

Minutes

Village of Glen Ellyn Board of Trustees

Special Workshop Meeting

Thursday, November 13, 2014

Call to Order

President Demos called the meeting to order at 6:48 p.m.

Roll Call

Upon Roll Call by Clerk Galvin, Trustees Burket, Clark, Ladesic and O'Shea answered "Present". Trustee McGinley arrived at 7:21 p.m. Trustee Elliott was excused.

Staff present: Assistant Village Manager Stonitsch, Village Attorney Mathews, Volunteer Fire Company Chief Bodony, Assistant Fire Company Chief Clark, Volunteer Fire Company Treasurer Chereskin, Director of Public Works Hansen and Assistant Public Works Director Buckley. Village Manager Franz arrived at 7:53 p.m.

Pledge of Allegiance

President Demos asked Trustee O'Shea to lead the Pledge of Allegiance.

CY2015 Budget Discussion:

1. Fire

The Village of Glen Ellyn has been provided Fire protection service from the Glen Ellyn Volunteer Fire Company (GEVFC) for more than 100 years. Volunteers put in countless hours in serving the community, responding day or night, to provide excellent fire protection service to the community and surrounding areas. The GEVFC is a highly professional organization, and as such, requires modern equipment and support to continue to provide top notch fire service.

Faced with declining voluntary donations, the Village and GEVFC evaluated various funding methods to provide reliable ongoing financial support of the Fire Company in 2013. Effective May 1, 2014, the Village has implemented a Fire Service Fee that is billed and collected on the monthly Village Services bill. This revenue, along with proceeds from the existing Fire Special Service Areas (SSAs) is accounted for in a new Fire Services Fund, where the Village provides operational support to the GEVFC as well as accumulate dollars for equipment and facility needs.

The Fire Department budget also has included paramedic service. Before 2009, the Village provided one 24 hour ambulance, plus one 12 hour ambulance. The services were provided by a contracted paramedic company, which retained all billed revenue, plus the Village provided supplemental funding. Following an RFP process in 2009, the village hired a paramedic company for two 24 hour ambulances, purchased ambulances, and hired a separate billing company. This arrangement expired June 15, 2014. Beginning on

June 15, 2014, the Village returned to a turnkey model through a contracted paramedic company, which retained all billed revenue, plus supplemental Village funding. The new agreement does provide for the Village to receive a reimbursement of revenues above an agreed upon threshold. Under the new agreement, the Village does not own the ambulances.

Starting in Short Year 2014, the General Fund included two new cost centers, Fire Department and Emergency Medical Services to separately account for the cost of providing the respective services.

Chief Bodony stated that prior information obtained from DUCOMM was flawed. This was from 2013 and they now have the proper information. The information received stated responses time incorrectly when in fact; they are still ahead of the national average.

Trustee Burket asked about the lifespan of the equipment. Chief Bodony responded 20 years fir frontline; heavy duty is specified. The pumpers will be replaced this year. The tower ladder was last replaced in 1989, refurbished in 2006 and will cost close to \$1 million to replace. President Demos asked about the lead time to receive new equipment. Chief Bodony responded 8-10 months upon receipt of the order.

Chief Bodony stated it makes budgeting a lot easier once you know where the money is coming from in response to the new Fire Fee. He added it costs \$5,000 to outfit new members plus 18 months of training.

2. Public Works (General/Parking/Water and Sewer/Motor Fuel Tax/Equipment Services)

The Public Works Department is responsible for a wide variety of programs that provide the basic services required by Village residents. The department handles the design, and construction of village infrastructure in addition to numerous maintenance activities. The work performed in the department includes the drinking water distribution system, sanitary sewage and storm water collection systems, streets, street signs and pavement markings, traffic signals, street lighting, public sidewalks, Central Business District (CBD) landscaping and parking lots, parkway trees, and snow removal operations. The management, purchase, and maintenance of the entire village fleet of trucks and equipment is conducted by Public Works. As the lead agency, the Public Works Director works closely with the Glenbard Wastewater Authority that is jointly owned and operated by the Villages of Glen Ellyn and Lombard.

A major responsibility of the Public Works Department is development and implementation of the various capital projects to maintain and improve the water, sanitary sewer, storm sewer, street, and sidewalk systems. The water system provides safe water for drinking and water for fire-fighting. The sanitary sewers remove wastes from individual homes and enhanced treatment is provided at the Glenbard Wastewater Authority before discharge to the East Branch DuPage River. The storm sewer system transports rainwater from the village in order to reduce storm water flooding. The streets and sidewalks are constantly evaluated and maintained for safe travel.

During weather related emergencies caused by snow storms, flooding, or gale force winds the entire department is dedicated to work 24 hours a day indefinitely until the situation is stabilized. The

department has proven itself to be very effective helping residents while performing a variety of emergency operations associated with village streets, forestry, and water and sewer systems.

Village assets maintained by the Public Works Department include:

- 86 miles of roadway
- approx. 850 street lights (Village owned)
- approx. 15,500 parkway trees
- approx. 4,000 street and traffic signs
- Downtown benches and trash receptacles
- 70 miles of storm sewer mains
- 4,400 storm sewer inlets, basins and manholes
- 1,265 fire hydrants
- 147 miles of water mains
- approx. 8,200 water service valves
- 2 one million gallon ground level water reservoirs
- 2 elevated water storage tanks
- 2 water pressure adjusting stations
- 2 water pumping stations
- 2 stand-by ground water wells
- 85 miles of sanitary sewer mains
- 4 sanitary sewer lift stations
- 2,000 sanitary sewer manholes

Trustee Ladesic expressed concerns regarding the dollar value/amount for a Professional Engineer in the budget as he feels people will take that job for less. Director Hansen responded that salary range will be placed in an ad, there is a certain pecking order with Professional Engineers. Assistant Director Buckley added that salary is paid from several funds.

Regarding Forestry, Director Hansen stated 95 dead trees were removed from Manor Woods, a 7 acre parcel on Village property. Another 100 trees will be removed. These are dead trees on Village property. Invasive species are also removed. Trustee McGinley asked how long a tree is treated for EAB. Director Hansen responded for the life of the tree.

3. Finance

The Finance Department serves internal and external customers, provides assistance to residents and customers, provides management reports and information to elected officials and management, and provides payroll and benefits services to employees. The Department provides service to the Village, Library, Glenbard Wastewater Authority, and Glen Ellyn Volunteer Fire Company.

The Finance Department is responsible for overseeing the fiscal operations of the Village. Primary responsibilities of the department include accounting, financial reporting, budgeting, long-term financial planning, capital financing, cash management, investment of Village funds, payment of bills, billing, collection of revenue, payroll, and pension administration. Starting in FY12/13, the Finance Department has taken on management and administration of employee benefits, such as health insurance, and managing liability insurance claims. In FY13/14, the Information Technology (IT) function was moved to the Village Manager's Office. In Short Year 14, the Finance Department was divided between Administration and Operations, and Cashiers Office.

Many of the functions performed by the department represent an internal service to other departments. Additionally, the Department performs accounting and related administrative services for the Glen Ellyn Public Library (GEPL) and the Glenbard Wastewater Authority (GWA), and provides support to the Glen Ellyn Volunteer Fire Company (GEVFC). A service charge representing the cost of services provided to other Village funds, the GEPL and GWA is collected and recognized as revenue in the General Fund.

The proposed staffing complement for Calendar Year 2015 includes 4 full-time, 10 part-time employees, and 5 meter readers. Departmental staff is divided into two areas including Administration and Operations and the Cashiers Office.

Adjournment

At 8:31 p.m. a motion was made by Trustee McGinley and seconded by Trustee Burket to adjourn. Motion carried.

Respectfully submitted,

Catherine Galvin,
Village Clerk