

VILLAGE OF
FRANKFORT
EST • 1855

**COMMITTEE OF THE WHOLE MINUTES
NOVEMBER 6, 2017**

CALL TO ORDER

Mayor Jim Holland called the Committee of the Whole meeting to order at 6:00 P.M. on Monday, November 6, 2017, at the Village Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

In attendance were Mayor Jim Holland, Trustees John Clavio, Cindy Heath, Keith Ogle, Mike Stevens, Dick Trevarthan, and Village Clerk Adam Borrelli. Staff in attendance included Village Administrator Rob Piscia, Deputy Police Chief Will Dowding, Finance Director Jenni Booth, Public Works Superintendent Terry Kestel, Director of Development Services Jeff Cook, and Administrative Assistant Theresa Cork. Also in attendance was Village Treasurer, Judy Hageman. Trustee Bob Kennedy was absent.

APPROVAL OF MINUTES

- A. Committee of the Whole (June 19, 2017)*
- B. Committee of the Whole (September 28, 2017)*

Trustee Trevarthan made a motion (#1), seconded by Trustee Stevens, to approve the Committee of the Whole minutes of June 19, 2017, as presented. A voice vote was taken. All were in favor. The motion carried.

Trustee Trevarthan made a motion (#2), seconded by Trustee Stevens, to approve the Committee of the Whole minutes of September 28, 2017, as presented. A voice vote was taken. All were in favor. The motion carried.

LONG RANGE PLANNING DISCUSSION

Mayor Holland stated the purpose of the meeting was to discuss long range planning for the Village of Frankfort. He advised that he requested staff to provide information for long range planning for their respective departments to address the decline of the Fund Balance. Administrator Piscia introduced discussion of the Village's long range planning, noting staff prepared reports to show projections of capital needs and growth projections.

Deputy Chief Dowding provided a brief history of the police department over the past ten years, noting the village's population has grown from 16,880 to 19,101 while the number of sworn officers has reduced from 32 to 28 during the same period. He reported 22 of the 28 sworn officers are assigned to patrol related duties and the other six are the command staff, detectives, and crime prevention. He provided an overview of the Police Department's request to add five new officer positions to the department over the next several years. He noted the average cost for each officer and equipment is approximately \$150,000. He went on to provide an overview of the assignments for the additional units and stated the new officers would expand patrol and crime prevention programs.

Superintendent Kestel presented a budgetary forecast for road maintenance and overall costs associated with the Village's resurfacing program. He provided a table illustrating current road conditions based on the ratings done in April 2017, which included the roads resurfaced for FY17. He reported there are currently 24 streets in "poor" and "fair/poor" condition, 76 streets in "fair" condition, 34 streets in "good/fair" condition, 305 streets in "good" condition and 98 streets in "excellent" condition. He also provided a table illustrating the number of years it would take to resurface streets that are rated at "fair" or below at different funding levels. He noted the current pricing of \$2.96 per square foot (cost includes resurfacing, engineering, Class D patching, and various striping) was used to determine costs in the tables. He concluded by stating that if the goal is to maintain the majority of roads at a rating of "good/fair" condition and more aggressively tackle maintenance of the roadways, additional funding for the street resurfacing program is needed.

Finance Director Booth presented spreadsheets outlining historical and projected data of the Village's Fund Balance. Her presentation focused on Governmental Funds, excluding the MFT Fund, along with additional funding for the police department and road maintenance. She provided several graphs and schedules highlighting various scenarios for committee review and discussion. She reported the graphs and schedules illustrate projections for FY19-FY28 and noted the projections are based on assumptions that are subject to change. She advised Scenario A is projecting 10 years using FY18 budgeted numbers and Scenario B is using FY17 actual numbers as a basis for projecting operating expenses. Ms. Booth noted a one percent increase for revenue and a four percent increase for expenditures were used to determine projections in the graphs. She further noted the Village Board recently adopted a Fund Balance Policy, which states a fund balance will be maintained at a target level of 25% of annual budgeted expenditures (roughly 3 months' worth of operating expenditures) and suggested committee members consider an adequate level of capital reserves as they analyze the long-term plan. The graphs illustrated the Village's fund balances are declining and the Village cannot sustain the operational and capital needs of the community with current revenue sources. The final graph presented included \$2.5 million of non-home rule sales tax revenue beginning in FY21.

Following staff's presentations, Mayor Holland opened the floor for discussion and questions. Committee members discussed the need for additional revenue for roads and police as well as the importance of having revenue to fund the local share of grant projects for road improvements. It was noted that the the Village will need to reduce services, increase revenues or both to find ourselves on a sustainable path.

Following discussion, it was the consensus of the committee for staff to explore the steps necessary to file a non-home rule sales tax referendum as an option to provide the necessary additional revenue for the Village.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Hearing no further business, Trustee Trevarthan made a motion (#3), seconded by Trustee Clavio, to adjourn the Committee of the Whole meeting of Monday, November 6, 2017. A voice vote was taken. All were in favor. The motion carried. The meeting adjourned at 7:00 P.M.