



**VILLAGE OF BARTLETT
COMMITTEE MINUTES
December 20, 2016**

President Wallace called the Committee of the Whole meeting to order at 7:39 p.m.

PRESENT: Trustee Camerer, Carbonaro, Deyne, Hopkins, Reinke, and President Wallace

ABSENT: Trustee Arends

ALSO PRESENT: Village Administrator Valerie Salmons, Assistant Administrator Paula Schumacher, Assistant to the Village Administrator Scott Skrycki, Interim Finance Director Todd Dowden, Community Development Director Jim Plonczynski, Public Works Engineer Bob Allen, Building Director Brian Goralski, Food & Beverage Manager Paul Petersen, Head Golf Professional Phil Lenz, Chief Kent Williams, Deputy Chief Chuck Snider, Village Attorney Bryan Mraz and Village Clerk Lorna Giles.

FINANCE & GOLF

2016-17 Six Month Budget Review

Administrator Salmons stated that they have taken a look at what they have been doing for the first six months and they had a PowerPoint presentation to illustrate this result.

Interim Finance Director Todd Dowden stated that he will review the operating funds. It will not include capital projects and some other things going forward. He presented the attached analysis for the General, Water, Sewer, Parking and Golf Funds. He noted that in the General Fund the projected year end number is \$21,700,000 which is about \$148,000 under budget. The main reason is that the State shared income taxes are not as high and just last week the Illinois Municipal League revised their numbers due to issues with the State. They have revised those numbers down so they are projecting instead of \$143,000 shortfall, they will be over \$360,000 short. It was reduced by about \$220,000. Please keep this in mind as we move forward.

Administrator Salmons stated that she passed this information on to the Board and they are telling us that it is due to a new accounting system in the State. They are anticipating that it will be fixed in 2018 but there is no guarantee that there will be an adjustment. We are watching things far more closely, and we always come in under budget, but they are looking ever more carefully on what they do.

Mr. Dowden stated that there is one department that is over budget and that is the Building Department. That is due to extra plan review fees in the amount of \$55,000 which is listed as one of the incomes that is also higher. It is made up on the income side even though the department expense side is over.



**VILLAGE OF BARTLETT
COMMITTEE MINUTES
December 20, 2016**

The Streets Department is projected to be under budget by \$130,000 due to less tree purchases and lower utility expenses.

The Water Fund is projected to have operating expenses exceed revenue by \$52,000 based on the first six months of activity. Water sales are about 3% behind budget at this point in the year. Expenditures are projected to be under budget by \$179,258. Service Agreements for maintaining the wells are expected to be under budget by about \$160,000.

The Sewer Fund is projected to finish the year very close to the budgeted operating shortfall of \$8,455. Along with the Water Fund, revenue for the Sewer Fund is expected to finish under budget. The projected revenue shortfall is expected to be made up mainly by utility expenses being under budget.

The Parking Fund is projected to be slightly ahead of budget, ending with an operating surplus of approximately \$19,000.

The Golf Fund is projected to end the year with operating expenses exceeding revenues by approximately \$18,876. Revenues for the Golf Course and Banquet divisions combined are projected to be about \$215,000 under budget. Operating expenses for all divisions of the Golf Course are under budget by \$161,348.

President Wallace asked if they were doing some stress tests based on the predictability of the State funds, e.g., where they would cut costs, etc. He knew they were in the midst of budgeting and thought it would be wise to be sure to do extra stress tests because of the unpredictability of the State funds.

Administrator Salmons stated that they are doing that. She has asked the department heads to figure out if that happens, how they will save that money. Every department will be submitting ideas on how to get to that point.

President Wallace stated that upon adjournment of this meeting, the Board will have an Executive Session to Discuss Personnel Pursuant to Section 2(c)1 of the Open Meetings Act.



**VILLAGE OF BARTLETT
COMMITTEE MINUTES
December 20, 2016**

There being no further business to discuss, Trustee Deyne moved to adjourn the Committee of the Whole meeting and that motion was seconded by Trustee Camerer.

ROLL CALL VOTE TO ADJOURN

AYES: Trustees Camerer, Carbonaro, Deyne, Hopkins, Reinke

NAYS: None

ABSENT: Trustee Arends

MOTION CARRIED

The meeting adjourned at 7:46 p.m.

Lorna Gilles
Village Clerk

LG/