

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
December 13, 2022**

CALL TO ORDER

President Troy Parlier called the meeting to order at 6:00 p.m.

ROLL CALL

Board Members Physically Present: President Troy Parlier; Trustees Tom Guist, Kit Kuhrt, James Marter II, Terry Olson, Jennifer Jones Sinnott, and Brian Thomas.

Staff Physically Present: Dan Di Santo, Village Administrator, Christina Burns, Asst. Village Administrator; Tina Touchette, Village Clerk; Jeff Burgner, Police Chief; Jennifer Hughes, Public Works Director; Rod Zenner, Community Development Services Director; Andrea Lamberg, Finance Director, Bridget Bittman, Community Engagement Manager- Marketing; Joe Renzetti, IT/GIS Director; Kevin Leighty, Economic Development Director; Corey Incandela, Administrative Intern; Steve Raasch, Facilities Manager; Mark Runyon, Asst. Public Works Director; Kerry Behr, Village Engineer; and Karl Ottosen, Village Attorney.

PUBLIC FORUM

Public Forum was opened at 6:00 p.m. There was no one who requested to speak. The public forum was closed at 6:00 p.m.

NEW BUSINESS

G.1 Leaf Collection Presentation

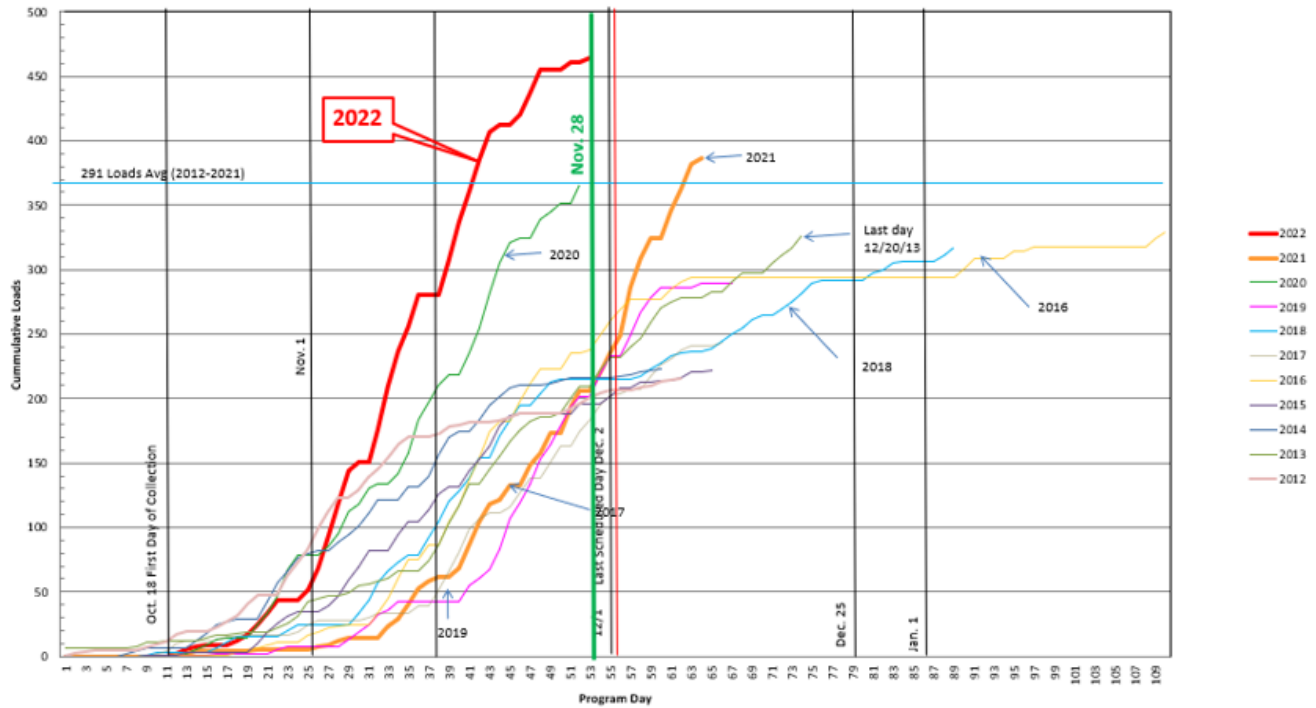
Director Hughes addressed the Board regarding leaf collection and recognized the Public Works crew that does the work.



VOLUME



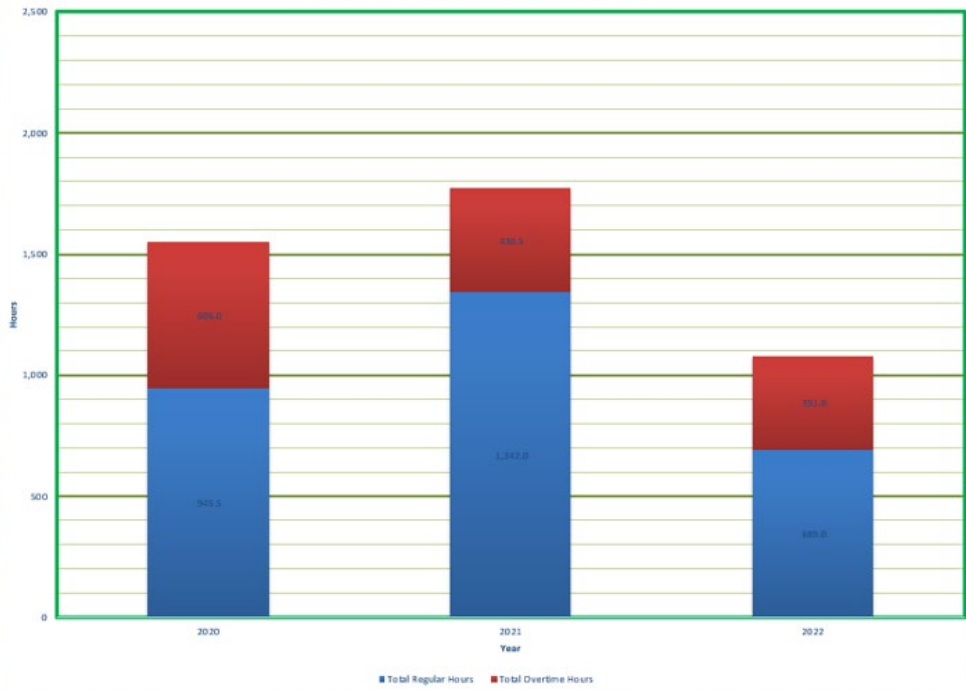
Leaf Collection Program Cummulative Loads Collected



- Staff has been keeping date for many years and monitors the progress
- 2022 data shows the affect of the new machines
 - New machines allow for faster coverage in larger areas
- Started overtime earlier which is safer for the employees
- Worst year was 2016 because of the snowstorm; couldn't resume leaf pick-up until the end of January

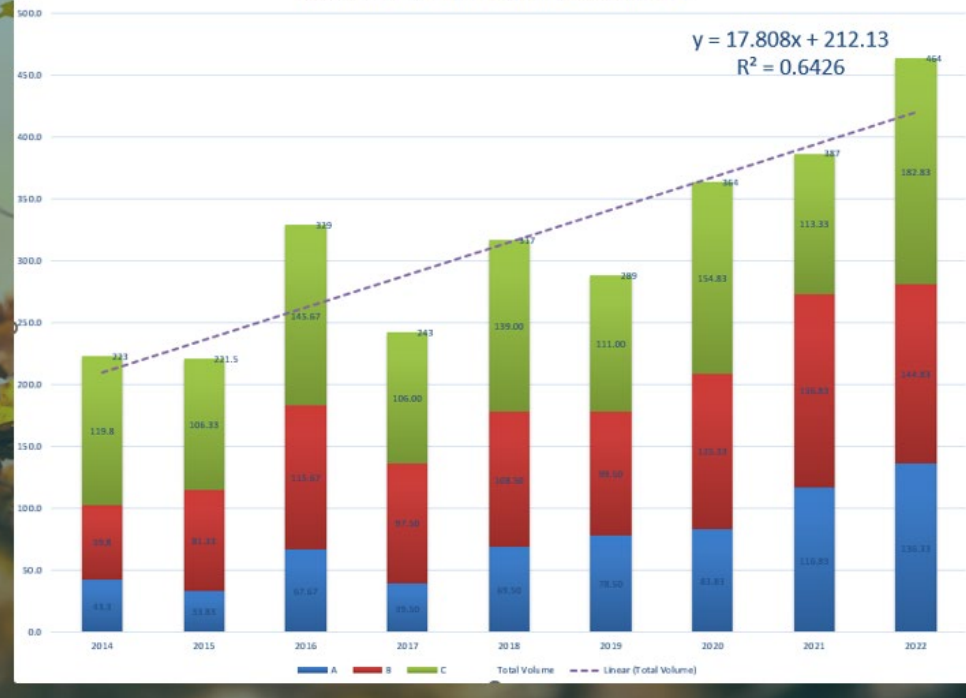
EFFORT

Collection Hours by Zone (Total Hours by Year)



GROWTH

Collection Volume by Zone (Total # Loads by Year)



- Program is growing and volume of leaves are increasing
- Need to address the issue

FUTURE



- Swap loader is on order
 - Should receive for the 2024 collection year
 - Four attachments plus the chassis
- Not looking for other equipment or upgrades
- Challenges
 - Needing residents to rake leaves to the curb; don't want leaves on the street
 - Zones could get too big and may need to add a zone or adjust a zone
 - Timing
 - Constant balance of resources available
- Successful year because of the Public Works employees attending tonight's meeting

Board and staff discussion focused on goal for next year; completing collections on time by Thanksgiving; whether there is a decrease in overtime with the new equipment; when it rains it slows pick-ups down; snow delays pick-ups; need to add hours and resources on the backend; where the equipment is being stored; need for storage for equipment; equipment is currently sitting outside; budget for a building is in the Capital budget; budget for storage would come out of the General Fund; Facilities Manager is working on the budget and should have more information next year; 20% increase seems big; whether there will be a 20% increase next year; increases are weather driven and if there is wet leaves versus dry leaves; \$40,900 is for the cost to dispose and contractor assist; this is the busiest time of the year for Public Works; a lot of overtime hours; getting done earlier, with leaf pick-up, helped; able to get to other things such as patching roads and sign repairs; whether we can improve on manpower; trees are not getting smaller; keeping equipment up to date and improving efficiency; challenges; very few complaints since 2014; in 2014, we did not have zones and couldn't give an answer to residents on when leaves would get picked up; mostly neighbor complaints; staff does not track complaints; when we will need a new machine; fourth truck to be added soon; leaf pick-up reminders are included in the Village newsletter; can provide a reminder during HOA meetings, in the water bill, or online; finding Public Works sites for discussing during the budget meeting; Trustee Kuhrt can take the lead on the sites; Public Works personnel were thanked. There was no further discussion.

G.2 Consider FY23 Mid-Year Staffing Requests

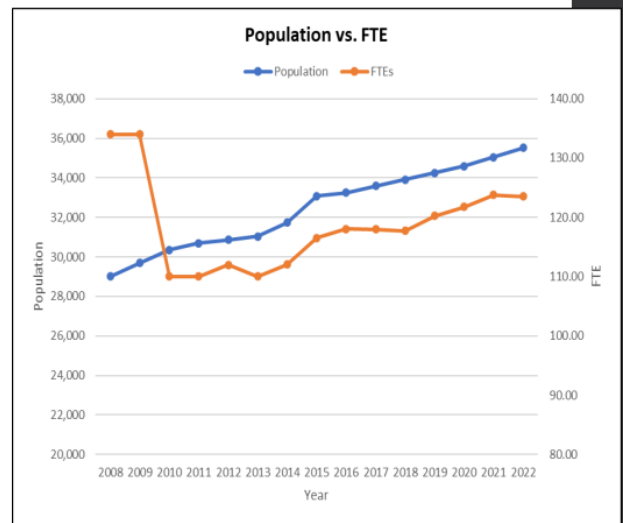
Village Administrator Di Santo addressed the Board regarding staffing. Oswego is an incredibly fast-growing community.

Background

- Each year staff presents a staffing analysis to the Village Board at the annual Budget Workshop
- At the March 19, 2022, FY23 Budget Workshop, staff presented a recommendation to add 2 PW Technicians to the Budget
 - 1 Facilities Technician
 - 1 Utilities Technician
- The Village Board adopted the Budget with the added positions, but asked staff to return to the Board mid-fiscal year before hiring to ensure that the budget could support the positions and that they were justified
 - Will check back to see if we can afford

Overview Staffing Analysis

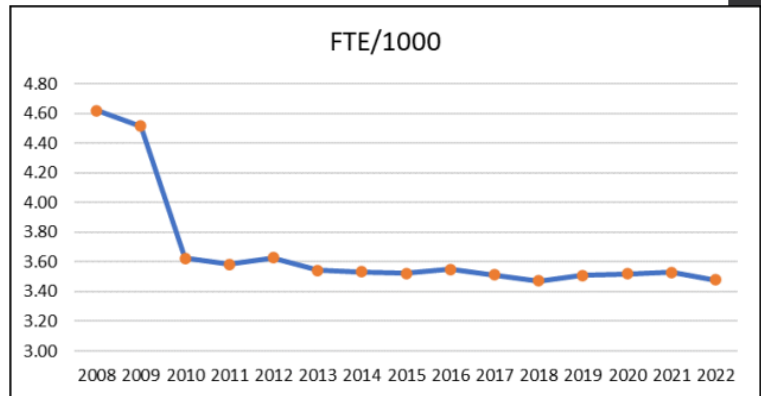
- As a rapidly growing village, it is important to have a staffing plan as the demand for services continues to increase.
- Village staff is currently comprised of 123.50 Full Time Equivalent (FTE). For comparison, Village staff peaked prior to the recession in 2009 with 134 FTE.
- Following the recession, the low point for Village staffing occurred between 2010-2013 with 110 FTE.



- From 2010 to 2013 FTE dropped down to 110
- Updated every year

Employee per Resident Ratio

- Another metric we track is FTE per 1,000 residents
- In FY09, the Village's FTE/1,000 was 4.62
- Today, the ratio is 3.48 FTE/1,000
 - Dropped from 3.53 in FY22
 - Goal is to remain at 3.50 (requires ~1-3 new hires/year)
- Our comparable communities have a 3.88 FTE/1,000 ratio



- Efficient at 3.5 level
- Adding three employees per year

Staffing Comparison

Department	2009 Oswego Staffing Level	2022 Oswego Staffing Level	Difference Since 2009	Comparable Community Staffing Level	Difference w/ Comparables
Administration	9	7.5	(1.5)	7	+0.5
Building/Permits	12	8	(4)	6	+2
Development Services	8.5	5	(3.5)	5	-
Community Relations	1.5	2.75	+1.25	1	+1.75
Economic Development	0	1.25	+1.25	1	+0.25
Finance	6	6	-	7	(1)
IT	1	2	+1	3	(1)
Police (sworn)	53	51	(2)	50	+1
Police (non-sworn)	15	15	-	12	+3
Public Works (tech/seasonal)	21.5	15.5	(6)	23	(7.5)
Public Works (office/supervisors)	6.5	9.5	+3	15	(5.5)
Total	134	122.75	(11.25)	130	(7.25)

Staffing Need Comparison

Department	Gap vs. 2009	Gap v. Comparables	Need
Administration	-3 Admin Assistants -0.5 HR Director	-0.5 Executive Assistant -0.5 HR Director -0.5 Deputy Administrator	0.5 Management Analyst (High) 1 CR Specialist (High) 1 HR Director (Medium) 1 Admin Assistant (Medium)
Building/Permits	-2 Inspectors -1 Code Enforcement -1 Admin Assistant	-	1 Admin Assistant (Medium)
Finance	-	-1 Admin or Supervisor position	1 Senior Accountant (Medium)
IT	-	-1 GIS Specialist	1 GIS Specialist (High)
Police	-2 Sworn Officers	-1 Commander	2 Patrol Officers (High) 0.3 Training Coordinator (High) 1 Commander (Medium) 1 CSO (Medium)
Public Works	-4.5 Technicians -1.5 Seasonal -0.5 Admin Assistant	-8 Technicians -1 Admin Assistant -2 Supervisors -1 Engineer -1 Engineering Tech	2 Technicians (High) 0.5 Facilities Manager (High) 2 Technicians (Medium) 1 Admin Assistant (Medium)

- Higher needs are in bold

Current High Priority Position List

- The table below summarizes the 7 current high priority positions (7.3 FTE):

Current High Priority Position	Dept	FT E
PW Technician	PW	2.0
Patrol Officers	PD	2.0
Facilities Manager	PW	0.5
GIS Specialist	IT	1.0
Management Analyst	Admin	0.5
Training Coordinator	PD	0.3
Community Relations Specialist	CR	1.0

- Facilities Manager is currently shared with Yorkville
- Training Coordinator
 - ✓ Due to the Safe-T Act, more training is needed
 - ✓ Will be shared with two other Police Departments

Recommendation

- Hire 2 PW Technicians (already in FY23 Budget)
 - 1 Facility Technician (+1 FTE)
 - Justification for 2 FTE, currently have 0 FTE.
 - Would be responsible for maintenance of all Village facilities including public buildings, the parking garage(s), Venue 1012, Dog Park, parking lots, etc.
 - Most communities our size have a facilities division, including Yorkville.
 - 1 Utility Technician (+1 FTE)
 - Justification for 7 Utility FTE, currently have 4 FTE
 - New employee will help us keep pace with backlogged tasks, including dead-end flushing and service line valves.
 - These positions will help staff keep up with daily and seasonal duties while reducing the backlog of work due to limited staff and special assignments. They will also help PW become more proactive than reactive.
 - Hire 1 Patrol Officer (+1 FTE)
 - Would bring the Village to 52 sworn (highest since 2009)
 - Make Facilities Manager Fulltime in Oswego (+0.5 FTE)
 - Duties have outgrown the position
 - Village added Police Headquarters, Reserve Parking Garage, Venue 1012, Dog Park, Block 11 Parking Lot since this position was created.
 - Phase out the Shared Facilities Manager IGA while both communities hire a FT Facilities Manager
-
- Looking for support and authority to approve the hires
 - PW Technicians
 - ✓ Could jump in and plow along with leaf pick-up
 - ✓ Pulling PW technicians off of jobs to take care of facilities
 - ✓ Have more public facilities to take care of
 - ✓ Yorkville recently fired a facility technician
 - ✓ Will help with new water source coming in
 - Patrol Officer
 - ✓ One shy of what we had in 2009
 - Facilities Manager
 - ✓ Yorkville talking about at their meeting tonight
 - ✓ Extension to April 30, 2023, for the current IGA with Yorkville, to allow time for Yorkville to finish their new facility and hire a new Facilities Manager

Cost Implications (including salary + benefits)

- 2 PW Technicians: \$185,000 (Already included in FY23 Budget)
 - Maximum General Fund cost of \$22,000 in FY23 (\$65,000 budgeted)
 - Maximum Water Fund cost of \$40,000 in FY23 (\$120,000 budgeted)
 - 1 Patrol Officer: \$164,000
 - Cannabis tax revenues are conservatively estimated at \$200,000/year/dispensary
 - Expenditures limited to police purposes and training, drug awareness curriculum, safety and crime prevention in schools and legal fee recapture
 - Maximum cost of \$38,000 in FY23
 - Fulltime Facilities Manager: \$121,000
 - No change to expenditures, loss of \$60,500 in annual revenues from Yorkville
 - Maximum cost of \$5,000 in FY23
- Budgeted well more for the PW Technicians and Facilities Manager
- Only allowed to spend cannabis revenue on certain items; could use for the Patrol Officer

Budget Impact

- FY23 Budget for new personnel: \$185,000
 - \$65,000 in General Fund (current surplus of \$3.8m)
 - \$120,000 in Water Fund (current surplus of \$1m)
- Total FY23 Expense for new personnel: \$105,000 (*\$64,000 GF / \$41,000 WF*)
- **Total FY23 Cost Savings of \$80,000** (*\$1,000 GF / \$79,000 WF*)
- Total FY24 Cost: Up to \$233,000 (*\$220,000 GF / \$13,000 WF*)

Action Requested

- Authorize staff to proceed with hiring:
 - 1 Facilities Technician
 - 1 Utilities Technician
 - 1 Patrol Officer
 - Convert the shared Facilities Manager position to fulltime in Oswego
- Consider remaining 3.8 FTE positions at the FY24 Budget Workshop
 - 1 GIS Specialist
 - 1 Management Analyst (0.5 FTE)
 - 1 Community Relations Specialist
 - 1 Police Officer
 - 1 Shared Police Training Coordinator (0.3 FTE)

Board and staff discussion focused on service demands; patrol and police officer are the same position; move forward with the hires since it's already approved and budgeted; revenues are way up; of the six FTE deficit with the patrol/police office includes the two hirings proposed; it would go down to four; Facility Manager would report to the Public Works Department. There was no further discussion.

G.3 Fiscal Year 2022 Second Quarter Financial Update

Director Lamberg addressed the Board regarding the Fiscal Year 2022 second quarter finances. Second quarter revenues for total \$27.2 million (49.0% of budget) compared with expenditures of \$20.0 million (33.5% of budget). Fiscal year 2023 second quarter results are slightly less than the Fiscal year 2022 on the revenue side and higher on the expenditure side. Village-wide revenue includes the Police Pension Fund investment revenue. Poor investment performance is driving the reduction in overall revenue. When Police Pension activity is excluded, the Village is trending ahead of last year in revenue. The increase in expenditures is expected given the rising cost of goods and it is important to note that while expenses are greater than this time last year, they are well under budget.

General Fund

- Revenues are \$1,830,496 greater than last fiscal year while expenditures are \$370,274 greater. State Shared Revenue and Sales Tax revenue are the main contributors to the increase in revenue.

Motor Fuel Tax Fund

- Revenues are \$71,585 lower this fiscal year due to the sunset of Rebuild Illinois grant revenue. Expenditures of \$763,075 have been recorded in the second quarter on a budget of \$2,653,078.

TIF Fund

- Only \$44,057 in expenditures were paid in the first quarter compared with \$1,031,575 in property tax revenue received.

Capital Improvement Fund

- Revenues were greater than expenditures by \$1,254,595. Direct Impact fees for the year have already exceeded budget. Sales tax revenue are comparable to last year while Local MFT revenue is greater than last year. Expenditures through October total of \$1,458,046 and include both capital costs and transfers to Debt Service and the Fleet Fund.

Debt Service Fund

- Revenues and expenditures are equal and as budgeted.

Water and Sewer Fund

- Revenues are \$71,999 greater than last year. Expenses are higher by \$148,985. While expenses are higher than last year; they are under budget.

Water and Sewer Capital Fund

- Expenses exceed revenues by \$87,522. Only \$461,216 in expenses have been paid out year-to-date on an annual budget of \$5,802,929.

Garbage Collection Fund

- Revenues are \$20,399 more than last fiscal year through the second quarter. Expenses are \$187,317 less than last fiscal year at this time.

Municipal Fleet Fund

- Revenues and expenses are as anticipated this quarter.

Municipal Parking Fund

- Permit fees for the quarter total \$69,545 while no expenses are at 2% of budget.

Police Pension Fund

- Revenues are \$2,576,827 less than expenditures through the second quarter. Poor investment performance through the second quarter accounts for the negative revenues year-to-date.

The following was presented to the Board:

Fiscal Year 2023 Second Quarter Financial Update

For the Six Months Ending October 31, 2022

\$28,513,145	Village Wide Revenue
<u>\$20,085,070</u>	<u>Village Wide Expenses</u>
\$8,428,075	Year-to-Date Surplus

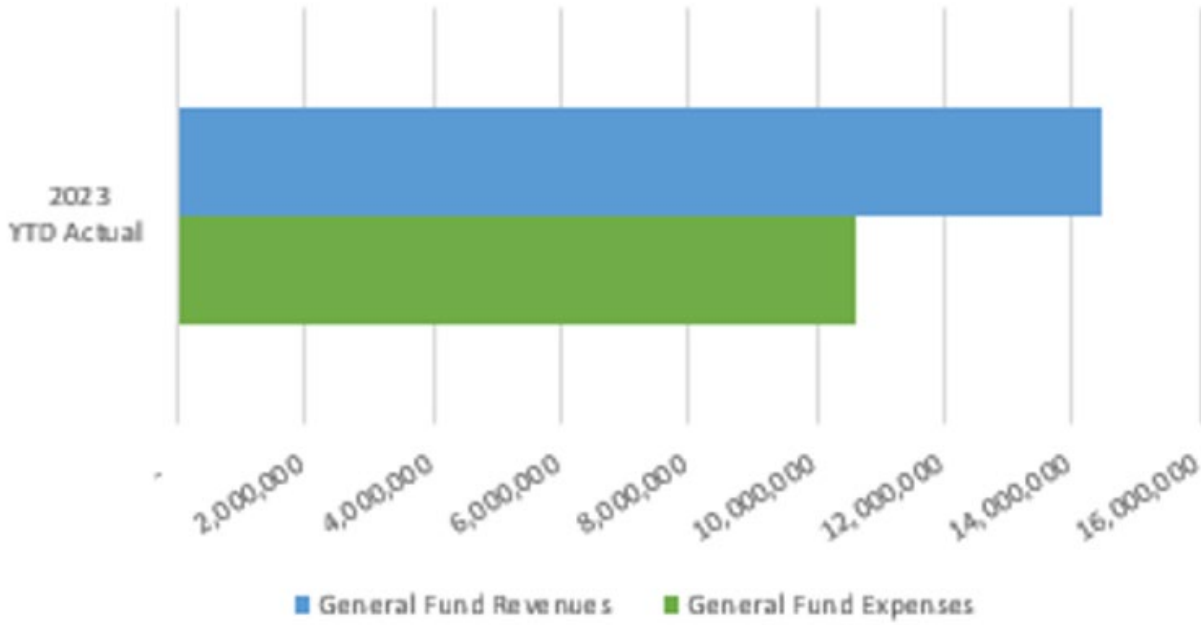
General Fund

\$14,464,673	General Fund Revenue
<u>\$10,594,048</u>	<u>General Fund Expenses</u>
\$3,870,626	General Fund Surplus

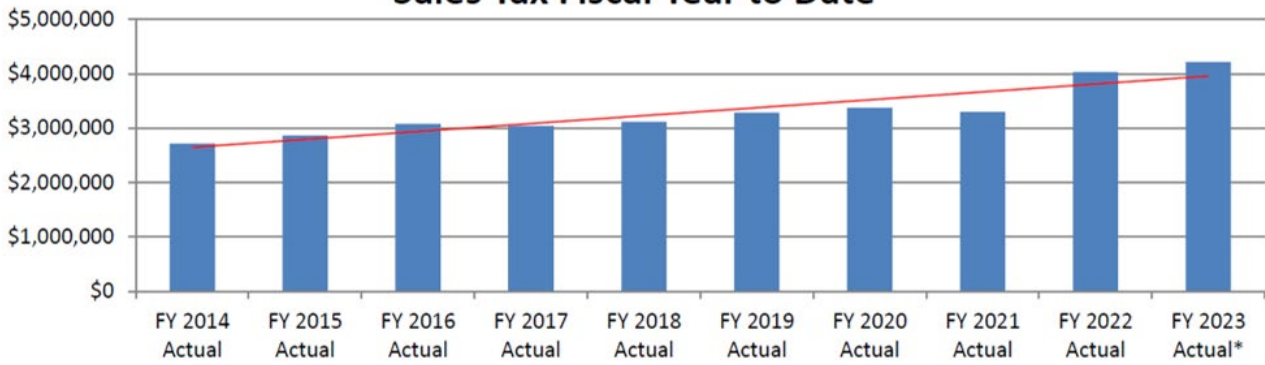
\$22,373,137	General Fund Budgeted Revenue
<u>\$14,464,673</u>	<u>General Fund Actual Revenue</u>
64.7%	Percentage of Budget Collected

\$22,343,019	GF Budgeted Expenditures
<u>\$10,594,048</u>	<u>GF Actual Expenditures</u>
47.4%	Percentage of Budget Spent

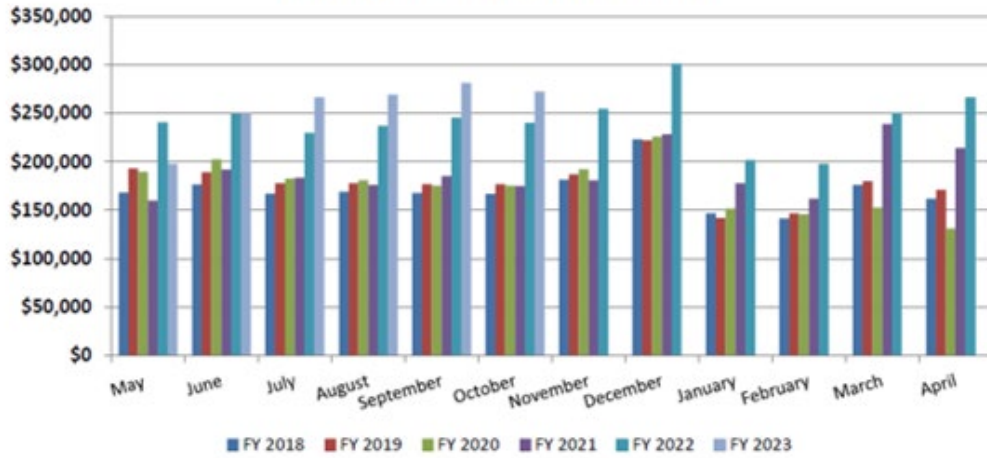
General Fund Fiscal Year 2023 year to Date Revenues vs Expenditures



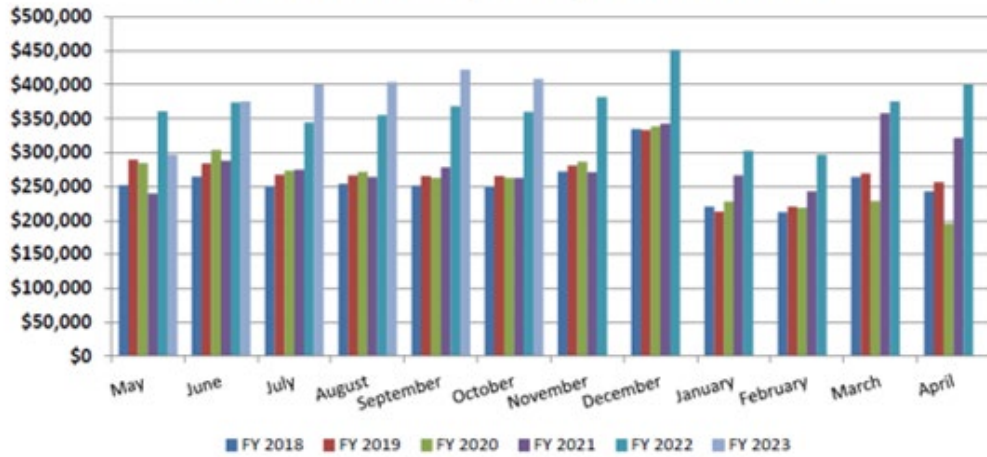
Sales Tax Fiscal Year to Date



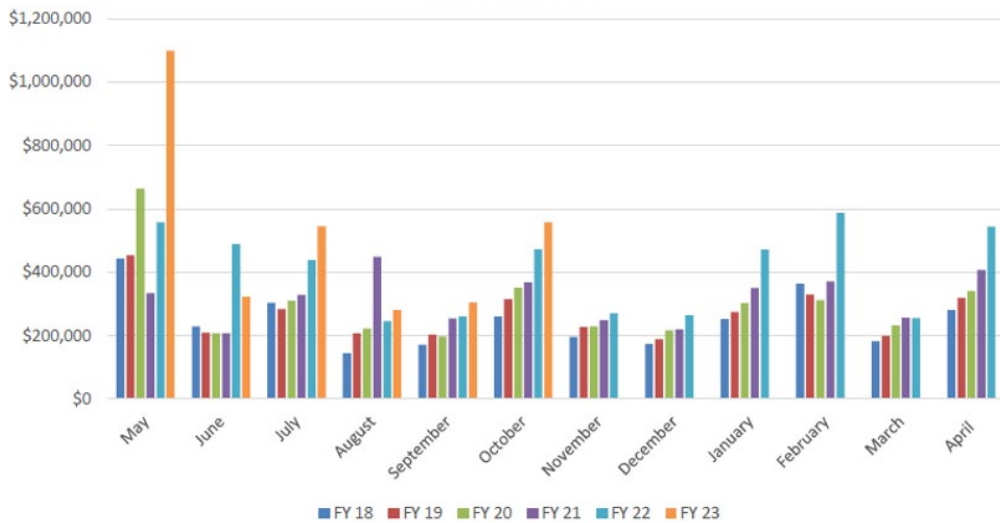
Local Sales Tax - General Fund



Local Sales Tax - Capital Improvement Fund



Income Tax





Water and Sewer Fund

\$4,137,064 W&S Fund Revenue
\$1,758,421 W&S Fund Expenses
 \$2,577,503 W&S Fund Surplus

\$8,002,100 W&S Budgeted Revenue
\$4,335,924 W&S Actual Revenue
 54.2% Percentage of Budget Collected

\$7,842,751 W&S Budgeted Expenditures
\$1,758,421 W&S Actual Expenditures
 22.4% Percentage of Budget Spent

Water usage charges	\$1,965,368	\$2,002,727	\$2,972,790	\$3,155,461	\$3,389,367	\$3,437,269	\$3,436,293	0%	
Sewer usage charges	\$688,139	\$696,843	\$714,132	\$667,848	\$732,029	\$696,541	\$717,167	3%	
Totals	\$2,653,507	\$2,699,570	\$3,686,921	\$3,823,309	\$4,121,397	\$4,133,810	\$4,153,461		

Board and staff discussion focused on MFT abatement with the State an whether it will affect us; shouldn't have an impact on our receipts, it will affect the State; staff will follow-up; expenses; weather; timing; invoicing received after services are completed; income tax is a direct relation to salaries; corporate taxes also a driver; whether MFT Fund is from local tax or also from the State; large portion is from the State; will be able to provide information later; MFT paid per capita; special census in 2023. There was no further discussion.

CLOSED SESSION

There was no closed session.

ADJOURNMENT

The meeting adjourned at 6:52 p.m.

Tina Touchette
Village Clerk