

**APPROVED**  
Finance Committee Meeting  
Tuesday, September 27, 2011  
Room 130, Village Hall

Call to Order, 7:05 pm

Present: Trustee Hedges, Trustee Tucker, President Pope.

Also Present: CFO Craig Lesner, Village Manager Tom Barwin, Director of BPS Steve Witt, IT Director Alvin Nepomuceno, Village Planner Craig Failor, Director of Communications David Powers

Absent: Trustee Brewer (later joined meeting at 7:20 pm)

Agenda approved. Minutes of September 14 deferred to Wednesday, September 28.

Public Comment – George Lazewski reviewed ten year history of fire and police pension fund, peaks and valleys and previous buy out program. Ten year actuarial report from Tim Sharpe was reviewed.

BPS Department was reviewed by CFO Lesner and Director Witt, approximately 50% of BPS costs are covered with fees. Trustee Hedges asked if fees could support the entire cost. Could be done but has many ramifications.

Permit manager position is to be filled soon by an outside gov-temp firm.

Trustee Brewer joined meeting at 7:20.

Discussion occurred regarding foreclosure policies. Suggestion to look into Chicago model.

Discussion took place regarding working without permits and different strategies to minimize or have enforcement effort pay for itself.

Online services reviewed, exterior work, dumpsters and neighborhood walk violations.

Some discussion occurred related to monthly reports and performance measurement systems and scanning similar communities for staffing and budget numbers by department for analysis.

Planning Department was reviewed and pursuit of \$200,000 HUD Community Challenge grant funding for comprehensive plan. Elements of comp plan were briefly discussed. 20% match will be in kind contribution.

Communications department was reviewed with addition being \$75,000 in external support for development of new web site and desire to push content management back to as many as departments as possible which Communications now does. We are currently averaging 1900 unique visitors per day, and 11 million hits of people clicking onto various pages, which is a mixed message if they are clicking to get somewhere.

Social media efforts and staffing was discussed and quality of communications department.

President Pope mentioned desire to return FYI to monthly format if warranted, which could be evaluated when ICMA citizen survey results are in. Estimated cost of returning to every month would be \$36,000 addition plus staff time.

Finance Committee requested move FYI to nine issues per year.

IT Department was discussed with proposed change being filling operations manager position. Position was vacated two years ago. Provide help with security, applications, etc. Need help with networks, communications and connectivity and other facets of systems.

Software licenses and some discussion took place about exploring open source software. We continue to use 2010 Microsoft Word and can continue with no fees until we upgrade.

Moving to voice over IP phones was discussed. Analysis is underway but delayed due to other priorities. May have to re-cable village hall.

Cloud computing was discussed. Smart board pilot was discussed, initially grant funded. \$20,000 in document imaging was discussed with RFP to be drafted. Des Plaines recently hired Laser Fiche.

CFO Lesner discussed software upgrades related to cash office budgeted at \$65,000, exploring package purchases or isolated purchases. Moving slowly away from Peoplesoft, less cost now as ADP has taken up payroll and HR functions.

Discussed credit card payments at various counters to avoid hassle of residents having to go to cashier's office.

Meeting adjourned at 9:40 pm.