

**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 20, 2024

Mayor Frank Saverino, Sr. called the Special Workshop Meeting of the Board of Trustees to order at 6:51 p.m. and requested that Village Clerk Julia Schwarze call the roll.

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

Absent: None.

Also Present: Village Manager Bill Holmer, Assistant to the Village Manager Brianna Bacigalupo, Finance Director Jon Batek, Public Works Director Brad Fink, Community Development Director Don Bastian, Engineering Services Director Bill Cleveland, Chief of Police Don Cummings, Human Resources Director Caryl Rebholz, and Information Technology Director Marc Talavera

FY25 Budget Workshop #2 – General Fund – Part 2

Finance Director Batek led the Village Board and staff in a discussion of the FY25 General Fund – Part 2. He then invited individual department heads to share highlights of their respective departments.

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

At 8:03 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 Anselmo, Berger, Zalak, Gieser, Frusolone and McCarthy

Nays: 0

Absent: 0

The motion passed.

Village of Carol Stream

FY25
Budget Workshop #2
GENERAL FUND – Part 2

February 20, 2024

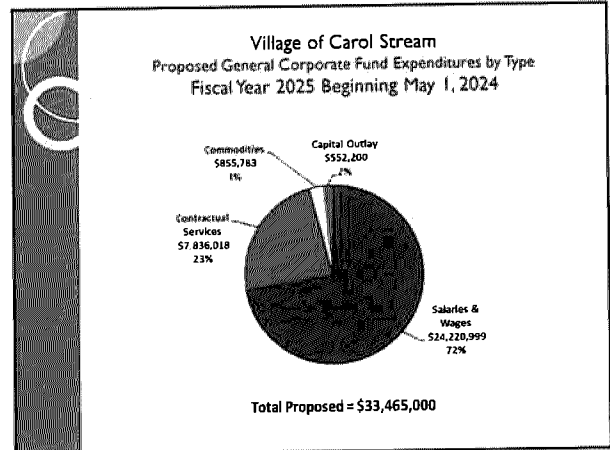
Agenda

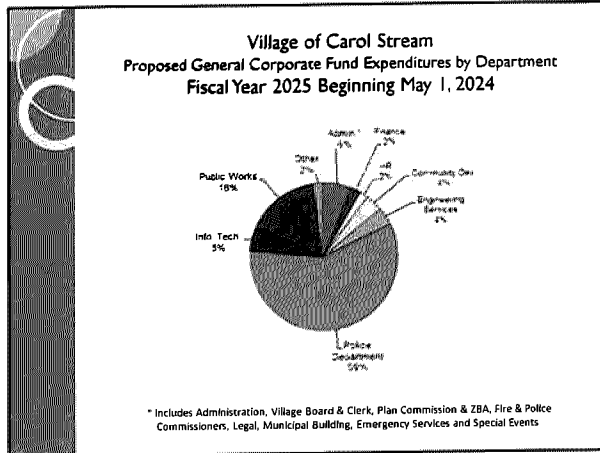
GENERAL FUND

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

FY25 General Fund Summary

	FY24	FY25	%
	<u>Budget</u>	<u>Proposed</u>	<u>Change</u>
Total Revenues	\$ 36,310,000	\$ 35,215,000	-3.0%
Total Expenditures	<u>(33,360,000)</u>	<u>(33,465,000)</u>	0.3%
Surplus / (Deficit)	<u>\$ 2,950,000</u>	<u>\$ 1,750,000</u>	





Proposed FY25 General Fund Expenditures

	Actual FY23	Revised Budget FY24	Estimated FY24	Proposed Budget FY25	FY25 Proposed to FY24 Budget
Personal Services	\$ 14,027,538	\$ 15,088,687	\$ 14,541,266	\$ 15,235,421	\$ 146,734 1.0%
Seasonal Help	28,639	28,900	42,197	48,900	10,000 25.7%
Court Time	112,849	125,500	131,000	138,000	12,500 10.0%
Overtime	838,521	929,750	871,200	904,750	(25,000) -2.7%
Group Insurance	1,865,444	2,222,883	2,019,172	2,246,671	33,788 1.1%
IMRF	842,716	783,535	831,165	806,144	22,499 2.9%
PICA	1,087,879	1,182,721	1,152,317	1,195,508	12,787 1.1%
Work Comp	212,132	212,132	212,132	212,132	- 0.0%
Police Pension	9,294,747	1,205,132	1,297,010	1,333,473	28,341 0.9%
Total Salaries & Wages	28,510,349	23,989,240	23,198,459	24,228,799	231,759 1.0%
Contractual Services	6,068,682	7,927,228	7,837,358	7,836,018	(141,210) -1.8%
Commodities	553,192	721,531	775,509	855,783	134,251 18.6%
Capital Outlay	174,845	672,000	623,708	552,200	(119,800) -17.8%
Total Expenditures	\$ 35,207,068	\$ 32,260,000	\$ 32,125,000	\$ 32,465,000	\$ 105,000 0.3%

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Proposed FY25 General Fund Budget DEPARTMENT HIGHLIGHTS

- ### Department Highlights
- #### Village Board & Clerk
- Status Quo – little change with organizational dues and auditing fees.
 - DuPage Senior Citizens Council Contribution - \$10,000
 - Goal Setting/Strategic Planning Workshop - \$5,000
- #### Administration & Special Events
- Approximate 6.5% decrease from FY24 Budget (Admin)
 - Includes known Special Events such as Concert Series, Geek Fest, Movie in the Park, Fall Fest, and Holiday Tree Lighting.
 - 4th of July Fireworks - \$30,000

Department Highlights

Building Maintenance

- Fountain Maintenance - \$30,000
- Concrete Repairs at Town Center - \$10,000
- New Holiday Décor - \$15,000
- New Holiday Tree - \$45,000



Department Highlights

Financial Management

- Total department budget increase of 2.1% compared to fiscal year 2024.
 - Investigate vendor ACH program.
 - Research alternate technologies for meter reading collection and possible customer interfaces on consumption monitoring.
- Work with Information Technology Department to design a procurement application to automate purchase order work flow and approvals.

Department Highlights

Human Resources

- Continue focus on Village Board strategic objectives:
 - Employee Wellness
 - Enhancement of Lifestyle Reimbursement Account (\$48K).
 - Attraction, Recruitment and Retention
 - Implementation of Milestone Service Awards(\$5K).
 - Training and Professional Development Opportunities
 - Additional funds for advanced Employment Law Training for all Village supervisors(\$6.5K).

Board of Fire & Police Commissioners

- Additional Entry-Level testing (\$7.5K).
- Finalization of Promotional Testing & Feedback Sessions (\$8K).

Department Highlights

Engineering Services

- Overall operating budget increasing 2.5% due to a salary and wage increase of 4.1%. Contractual services declined 11.4%.
 - Added an account for Software Maintenance to fund programs used for modeling stormwater (PCSWMM \$1,600).
 - Evaluate the Pavement Condition Index Study results to determine future road projects and CIP budgeting. This will be presented at the Capital Projects Fund (CPF) workshop in March.
 - Include the Floodplain Buyout Properties in the Pond and Stream maintenance account and plan for future maintenance of Klein Creek stabilization projects as they are completed.
- Initiatives for FY25 to include completion of the water system model to determine cost of improvement and repairs needed.
- Continue to seek grant funding to help support the CPF.

Department Highlights

Community Development

- **New Building Codes Adoption** – Review major changes, draft local amendments, seek stakeholder input, host a new codes open house, Village Board adoption (\$15K for consultant and code purchases).
- **Business Retention Program** – Develop and implement a program to visit Carol Stream businesses (\$2K).
- **Continued Annexation Activity/Incentive Placeholder** – Pursue annexation opportunities within Planning Jurisdiction. Include an Incentive allocation as needed and approved (\$28K).
- **Online Plan Commission Case Submittals** – With IT assistance, add online submittal and payment option for Plan Commission applications (staff time).
- **Seasonal Property Maintenance Inspector (PMI)** – Recruit an in-house Seasonal PMI and discontinue contract relationship w/GOV HR/MGT (possible \$6K savings).

Department Highlights

Information Technology

- **Computer Replacement (\$100K)**
 - Windows 10, version 22H2 end of support date October 14th, 2025.
 - Many of our current computers do not support Windows 11.
 - The replacement will occur over 2 fiscal years FY25 & FY26. (\$200K)
- **Email Archive Solution (\$15K)**
 - Better usability.
 - Improved FOIA response and search features.
 - Encryption support.

Department Highlights

Information Technology (cont.)

- **Internet Service Improvements (\$9.6K)**
 - Improve application and off site back up speed over the internet.
- **Replace Switching Equipment (\$22K)**
 - Improved network performance.
 - Reduced fail points and administrative tasks.
- **Cyber Security**
 - Process
 - Technology

Department Highlights

Public Works Department

- Expanded training and development includes: APWA Illinois Road Scholar Program for operations staff (\$1.8K).
- Continued expansion of liquid de-icing via new stainless steel brine hopper (\$35K).
- Replace 2002 & 2003 large dump trucks unit #71 & unit #41 – expanded liquid application capabilities (\$280K each).
- Replace 2000 Backhoe unit #26 (185K).
- Replace two 2015 Kubota UTVs unit #589 & unit # 593 (14.5K each).

Department Highlights

Public Works Department (cont.)

- Purchase and Installation of American Flags for parade route (\$1.75K).
- Replace Town Center Pond Aerator – New unit will have LED lights (4.5K).
- Continue purchase and planting of approximately 150 parkway trees – according to Urban Forestry Management plan (\$52.5K).
- Armstrong Stormwater Lift Station Pump repairs (12K).

Department Highlights

Police Department

Transition from WatchGuard to Axon

- **Axon Body 4 – 68 Cameras (\$583,747 over 5-years)**
- Full-Shift Battery Life w/Rapid Charge Capability
- 160 Degree Field of View (WatchGuard – 130 Degree)
- Camera Replacement Program
- Respond Device Plus – Auto Tagging – Redaction Assistance
- **Fleet 3 – 29 Cameras (\$280,853 over 5-years)**
- ILETSB Grant funding for BWC and In-Car Camera equipment
- **Transition from Taser 7 to Taser 10 (\$290,890 – over 6-years)**
- ILEAS Grant available for Taser 10 purchase
- **Axon Interview Room Equipment – 2 Rooms (\$55,000)**
- **Evidence.com Subscriptions**

Department Highlights

Police Department (cont.)

Drone Program

- Drone Operator Course – 4 Pilots (\$2,168)
- Drones will be purchased with Seizure Funds

Flock License Plate Reader

- Introduction of a 7th Camera (Additional \$2,500)
- Additional camera, along with reallocating current camera to more desirable locations, allows for better ingress/egress coverage
- Flock Safety Advance Search (\$2,500 annually)
- Subscription will allow for the use/search of all Flock LPR's nationwide

Rifle Rated Panels

- Individual Rifle Rated Plates issued to individual Officers (\$29,000 for year one; \$10,150 year two; \$10,150 year three)
- Light weight panels measured to the specific size of the Officer.

Next Steps / Key Dates

- **Monday, March 4, 2024**
 - Budget Workshop – Water and Sewer Fund and Other Funds
- **Monday, March 18, 2024**
 - Budget Workshop – Capital Improvement Program (CIP)
- **Friday, March 22, 2024**
 - Draft FY25 Budget distributed to the Village Board and available for public review in the Village Clerk's Office and carolstream.org
- **Monday, April 1, 2024**
 - 6:00 pm Village Board Meeting – Public Hearing and subsequent adoption of FY25 Budget and FY25-FY27 Financial Plan.

FOR THE BOARD OF TRUSTEES

Frank Saverino Sr
Frank Saverino, Sr., Mayor

ATTEST:

Julia Schwarze
Julia Schwarze, Village Clerk

Minutes approved by the President and Board of Trustees on this

14th day of March, 2024.

Julia Schwarze
Village Clerk