

Finance Committee Meeting – August 21, 2001

Present: Commissioner McConnell
Commissioner Zabloudil

Attendance: Martin Lyons, Director of Financial Services
Trisha Steele, Assistant Director of Financial Services
Larry Cox, Downers Grove Sanitary District
Sheila Henschel, Downers Grove Sanitary District
Jim Leader, Third Millennium
West Sanders, Third Millennium

Meeting called to order at 5:30 P.M.

ITEMS FOR DISCUSSION:

1. Automated Bill Payment Center.

Mr. Lyons introduced representatives from the Downers Grove Sanitary District: Mr. Cox and Ms. Henschel.

Mr. Leader of Third Millennium introduced the goal of e-mail processing of water bills.

- Several payment options, including E-mail ACH process, credit code, debit card, check-free and E-checking.
- Introduce increased convenience to Downers Grove customers who are PC oriented.
- Increase backup to one year of history and introduce electronic access to citizenry -- make current and much more.
- Inserts/information available on Web.

Mr. Sanders of TMI introduced technological methods of meeting these goals. Several options and choices were discussed for customers. System allows the ability to enter amount of payment.

Mr. Lyons discussed the advantages and costs to the Village and citizenry.

- Website hosting fee – fixed cost to Downers Grove
- Elimination of postage for Downers Grove (20 cents) + citizen (34 cents)
- Elimination of check costs to citizen

Mr. Lyons also discussed advantages of expanding to Parking Ticket Payments + Parking Permit Renewals + Payments.

Commissioner Zabloudil noted the importance of recognizing additional “soft” cost services.

Mr. Sanders discussed security and Village access to files. Credit Card and Account numbers are not available to either Billing or Village Staff. It is stored at a special site designed to provide this service. Mr. Lyons explained that the service could be provided within current budget, and would like to use some of credit card billed expenses. He has spoken to our current bank providers, Downers Grove National, & American National, to provide quotes to have 3-4 sites to process credit cards..

Commissioner Zabloudil has more concerns that he would like to discuss, such as, would budget capabilities be like the Gas Co.? Mr. Lyons answered yes; if the bill produced by our system was already set up for a budget billing approach. Citizen could sign up for this through our office.

- Costs –with Sanitary District and without?
- Vision – Define how it could work? How it works – now and going forward?
- Internally – How will our internal tasks for billing be changed by this system?
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Commissioner McConnell also questioned what would be the next step?

Mr. Lyons stated that, for the next meeting, he will get answers to questions proposed, time frame with costs/unit, cost analysis and outline of process. Also, he will be looking at updating our Billing System.

2. Revised CBD/TIF Projections.

Mr. Lyons discussed the worksheet, pointing out Revenue & Bond proceeds and TIF Expenses. He Plans to add Debt Service Funds.

Committee discussed current worksheet which showed total non-TIF expenses at \$10.0 million.

Mayor Krajewski asked if five years of SSA was built in? Mr. Lyons answered “yes”, and he met with Linda Kunze, Tim McJoynt and Jim Russ Jr. to discuss plans to extend the SSA.

Commissioner McConnell asked how much the Parking Deck would cost? Mr. Lyons said that the property values are still pending and Brian Pabst stated that the purchases are not finalized; deck + land acquisition costs coming down to around \$15.0 million, although there will be development costs.

3. Other New Business.

Next meeting, there will be a discussion on Sales Tax Projections

- Banberry Payment

Meeting was adjourned at 6:28 P.M.