



TUESDAY, JULY 11, 2017

6:00 PM

COMMUNITY CENTER

BUDGET WORKSHOP MINUTES

1. CALL TO ORDER

Mayor Glinn called the meeting to order at 6:01 PM.

2. MOMENT OF SILENCE /PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present (4): Mayor MacAdam Glinn
Vice Mayor Sean Brady
Councilwoman Alice Burch
Councilman Jonathan Meltz

Councilman Zelkowitz was absent.

Also Present: Tom Benton, Village Manager
Richard Sarafan, Village Attorney
Ysabely Rodriguez, Village Clerk
Holly Hugdahl, Finance Director
Elizabeth Keeley, Communications Specialist
Sarah Simpson, Accountant II
Lionor Rosario, Human Resources/Risk Coordinator

4. PUBLIC COMMENTS

Ms. Susan Ackley advocated for additional funding for the Fine Arts Commission.

Ms. Mary Benton advocated for further reduction in the community's carbon footprint and further proposed investing in more trees.

Mr. Douglas Barnes echoed Mary Benton's sentiments with respect to investing in more trees.

Mr. Dan Kerr advocated for additional staffing in the Police Department, specifically for additional supervisory staff.

Al Crespo spoke about a specific Public Records Request he made concerning the Village Council.

5. BUDGET WORKSHOP PRESENTATION (STAFF: VILLAGE MANAGER)

A. Revenues

Mr. Benton reviewed the Village's revenue projections and answered questions posed by the Village Council.

Councilwoman Burch stated the Storm Water Utility Equivalent Residential Unit (ERU) fee is relatively low and encouraged the Village Council to consider raising the fee.

B. Expenditures by Departments

Mr. Benton provided an overview of the item. The Village Council reviewed the individual Departmental Budgets. The following Departments were discussed with the Department Heads providing information relevant to their respective budgets and responding to specific questions posed by Council:

| | |
|------------------------------|-------------------------|
| Planning & Zoning Department | Public Works Department |
| Building Department | Mayor & Council |
| Code Enforcement Department | Village Attorney |
| Brockway Library | Village Clerk |
| Recreation Department | Village Manager |
| Police Department | Finance Department |

Mr. Benton stated that the Planning and Zoning Director, David Dacquisto, will be retiring in fiscal year 2017-2018 and he further outlined the succession plan for said position.

Mr. Benton mentioned that the Building Official, Mr. Ismael Naranjo, is requesting additional funding this fiscal year to support record digitizing efforts.

Police Chief Lystad elaborated on current crime statistics and spoke about some of the hiring challenges the department is facing. Chief Lystad also provided an update on the Licensed Plate Reader technology.

With respect to the Department of Public Works' budget, Councilwoman Burch expressed interest in prioritizing sidewalk improvement.

With respect to the Mayor & Council's budget, Finance Director Holly Hugdahl clarified the Village Council's salary was moved to account 12-100 (Regular Salaries and Wages Mayor & Council).

With respect to the Village Attorney's budget, Mr. Sarafan stated he has not raised his client rate for the Village in over a decade.

Mr. Benton indicated one notable change to the Village Manager's Budget is the allocation of approximately \$66,000 for the Executive Assistant position, which will spill over into FICA and pension accounts and will bifurcate the Village Clerk/Executive Assistant position.

Madam Clerk Rodriguez advocated for the bifurcation of the Village Clerk/Executive Assistant position and answered questions posed by the Village Council with respect to the value and rationale of the proposed position structure.

By consensus, the Village Council directed the Village Clerk to submit a memo to the Village Council prior to the first budget hearing, outlining the value and rationale to the proposed Village Clerk position structure.

The Village Council joined Mr. Benton in commending the Finance Department for their persistent dedication and effort in preparing the proposed budget.

C. Capital Fund

Mr. Benton reviewed the Village's Capital Fund and answered questions posed by the Village Council.

6. DISCUSSION AND ACCEPTANCE OF PROPOSED OPERATING AD VALOREM TAX LEVY OF 7.9 MILLS AND 0.4490 MILLS FOR THE DEBT SERVICE TAX LEVY (STAFF: VILLAGE MANAGER)

The Council reached a consensus to accept the proposed operating ad valorem tax levy of 7.9 mills and 0.4490 mills for the debt service tax levy, which will be confirmed with the adoption of a Resolution tentatively setting the aforementioned ad valorem tax levy at the July 18, 2017 Regular Council Meeting.

7. DISCUSSION AND SCHEDULING OF THE FIRST AND SECOND BUDGET HEARINGS (STAFF: VILLAGE CLERK)

There was consensus to schedule the First Budget Hearing on Tuesday, September 12, 2017 and the Second Budget Hearing on Tuesday, September 26, 2017 at 6:00 PM and to immediately thereafter commence the first and second September Regularly Scheduled Village Council Meetings, respectively.

8. ADJOURNMENT

The July 11, 2017 Budget Workshop was adjourned at 7:45 P.M.

Ysabely Rodriguez, CMC
Village Clerk