

Minutes

Village of Glen Ellyn Board of Trustees

Special Workshop Meeting

March 13, 2014

Call to Order

President Demos called the meeting to order at 6:08 p.m.

Roll Call

Upon Roll Call by Clerk Galvin, Trustees Burket, Clark, Ladesic, McGinley and O'Shea answered "Present". Trustee Elliott arrived at 6:09 p.m.

Staff present: Village Manager Franz, Assistant Village Manager Stonitsch, Assistant to the Village Manager Schrader, Finance Director Wachtel, Planning and Development Director Hulseberg, Police Chief Norton, Deputy Police Chief Action, Deputy Police Chief Holmer, I.T. Manager Binkerd, Assistant Finance Director Coyle, Assistant Public Works Director Buckley, Facilities Maintenance Facilities Supervisor Kolze, Administrative Assistant Miller and Jodie Hefler, Senior Service Coordinator Hefler.

Also Present: Finance Commission members Tat Skirvin and Erik Ford.

Agenda Item D - Police Department Budget Overview (Chief Norton)

During the 2013 calendar year the Police Department handled 36,960 "incidents" of various kinds; an average of 100 incidents per day in 2005, 2006, and 2007; 110 in 2008 and 2009, 109 in 2010, 105 in 2011 and 104 in 2012.

In 2013 the Department investigated 131 crimes against persons which include homicide, assault, battery, robbery, sex and child endangerment crimes and 805 crimes against property which includes robbery, burglary, theft, criminal damage/trespass, narcotics and deceptive practices.

The salary line in the budget reflects salaries for 40 sworn officer's positions including 1 Chief, 2 Deputy Police Chiefs, 7 Sergeants, and 30 Police Officers. The authorized sworn strength of the Department; however, due to lack of sufficient revenues, 3 police officer positions will remain unfunded and vacant during FY/2014. One officer will be paid from seized funds collected through drug interdiction efforts.

Manager Franz pointed out the good job of breaking down overtime and the analysis. Chief Norton commented on reasonable community standards that warrant the overtime for traditional events such as the Glenbard West bonfire, Taste of Glen Ellyn, Jazz in Glen Ellyn and the Fourth of July Festivities.

Trustee McGinley commented on the expense. Chief Norton responded that Taste of Glen Ellyn and the Community Fair attract members of the community and the community expects a safe experience.

Trustee McGinley asked about the joint detective cost. Chief Norton responded this was discussed, there were no savings and the intergovernmental agreements would be a challenge. The real savings are with the DuPage County Major Crimes Task Force.

Trustee McGinley asked about the line item: Employee Recognition. Chief Norton responded that in a recent 3 day snow event pizza was brought in. This is an example of an "all hands on deck" scenario. This is used as a small reward for incredible work.

President Demos asked if Chief Norton had to cut 5% from the budget where would it be. Chief Norton responded that he would have to start anything that did not affect sworn personnel. 5% would affect the level of safety and if he had to cut personnel that would cut services.

Trustee Elliott stepped out at 7:02 p.m. to attend a meeting of the Plan Commission as their Trustee Liaison.

Trustee Ladesic asked if the Department could make money on tows. Chief Norton responded that while it is legal to charge a tow fee of \$500, the people who need a tow are least likely to afford it. The number of tows in 2013 included 130 for DUI's and 140 for driving with a suspended license.

Trustee O'Shea commented that he is not seeing anyone tightening their belts and that concerns him. This was supposed to be a zero based budget and everyone is ending up in the plus side. Manager Franz responded that there are no simple decisions to make.

A short break was taken from 7:30 p.m. to 7:36 p.m.

Agenda Item E - Planning and Development Department Budget Overview (Planning and Development Director Hulseberg)

In 2013, more than 4,426 customers visited the Department counter. A total of 4,177 building, elevator, site and other inspections were conducted. And a total of 1,535 permits of all types were issued in 2013. 20 Code Enforcement violations were issued in 2013. 17 are closed and 3 are still pending. In 2013 the Department processed 148 Freedom of Information (FOIA) requests. 26 Demolition Permits were issued.

In 2013 the Department coordinated the preparation of 50 Ordinances and Resolutions that were acted on by the Village Board.

Upcoming projects include: Annexation Planning, Expansion of the MUNIS System, Zoning Code Text Amendments, and several Development Projects.

Director Hulseberg stated that Northern Illinois University changed how the Interns are paid. Furthermore, a new Building Inspector was hired and there will be additional charges for education since some classes are needed to maintain certifications.

Trustee O'Shea asked about overtime. Director Hulseberg responded that the Department has no overtime. If after hours work is needed, comp time is provided.

President Demos remarked about fixed labor costs and if something that is outsourced can be done in house. Director Hulseberg responded plumbing inspections are the only ones outsourced.

Trustee Ladesic asked about uniform costs. Director Hulseberg responded the uniform cost is low. Employees wear a lanyard and the expense is mostly for shoes. Employees are allocated \$100 once a year. Trustee O'Shea stated that he would prefer to see employees receive a stipend for work shoes.

Trustee Ladesic asked what is being done to step up annexations. Director Hulseberg responded that Annexation Review will be conducted in March/April.

Trustee McGinley asked about the Chamber of Commerce membership and spending money on a business that does not support the Village. Director Hulseberg responded that she answers questions from businesses regarding zoning, permits and ordinances at many of these events.

Agenda Item F - Administration Department Budget Overview (Assistant Village Manager Stonitsch)

For budgetary and accounting purposes, the Administration Department has seven main components in the General Fund: Village Board and Clerk, Village Manager's Office, Facilities Maintenance, Senior Services, Economic Development, History Park and Information Technologies. Primary oversight responsibilities also include the Residential Solid Waste Fund, which is found in the Administration section of this budget. In addition, this Department coordinates the Facilities Maintenance Reserve Fund, which is found in the Capital Improvements section of the budget book.

At 8:34 p.m. Trustee Elliott rejoined the meeting.

Trustee McGinley asked about education. Manager Franz responded that the cost of the Board Retreat was included. Trustee McGinley suggested that Board and Commissions be moved to the Village Board and Clerk. Trustee McGinley asked if ethics training was necessary. Manager Franz responded this is the recommendation of the Village's volunteer Ethics Officer. Assistant Village Manager Stonitsch responded that ethics training is recommended for front line supervisors. Finance Committee Chairman Skirvin agreed.

Trustee McGinley asked for a list and breakdown of all memberships and associations dues are paid to.

Manager Franz referenced the Service Request System. Public Works is utilizing this system to track work progress. A clerk can input a request while taking the information on the phone and the cost and time can be tracked.

Trustee O'Shea asked why the Village Links is separate from other facilities. Manager Franz responded that it is seasonal and that the Links has their own employees, many of them seasonal. Trustee O'Shea responded that the Links should be moved over and merged with other facilities in the budget.

Adjournment

At 9:27 p.m. Trustee Elliott moved and Trustee McGinley seconded the motion to adjourn. Motion carried.

Respectfully submitted,

Catherine Galvin,
Village Clerk