

Minutes
Special Village Board Workshop
Glen Ellyn Village Board of Trustees
March 3, 2008

Time of Meeting: 6:00 P.M.

Present: President Hase; Trustees Armstrong, Comerford, Ladesic, Norton, Thorsell; Staff: Barrett, Batek, Buckley, Caracci, Hulseberg, Minix, Noller, Norton, Fire Chief Raffensparger

1. President Hase called the Village Board Workshop Meeting to order at 6:05 P.M.
2. FY08/09 Budget Overview

Finance Director Jon Batek gave a brief explanation of fund accounting. The Village budget consists of 14 different funds or “pots” of money, with each fund designed to support specific purposes. The Board would be reviewing 13 of those funds at this meeting. The Special Programs Fund, which supports local activities and community groups, will be reviewed at the March 17 workshop.

The 13 funds addressed at this meeting have proposed expenditures of \$45.7 million for fiscal year 2008/2009, which is an \$800,000 decrease from the current fiscal year. Employee costs account for about 27% of the total budget. The proposed budget for next year is a net increase of one employee from the current budget, resulting in a total of 110 full-time employees.

Capital expenditures will account for 42% of the budget. The next fiscal year will continue the Village’s 20-year roadway improvement program as well as upgrades to the water and sewer systems.

A Trustee inquired as to why FY07/08 Motor Fuel Tax (MFT) revenue had gone from \$800,000 to \$2.3 million. Director Batek explained that the revenue amount included a \$1.5 million transfer from the General Fund to “recover” MFT funds that have been previously over-allocated to the General Fund.

A Trustee asked that future budgets include performance indicators to allow year to year comparisons and give a clearer picture of what activities drive increases in the budget.

Director Batek continued his presentation by reviewing the FY08/09 General Fund budget. General Fund revenue is expected to be flat in FY08/09. Modest increases in property tax, sales tax and income tax are expected to be offset by decreases in interest rates. The General Fund has been able to rely on interest income due to substantial cash reserves. In FY08/09, \$3 million in General Fund cash reserves are proposed to supplement the Village’s 20-year street improvement program. This will reduce cash reserves from the current 68% of operating expenses to 46%. While still well above the Village’s 25% reserve policy, the

reduced cash reserves combined with lower interest rates due to the slowing economy will cut interest income nearly 50%.

A Trustee asked when the slow down in the housing market would show up in the Village's property taxes. Director Batek answered that it was hard to say how the current trends were going to affect the Village's assessed values, however, short term economic slow downs have not significantly affected the Village's assessed value in the past.

A Trustee inquired if the Telecommunication Tax would remain completely in the Capital Projects Fund in the future. Director Batek answered that it would.

3. Departmental Budget Overviews

All department managers who presented highlights of their proposed budgets followed outlines that had been provided to the Village Board on Friday, February 29, 2008.

Fire Company

Fire Chief Scott Raffensparger presented an overview of the Volunteer Fire Company budget. Current Fire Company funds are not sufficient to cover major equipment purchases that will be needed by 2012. The Board discussed various ways the Village has supported the Fire Company in the past, including 0% interest loans and the support the Village provides in terms of building and equipment maintenance. The Board also discussed reviewing false alarm fees and the potential need for a second night ambulance. The Board directed the Fire Chief and Village staff to investigate alternative funding sources for the Fire Company. President Hase reiterated that maintaining the viability of the Volunteer Fire Company was identified as a high priority of the Village Board at its most recent retreat.

Recreation

Recreation Director Matt Pekarek provided an overview of the services provided by the Recreation Department including operation of the Village Links, which doubles as a major storm water detention area for Glen Ellyn, and maintenance of Co-op Park, Panfish Park, and Lambert Lake. The Recreation Department has experienced flat revenues over the last ten-year period. Average green fee prices have declined in recent years and price competition has increased. The department has avoided deficit spending by keeping expenses down, but until 2007, was not able to generate significant profit for capital replacement. FY07/08 was a very successful year, with revenues up \$275,000 and expenses down \$142,000. The additional revenue will allow for some capital replacement expenditures in FY08/09.

A Trustee inquired as to what percentage of the Village Links operating expense was tied to storm water detention. Director Pekarek replied that it is mostly involved with shoreline stabilization. Trustees discussed whether the Village should assist the Links with costs associated with storm water detention.

A Trustee asked how much time is spent on maintaining Panfish Park. Director Pekarek replied that approximately 500 hours per year are involved with the park, mostly mowing and

litter removal. There was some discussion on investigating the possibility of transferring maintenance of the parks to the Park District.

A Trustee inquired about the possibility of outsourcing food service operations at the Links. Director Pekarek replied that the Links had outsourced in the past with unfavorable results.

A Trustee made suggestions about including a link to the Village Links website on the Village homepage and including advertising on the Links website to generate additional revenue.

Police

Police Chief Phil Norton presented the Police Department's FY08/09 budget. The proposed budget includes an additional part time records clerk that will be paid for though the re-allotment of already approved hours. This person is necessary to complete required work in the Records Section. The budget does not include any additional Police Officers. In FY 07/08, two additional Police Officers were approved as part of a phasing in of a new police district. The department has held off requesting hiring any additional officers this year because current staff vacancies suggest a full training calendar for FY08/09.

The Police Department has been working with a company called Lexipol to provide an updated policy and procedures manual. This company started in California and has been successful in standardizing such manuals for over 90% of the State. Glen Ellyn has been a proponent of Lexipol coming to Illinois for a few years and members of the department are involved in the development of the Illinois version of the manual. This manual will begin to normalize some police practices across jurisdictional lines. More importantly, annual updates in keeping with changing laws and best practices will be provided along with material to be used as daily roll call training.

Police Chief Norton provided information about a communications project that will require funding in FY09/10. In response to an FCC ruling that in 2013 radio frequencies will be "re-banded" and public safety will no longer enjoy interference protection in their typical "low band frequencies", the Emergency Telephone System Board (ETSB) signed a contract with Motorola to develop and build a new public safety radio infrastructure for DuPage County. This system will allow all police, fire and public works entities to share one system and be truly interoperable. Projections indicate that in mid 2010, the Village will need to purchase all new radios for the Police Department. Initial estimates place the cost of the new radios in excess of \$325,000. An interoperability grant was sought for all DuPage County agencies, and the award was over \$2,000,000. Based on the grant formula, Glen Ellyn's share would be just under \$100,000 for both police and fire, which will provide an estimated 19 new radios.

Trustees discussed increasing false alarm fees as well as other charges for Police services. Staff will investigate surrounding municipalities for comparable fees and charges.

Planning and Development

Planning and Development Director Staci Hulseberg summarized requested personnel adjustments and recommendations for the upcoming fiscal year budget. The FY08/09 budget proposes to increase the existing part-time Planner to full-time due to the number of hours necessary to perform the job with frequent evening meetings, the heavy workload, a lengthy project list, the inability to respond to resident requests for annexations and ROW vacations, and the difficulty in finding quality part-time planner candidates interested in remaining in a part-time position long-term. This change would result in an increase of \$52,200 in the proposed FY 08/09 budget. For a fifth summer, the Planning and Development Department will continue the use of Summer Office Assistant positions to assist with in-house scanning and file organization.

A Trustee inquired if some of the work backlog on annexations could be contracted out. Director Hulseberg will investigate; however, ongoing workload still requires an additional full time Planner.

The Prosecutorial Services budget line item has been raised to \$3,000 to reflect the increase in the number of citations being issued by the Department and the associated prosecution costs. A Trustee asked if the prosecutorial service paid for itself. Director Hulseberg replied that it does not because the fees are often reduced by the Court. The Department is investigating increasing the fines.

There are changes in the five line items that cover the Village's use of consultants to perform building permit plan reviews and inspections. These items, which include Plumbing Inspections, Elevator Inspections, Grading Reviews, Building Reviews, and Stormwater Engineering, have been changed to more closely reflect the Village's actual expenditures to these consultants over the last year. Many of these costs are reimbursed to the Village through the collection of building permit fees.

The Planning and Development Department plans to continue the use of a scanning company to scan approximately 117 boxes of development files and 30,000 pieces of microfiche.

A Trustee suggested that the Village needs to perform a review of permit fees to help cover costs. Director Hulseberg agreed and plans to do so in the near future.

Public Works and Capital Improvements

Public Works Director Joe Caracci gave an overview of the department's budget. This year the Village will begin the Emerald Ash Borer (EAB) Program with a focus on removing 80-90 ash trees categorized as fair to poor in condition. This program will be in addition to the annual removal and replacement program that typically includes approximately 300 trees.

Last year a parking lot assessment was performed which yielded a recommendation for maintenance / rehabilitation to each of our fifteen parking facilities. With available funds, the department plans to initiate some of these recommendations and begin to address the deterioration of a number of these facilities.

A 3.7% water rate increase and 3.5% sewer rate increase are proposed for the upcoming fiscal year to begin on May 1, 2008. Staff recommended last year initiating multiple smaller increases in the water and sewer rates instead of less frequent larger increases. These increases are needed to offset increases in operating costs and continue to support the Village's aggressive program to rehabilitate our aging system infrastructure. One year after the DuPage Water Commission reduced water rates and extended rebates to members, the City of Chicago increased their rates to the DuPage Water Commission.

The Village has been awarded a Community Development Block Grant to help support costs associated with the Braeside Area Improvements Project. A majority of the \$710,000 grant will help supplement costs in the Water and Sewer Fund for the Project.

The department plans to replace its SCADA software. The existing software has been in service since 1999 and is becoming extremely difficult to support. This purchase will upgrade the software to the latest version.

Public Works continues to focus on identifying and resolving Clearwater inflow and infiltration (I/I) into the Village sanitary sewer system. In FY08/09, the department will begin the second phase of the I/I identification program. The program will focus on smoke testing and manhole inspection for the central portion of the Village.

Professional Engineer Bob Minix reviewed the capital projects with a visual presentation showing street segments included in the upcoming construction season as well as those planned for design in anticipation of 2009 construction. The proposed budget reflects the major capital expenses associated with the 20-year Street and Storm Sewer Program adopted in 2002 and the 10-year Water and Sanitary Sewer Capital Spending Program adopted in 2003. The Board discussed options for funding future capital projects and directed staff to further investigate alternative funding methods.

A Trustee asked what the water/sewer increases would cost the average household. Director Batek will provide a number. Trustees also discussed options for salt storage and alternatives to salt usage.

A Trustee suggested increasing homeowner participation in tree replacement and that the Village should investigate requiring contractors to document sewer and water line locations during demolitions.

A Trustee noted that wastewater costs were projected to decline in FY08/09. Director Caracci explained that the decrease was associated with reduced costs expected at Glenbard Wastewater Authority.

Finance Department

Finance Director Jon Batek reported that the Finance Department recruited and filled replacements for Assistant Finance Director, Accounts Manager, Accounting Specialist and part-time fiscal clerk.

The FY08/09 budget proposes total full-time equivalent positions (FTE) at 11.25, an increase of 0.50 from the current year. A requested new part-time Fiscal Clerk will complete a job share with a current Cashier employee, resulting in two Cashiers at the front desk at all times during operating hours.

The Personnel Analyst position is planned to be reassigned to the Administration Department budget to better reflect the nature of job duties.

A Trustee inquired about the proposed pay study. Director Batek responded that the amount is estimated at this point. Acting Village Manager Barrett explained the last study was completed over seven years ago and a new study is overdue.

Administration Department

Acting Village Manager Curt Barrett presented the Administration Department budget. A new Administrative Analyst position is included in the Village Manager's Office budget for FY08/09. Acting Village Manager Barrett discussed the potential purchase of recycling carts depending on upgrades to the hauler's trucks. A Trustee inquired if the Village could move ahead with the purchase of the carts prior to the upgrades. Acting Village Manager Barrett responded that staff would investigate with the hauler.

The Board discussed the new Administrative Analyst position and the Village's use of the Administrative Intern position. The Board reached consensus to approve the new position with an evaluation after two years and to maintain the intern program.

Adjournment

At 10:07 P.M. Trustee Norton moved and Trustee Ladesic seconded the motion to adjourn the Regular Village Board Workshop.

Prepared by:

Larry Noller
Assistant Finance Director