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, Finance Director Jon Batek, Public Works Director Phil Modaff, Assistant Public Works Director Brad Fink, Community Development Director Don Bastian, Engineering Services Director Bill Cleveland, Chief of Police Bill Holmer, Deputy Police Chief Don Cummings, Human Resources Director Caryl Rebholz and Information Technology Director Marc Talavera

FY 24 Budget Workshop #2 – General Fund

Finance Director Batek and Department Heads led the Mayor and Village Board on a discussion of the proposed FY 2024 General Fund Departmental Budgets.

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

At 8:09 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:

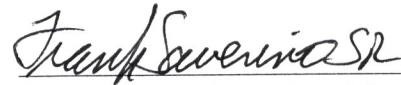
Ayes: 6 Trustees Berger, Garvey, Zalak, Gieser, Frusolone and McCarthy

Nays: 0

Absent: 0

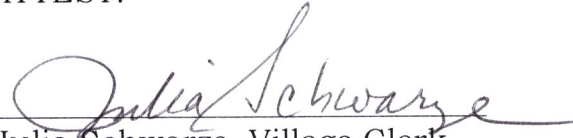
The motion passed.

FOR THE BOARD OF TRUSTEES



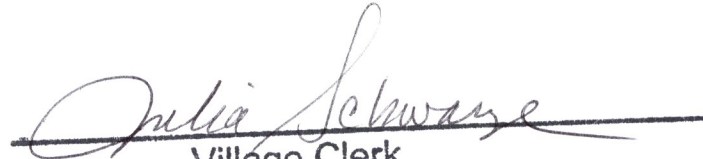
Frank Saverino, Sr., Mayor

ATTEST:



Julia Schwarze, Village Clerk

Minutes approved by the President and Board of Trustees on this
6th day of March, 2023.



Village Clerk

Village of Carol Stream

FY 24
Budget Workshop #2
GENERAL FUND – Part 2

February 21, 2023

FY24 General Fund Summary

	FY23 Budget	FY24 Proposed	% Change
Total Revenues	\$ 31,600,000	\$ 36,310,000	14.9%
Total Expenditures	(30,600,000)	(33,060,000)	8.0%
Surplus / (Deficit)	\$ 1,000,000	\$ 3,250,000 *	

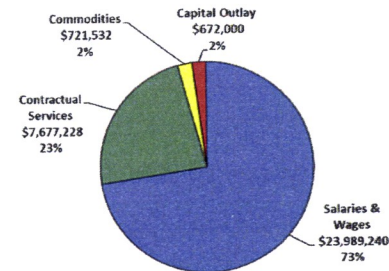
* Budgeted surplus is subject to General Fund reserve policies which may include application toward future capital improvement projects or other use as designated by the Village Board.

Agenda

GENERAL FUND

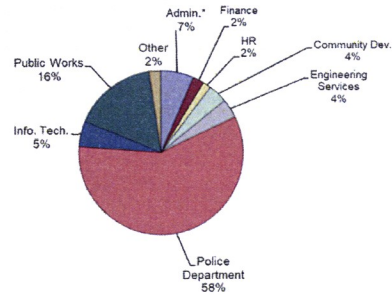
- o Revenue and Expenditure Summary
- o Proposed Expenditures by Category
- o Departmental Budget Highlights

Village of Carol Stream
Proposed General Corporate Fund Expenditures by Type
Fiscal Year 2024 Beginning May 1, 2023



Total Proposed = \$33,060,000

Village of Carol Stream
Proposed General Corporate Fund Expenditures by Department
Fiscal Year 2024 Beginning May 1, 2023



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

Proposed FY24
General Fund Budget
DEPARTMENT HIGHLIGHTS

Proposed FY24 General Fund Expenditures

	Actual FY22	Revised Budget FY23	Estimated FY23	Proposed Budget FY24	FY24 Proposed to FY23 Budget	
Personal Services	\$ 13,100,126	\$ 14,414,138	\$ 13,816,391	\$ 15,088,687	\$ 674,549	4.7%
Seasonal Help	12,342	40,800	29,030	38,900	(1,900)	-4.7%
Court Time	106,335	117,000	118,500	125,500	8,500	7.3%
Overtime	877,399	858,900	869,594	929,750	70,850	8.2%
Group Insurance	1,794,691	2,070,867	1,859,770	2,222,883	152,016	7.3%
IMRF	878,487	927,931	836,461	783,535	(144,396)	-15.6%
FICA	1,026,264	1,109,847	1,087,878	1,182,721	72,874	6.6%
Work Comp	312,132	312,132	312,132	312,132	-	0.0%
Police Pension	3,068,093	3,194,300	3,194,732	3,305,132	110,832	3.5%
Total Salaries & Wages	21,175,869	23,045,915	22,124,488	23,989,240	943,325	4.1%
Contractual Services	5,347,091	6,722,432	6,417,333	7,677,228	954,796	14.2%
Commodities	513,416	632,103	737,692	721,532	89,429	14.1%
Capital Outlay	128,951	209,900	200,487	672,000	462,100	220.2%
Total Expenditures	\$ 27,165,327	\$ 30,610,350	\$ 29,480,000	\$ 33,060,000	\$ 2,449,650	8.0%

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Department Highlights

Village Board & Clerk

- Dues & Subscriptions – DMMC, IML, Mayors Caucus, CMAP, Chamber, Clerks Assoc. (\$44K).
- Senior Council support contribution continues (\$10K).

Administration & Special Events

- Replacement of Gary Avenue LED Municipal Facility Signage (\$60K).
- Budgeted for events including 5 concerts, Movie in the Park, Fall Fest, Fireworks, and Geekfest and Taste of Carol Stream (\$100K).



Department Highlights

Building Maintenance

- Allocated \$15K for Holiday Lights at the Town Center.
- Contract with landscape architect to develop and implement landscape plan for Town Center (\$20K).
- Budget \$2.5K for Town Center Clock maintenance.
- Repair/level out Town Center walkway adjacent to bridge and fountain vault (\$20K).

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Department Highlights

Human Resources

- Continue focus on Village Board strategic objectives:
 - Employee Wellness
 - Implementation of Lifestyle Reimbursement Account (\$16.3K).
 - Attraction, Recruitment and Retention
 - Increases related to employee retention initiatives as well as anticipated Executive Level retirements (\$10K).
 - Training and Professional Development Opportunities
 - Additional funds for professional development of HR staff (\$4K).

Board of Fire & Police Commissioners

- Continued focus in the Attraction and Retention of quality Police personnel (\$18K).
- Implementation of Promotional Testing (\$23K).

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Department Highlights

Financial Management

- Total department budget increase of 2.9% compared to fiscal year 2023.
- Initiatives for FY24 include working with Information Technology to upgrade existing financial management software systems to a new server environment.
- Working with Information Technology to update annual business registration process to increase automation and ease for applicants, including on-line option.

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Department Highlights

Engineering Services

- Increased Training Budget by \$2K due to inflationary pressures and new staffing requirements.
- Maintain existing staffing levels despite the addition of four CIP projects from the prior year to the seven construction projects and two design projects planned for the current fiscal year.
- Initiatives for FY24 to include development of a water system model with the assistance of Information Technology and Public Works for potable water quality improvements.
- Contract for a Pavement Condition Index Study to evaluate the asphalt distresses throughout the roadway system similar to the analysis completed in 2018 (\$50K in the CPF budget).
- Continue to seek additional grant funding for capital projects.

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Department Highlights

Community Development

- Expand Online Building Permitting – With assistance from IT, expand online building permitting to include commercial and industrial construction projects (staff time).
- Business Retention Program – Develop and implement a program to visit Carol Stream businesses (\$2K).
- Economic Development Event – Plan and hold an Economic Development Event targeting a specific Carol Stream business segment (\$1.7K).
- Economic Incentive – Funding for an as-needed, Village Board approved business incentive (\$25K).
- Real Estate Location Analytics Subscription – Evaluate available subscription services and recommend an annual subscription, if determined to be a valuable recruitment tool (\$26K).

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Department Highlights

Information Technology (cont.)

- Infrastructure Upgrades
 - Phone System (\$14K)
Includes: voicemail upgrades, licensing and unified messaging improvements. The current system is end-of-life and will not be supported in 2024.
 - Microwave Data Connectivity (\$35K)
Data communications between Public Works and the Municipal Center.
 - Network Storage (\$80K)
This is in response to the growing data demands of the organization. Cell phone dumps, increased multimedia and server resiliency are the primary drivers for the additional storage.

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Department Highlights

Information Technology

- Physical Security
 - Building Security Access Server (\$6.5K)
The licensing and software used to manage building access will be upgraded.
 - Camera System Replacement (\$38K)
The server infrastructure and software will be replaced. This is in response to multiple system failures over the last two years.

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Department Highlights

Public Works Department

- Expanded training and development includes: APWA national snow conf. for 2 operations staff; Supervisor Certification for 2 operations staff, CarteGraph conference for Admin. Supervisor (\$9.8K).
- Salt conservation measures/increased use of liquid applications allow decreased salt purchase (-\$59K).
- Expand liquid de-icing via higher-capacity brine-making control unit (\$42K); add 2 brine tanks (\$17K).
- Salt spreader for pick-up truck improves application in courts (\$10K).
- Install two yard hydrants at Town Center to support turf watering program (\$13.5K).

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Department Highlights

Public Works Department (cont.)

- Replace roadside message board (\$20K).
- Purchase pole camera for inspection of storm sewer structures and pipe (\$20K).
- Combination vacuum/flush truck – APPROVED by Village Board on February 6 (\$532K).
- Replace 2006 large dump truck (unit #79) – new design w/expanded liquid application capabilities (\$300K).
- Replace 2005 skid steer; originally planned for replacement in FY25, but maintenance costs increasing (\$85K).

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Department Highlights

Police Department

- Staffing – Additional Social Worker
 - Cost neutral
 - Grant award from Bloomingdale Township Mental Health Board
 - Reduced (1) Community Service Tech position
- Outreach – Approximately \$17K Increase in Budget
 - Bicycle Patrol
 - Recruiting
 - Neighborhood Roll Call
 - Blue Scoop
 - Volunteer Programs

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Department Highlights

Public Works Department (cont.)

- Street Sweeping Program
 - Program evaluation completed comparing four service delivery options.
 - **Recommendation:** Maintain current service delivery method
 - Extend current contract for FY24 (\$93K) and purchase a new sweeper (\$338K). NOTE: existing contract also includes optional extensions for FY25 & FY26 with 3% increase per year.
 - This option maintains current service levels and provides flexibility to alter program delivery in the future if desired.
 - The combination of contracted and in-house sweeping guarantees the capability to respond to emergencies, special events and provide mid-cycle sweeps when conditions demand (wind storms, leaf drop, etc.).

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Next Steps / Key Dates

- Monday, March 6, 2023
 - Budget Workshop – **Capital Improvement Program (CIP)**
- Monday, March 20, 2023
 - Budget Workshop – **Water and Sewer Fund and Other Funds**
- Friday, March 31, 2023
 - Draft FY24 Budget distributed to the Village Board and available for public review in the Village Clerk's Office and carolstream.org
- Monday, April 17, 2023
 - 6:00 pm Village Board Meeting – Public Hearing and subsequent adoption of FY24 Budget and FY24-FY26 Financial Plan.

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