

Village of Lombard

*Village Hall
255 East Wilson Ave.
Lombard, IL 60148
villageoflombard.org*



Minutes

Thursday, January 5, 2012

7:00 PM

Lorraine G. Gerhardt Community Room

Special Meeting Board of Trustees

*Village President William J. Mueller, Village Clerk Brigitte O'Brien;
Trustee Greg Gron, Trustee Keith Giagnorio, Trustee Zachary Wilson,
Trustee Peter Breen, Trustee Laura Fitzpatrick and Trustee Bill Ware*

I Call to Order

The Special Meeting of the President and Board of Trustees of the Village of Lombard was called to order by Village President William J. Mueller at 7:03 p.m. on Thursday, January 5, 2012 in the Community Room of the Lombard Village Hall.

II Pledge of Allegiance

Village Clerk Brigitte O'Brien led the Pledge of Allegiance.

III Roll Call

Present 7 - William J. Mueller, Brigitte O'Brien, Greg Gron, Keith Giagnorio, Peter Breen, Laura Fitzpatrick, and Zachary Wilson

Absent 1 - Bill Ware

Staff Present:

Village Manager David Hulseberg

Director of Finance Tim Sexton

Director of Community Development Bill Heniff

Director of Public Works Carl Goldsmith

Chief of Police Ray Byrne

Fire Chief Mike Torrence

Assistant Finance Director Jamie Cunningham

Deputy Chief of Police Pat Rollins

Deputy Chief of Police Tom Wirsing

Assistant Fire Chief Jerry Howell

Executive Coordinator Carol Bauer

IV Public Participation

V Agenda

110743

Budget Presentation - Community Development Department
Presentation of Community Development Department's draft FY 2012B & 2013 budget.

Village Manager David Hulseberg stated that the Village is maintaining a 25% fund balance in all accounts. He also noted that due to readjustments in the Utility Tax Reserve, the Village has a \$3.5 million reserve in that fund rather than the projected \$1.7 million. He spoke of utilizing about \$1 million for the Capital Improvement Programs. He also spoke with regard to recycling and that the Village receives approximately \$117,000 annually from the Waste Management contract. He noted that \$35,000 in salaries is charged to that account along with \$77,000 for yard waste services and the recycling extravaganza and \$5,000 for grants. He indicated the Village has drawn down on reserves over the years and suggested this be referred to the Environmental Concerns Committee for review and a recommendation. Manager Hulseberg spoke of the increase in water rates by the City of Chicago effective

January 1st. He stated currently the Village is using reserves to offset the costs, but suggested placing a water rate increase on the next agenda for consideration by the Village Board and felt the residents should take on the increase in water fees and not the Village.

President Mueller spoke of the City of Hammond wanting to sell water to municipalities, but this did not work and those customers have gone back to water being provided by the City of Chicago.

Manager Hulseberg indicated more information will be in the Manager's Notes.

Director of Community Development Bill Heniff began his presentation regarding the proposed budget for the Community Development Department for FY 2012B and FY 2013. He reported that the department is proposing an overall budget of \$1,024,675 for FY2012B and \$1,760,160 for FY2013. He noted the intent is to keep operational costs at even levels and stated that most of the department's costs are allocated to salaries and benefits of staff or contractors performing the department's services. He spoke of how the majority of expenses occur during the summer months due to construction. He talked about being a service-based department and how a significant portion of the activities undertaken by the department is driven by customers requesting services in the form of permits and/or development approvals. He noted that over \$922,000 was taken in by the department for such services. He stated that similar to an enterprise account, these fees primarily offset the costs associated with the operations of the Building Division and some of the costs of other divisions. He spoke about code enforcement and how only \$1,250 was received in fines. He indicated only about 1.5% of code enforcement cases proceed to adjudication and noted that the department looks more at compliance than fines.

Director Heniff reported there was more bricks and mortar development in 2010 than in 2011. He stated that the FY2012B budget expenditures will comprise 72% of the figure proposed for FY2013 because the summer months are busier with construction and increased code enforcement. He advised that \$61,000 was generated in contractor registrations and there is a \$75 annual fee for contractor registration. This benefits both the contractors and the Village as the contractors are then listed on the Village website. He stated that the department overall has operated under and is proposing to continue to operate without any significant increases to its budgets. He stated the department will continue to focus upon the "just in-time" approach to staffing and expenditures through scheduling adjustments, program modifications and increased expenditures for selected permits. Further integration of the Code Administration and Building is intended to improve efficiencies in both divisions. Facilities operations will continue to migrate from Community Development to Public Works.

Director Heniff felt there would be no increase in building permits. He spoke of other communities reaching out to businesses and offering incentives to them as a means of enticing businesses to move to their community.

Trustee Ware arrived at 7:15 pm

Director Heniff indicated the greatest challenge was continuing to meet the demands and expectations of residents and businesses by providing efficient services in a cost-effective manner. He felt that the department has an anticipated workload unless there was some unique event, such as the flooding, that would cause a spike in services.

Trustee Wilson asked about the cost of prosecution of code enforcement cases. Director Heniff indicated any court appearances are processed through the Police Department adjudication which is held twice a month so there is no additional cost. He stated the department is not as concerned about fines as they are about compliance.

Trustee Wilson questioned building permit fees.

Director Heniff stated there are no changes in building fees.

Trustee Wilson questioned if there was a way to take the 1.2% increase in dollars collected and use that to pay down the budget.

Director Heniff indicated they can look at that. He talked about looking to make sure the department has proper staffing and if there is a better way to do things. He stated if the Village had a robust year and takes in more revenue, they will need to bring on supplemental staffing.

Trustee Fitzpatrick questioned new construction.

Director Heniff felt the building market was flat and he did not anticipate any increased building in 2013. He talked about the factors in the market including foreclosures and the large supply of homes on the market. He stated there were thirteen new single-family homes last year and felt that was a reasonable number for this year.

Trustee Wilson questioned using the funds to offset water rate increases.

Manager Hulseberg indicated that certain funds can be used for only certain expenditures.

Director of Finance Sexton stated there are other monies in the General Fund that can be used.

Trustee Fitzpatrick asked about putting the Planner's salary back and having more money in the General Fund.

Trustee Breen questioned the increase in the budget.

Director Heniff reported that an employee is out on medical leave and an outside contractor has been hired to help with coverage.

Trustee Breen questioned the increase in health insurance costs

Manager Hulseberg indicated the Village had budgeted 10% for the increase.

Director Sexton stated the health insurance increase may be more than 10%. He stated that the union contracts include passing 35% of the increase on to the employees.

110744

Budget Presentation - Police Department

Presentation of Police Department's draft FY 2012B & 2013 budget.

Chief of Police Ray Byrne indicated the proposed budget for the Police Department was flat with no significant increases. He talked about restructuring within the department and how the reorganization resulted in the loss of two sworn supervisory positions as well as the conversion of one fulltime civilian position to two part-time positions. This reorganization resulted in a cost savings to the department of \$230,000. This cost savings will carry over into future budgets.

Chief Byrne indicated there are some areas of increase that are largely beyond the control of the Police Department such as wages, insurance, DuComm fees and transfers to fleet services. With six fewer police officers, the Police Department was able to reduce the patrol fleet by one vehicle. One vehicle assigned to the Investigations Division that was due for replacement, was deferred due to the low mileage.

Chief Byrne noted that recently the Police Department purchased a new records management system and that the department went live with the new system in November. The annual maintenance agreement is \$95,000. The replacement of the Department's handguns is scheduled for 2013. The handguns were purchased in 2003 and will be ten years old. The cost is approximately \$30,000.

Chief Byrne indicated the police facility is 34 years old and the building will require ongoing maintenance of plumbing, electrical, HVAC and other functions. A space needs study determined that the building is too small for storage and the number of personnel since it was originally built. He spoke of returning to full strength, dealing with additional bargaining units and unionized personnel and keeping up with technology.

Trustee Gron questioned when the space needs study was done and asked about cost projections.

Chief Byrne indicated the study was done about four years ago and he would look at

the study and felt projections were included.

Trustee Fitzpatrick asked about how many personnel were on each shift. She talked about the officers being on patrol and not in the building.

Chief Byrne stated that during the day there also also detectives and administrative personnel in the building.

Trustee Fitzpatrick felt that there were never times when all 60 police officers were in the building at one time and questioned the space needs study.

Chief Byrne spoke of storage of evidence and supplies and how the garage is used for storage.

President Mueller spoke regarding legislation with regards to keeping evidence secure and requiring the Police Department to keep more evidence.

Chief Byrne stated the Police Department uses off-site storage as well.

President Mueller talked about mandates from Springfield regarding the storage of evidence.

Chief Byrne indicated evidence needs to be kept for a longer period of time as well.

Trustee Wilson asked if there was a decline in service with less officers.

Chief Byrne stated the department continues to provide the best service to the residents, but the lack of staff does not allow for the ATV's to patrol the parks, etc.

Trustee Wilson questioned the policy of giving lieutenants two extra days off per month in addition to their regular vacation time, etc. He stated with four lieutenants that equates to five weeks off in a year and questioned why. He asked if this was to compensate them for no overtime and questioned if a sergeant filled in, if that person received the extra days off as well.

Chief Byrne indicated that a sergeant can not fill the role of a lieutenant and that sergeants receive overtime. He noted that the policy pre-dated his arrival on the department.

Trustee Ware asked that this policy be reviewed.

Manager Hulseberg indicated this will be reviewed.

Trustee Ware felt this could be a cost savings.

Chief Byrne stated there is no cost to this benefit.

Manager Hulseberg stated the cost study will provide more information.

Chief Byrne stated there is no cost relative to the policy and that the lieutenants cannot take a day off unless there is a supervisor on duty to cover the shift.

Trustee Wilson felt it was hard to take away a benefit.

Trustee Breen questioned the pay study .

Manager Hulseberg stated it was mostly non-union.

Trustee Giagnorio felt this was quite a perk in this economy and felt it needed to be strongly reviewed. He asked if this was offered in other police departments.

Chief Byrne stated this was taken away from the sergeants. He stated the lieutenants do not receive overtime and work holidays, go to court, etc.

Trustee Gron asked about comp time given for overtime and court. He stated he would rather see the days off and no increase in salary.

Trustee Wilson asked if they receive the two days off even if they have no comp time or overtime. He asked if the lieutenants go to court as much as other officers.

Chief Byrne indicated they can have court once or twice a month depending on the type of case or ticket and they are called at home.

President Mueller asked what full authorized strength was.

Chief Byrne stated it was 71 and the department is at 67.

120001

Budget Presentation - Legislative & Executive Departments

Presentation of Legislative and Executive Department's draft FY 2012B & 2013 budgets.

Village Manager David Hulseberg proceeded to give an overview of the Legislative and Executive Departments budgets. He indicated the Taxi Reimbursement Program has been moved to the President and Board of Trustees budget. He noted

that in the Board of Fire & Police Commissioners budget, funding has been included for the Fire Battalion Chief and Police Sergeant testing and Lieutenant Promotional processes. He reported that a concrete walkway for the Museum/Peck House has been added for ADA accessibility and the Employee Recognition Dinner has been budgeted for 2013. He spoke of the challenges including the implementation of the new Legistar software, FOIA requests and complete transparency policy requirements. He noted there are three union contracts to negotiate, there are two new unions with contracts to be negotiated and that one contract had been settled. He indicated the IGA with Glen Ellyn still needs to be settled, but discussions have been ongoing. He indicated that an engineering consultant will likely be needed for part of this process. The Village initiated a pay study and the results should be received by late February or early March. The study will need to be implemented. In addition, a new Fire Chef will need to be hired. Manager Hulseberg indicated he would like to hire an Assistant Village Manager to oversee HR, Risk Management, the Clerk's Office and Communications. This position will reduce the span of control of the Village Manager currently overseeing nine positions and provide the Village Manager with the opportunity to initiate performance management and develop a long-term visionary plan for the delivery of Village services.

Trustee Wilson inquired about the testing and asked if someone was leaving. Manager Hulseberg indicated when a list expires, the Village is required to do testing and create a new list for the various positions.

President Mueller questioned the cost and why this was in legislative.

Manager Hulseberg noted this cost is included in the Board of Fire and Police Commissioners budget.

Trustee Wilson asked about getting out of a recession and questioned expanding the budget.

Manager Hulseberg indicated he was not looking to increase the budget, but analyze how things are done and make adjustments.

Trustee Wilson questioned hiring an Assistant Village Manager.

Trustee Fitzpatrick asked if this was a cost effective position.

Manager Hulseberg spoke of value and return on investment. He talked about negotiating Union contracts and hiring a new Fire Chief. He spoke of employees leaving and retiring and taking a look at how the Village does things.

Trustee Wilson felt if the economy was improving and the country was coming out of a recession, he wanted to hold the line on the budget.

Trustee Fitzpatrick asked about a cooperative manager.

110741

Resolution Defining Meeting and Adopting Procedures of Electronic Attendance at Meetings

Adopting rules that conform with the requirements and restrictions of the Open Meetings Act.

Village Manager David Hulseberg indicated this was a request of Trustee Breen. He indicated this was discussed a very long time ago. He advised that Trustees Gatz and DeStephano were allowed to use electronic attendance at meetings and both were due to illness.

Trustee Ware indicated he had some concerns regarding this proposal and spoke of a written request to the Village Clerk seven days in advance. He also questioned the Clerk providing a written report each January of who had used electronic attendance. Trustee Breen spoke of the number of meetings occurring in January. He indicated he knew he would not be able to make the January 11th meeting as he will be out of town on business and not being able to reorganize his schedule. He spoke of not abusing the policy.

Trustee Giagnorio spoke of the number of elected bodies and what it would take for this to be put in place.

Manager Hulseberg stated the Trustee would have to call in from a land line and not

a cell phone. He stated the equipment has been tested, but it does not always work as expected. He spoke of the annual report that is required.

Trustee Giagnorio indicated he had problems with the proposed policy. He spoke of residents electing the Village Board members to represent them and he did not feel that a Trustee calling in compared to the Trustee being at the meeting.

Trustee Ware stated he also had concerns as Trustee Giagnorio had presented, but that he was trying to work through some of the concerns. He wanted guidelines to be in place.

Trustee Wilson questioned if the Trustees only participated or if they were allowed to vote as well.

Manager Hulseberg indicated the Trustees were allowed to participate, but not vote.

Director Sexton indicated the law has changed and the Trustees can vote.

Trustee Wilson indicated he would support the policy and asked about having a sunset clause after a year.

Trustee Gron felt there had not been an issue in the past when a Village Board member has gone out of town and was not able to attend a meeting and did not think there would be a problem now.

Trustee Fitzpatrick indicated she was in favor of the policy.

Trustee Breen stated he was not opposed to amending the policy as submitted and did not have a problem with the sunset clause.

Trustee Giagnorio stated he could understand a Trustee missing a meeting, but felt this was setting up a policy that it was OK to miss meetings.

President Mueller spoke of how this was done for Trustees Gatz and DeStephano as both were seriously ill and the Board wanted both of them to be able to participate.

He noted both Trustees passed away within a short period of time. He talked about technology and cost. He spoke of having the Secretary of State's Office out to the Village Hall for an event and how it took half a day for the IT staff to get the computers running and the programs did not work well. He talked about having to remind the Trustee to speak up and about a hard time hearing the person on the phone. He felt the policy was being made for one person. He indicated he asked other Mayors if they had a similar policy and program and the response was no. He questioned the need, the staff time, the technology and the cost.

Trustee Breen indicated he was not asking for this for himself, but he will be out of town the following week and felt it was a good time to test this.

President Mueller suggested testing it for one meeting before adopting the policy.

Manager Hulseberg indicated this could be adopted for one meeting.

Trustee Ware indicated that he is involved in many conference calls and has had no issues.

President Mueller felt they had better technology. He suggested trying it and asked again about the cost.

Trustee Wilson felt it would take more than one meeting to test this and suggested six months.

Trustee Giagnorio felt that part of the job of being an elected officials was to attend the meetings. He indicated the Village Board had all of the dates and that being at the meetings was part of their job. He felt the Trustees should be accountable. He felt this was opening up abuse of attendance at meetings.

Trustee Fitzpatrick indicated she was OK with the 6 month sunset clause.

Trustee Ware suggested modifications.

Trustee Breen felt the 6 month sunset clause was acceptable.

Trustee Breen moved approval of the policy as recommended for a period of six months to July 2013.

with a six-month Sunset Clause until July 2013

Aye: 4 - Peter Breen, Laura Fitzpatrick, Zachary Wilson, and Bill Ware

Nay: 2 - Greg Gron, and Keith Giagnorio

Enactment No: Resolution 53-12

VI Adjournment

The Special Meeting of the President and Board of Trustees of the Village of Lombard held on Thursday, January 5, 2012 in the Community Room of the Lombard Village Hall was adjourned at 8:32 p.m.

A motion was made by Trustee Keith Giagnorio, seconded by Trustee Bill Ware, that this be adjourn. The motion carried by the following vote:

Aye: 6 - Greg Gron, Keith Giagnorio, Peter Breen, Laura Fitzpatrick, Zachary Wilson, and Bill Ware