

## **Work Session to Discuss FY 2010 Budget**

**March 30, 2009**

**Village Office**

**Present:** Council Members: Richard Krajeck, Noell Sottile, Diane Everts and Catherine Gwin; and Village Manager Jean Sperling.

The meeting was called to order at 7:30 pm. The work session was scheduled so that the Council could continue to work on the FY 2010 Budget scheduled to be presented at the April 16, 2009 Council meeting

The Council reviewed the revenue estimates to date. Still pending are possible further reductions in Highway User Revenues and a possible adjustment in the formula that allocates the share of income tax that is given to the municipalities.

The subject of expenditures for the coming year was discussed, particularly the need to address many infrastructure issues related to roads and sidewalks. The Council also discussed the importance of moving forward on a lighting assessment. A draft budget was completed and the Village Manager agreed to pull together the budget details discussed to share with the Council. The FY 2010 Budget Notes are as follows:

### **REVENUES:**

**Locally Imposed Tax Rates:** All locally imposed, or own-source revenues rates, will remain unchanged for FY 2010.

-Locally imposed Real property tax rates will remain at \$.008 per one hundred dollars of real property value; Personal Property Tax rates that are applied to utilities and home business will remain at \$0.50 per \$100 of property value.

**Income Tax Revenues:** A significant downturn in revenues is anticipated for FY 2010 from FY 2009 levels. FY 09 revenues in this category were the result of a delayed payment from the prior fiscal year and a one-time extraordinary income lump sum. Possible change in income tax formula at state level could further reduce our revenues-estimated run in losses of over \$800,000 for all cities and towns in the state.

### **OPERATING BUDGET NOTES:**

#### *Program Initiatives*

**Enhanced Recycling with Toter Bins-** develop a program where we can offer either the 32 gal or 68 gal toter can for recycling. Need to confirm any increase in cost from Waste Management. Smaller containers retail at about \$65 per plus shipping order 100 to begin with. Share order with Chevy Chase View to the extent possible. TBD: any additional cost per month per household for use of new containers. Preliminary estimates are \$0.58 per household per month, but this needs confirmation. Estimated potential addition of \$7,000.

**Enhanced, Routine Spring Street cleaning.** Schedule spring street cleaning on a regular basis-same day each month for March through June. \$1,500 per cleaning. March cleaning required 2 days. If FY 09 budget allows, try this year to make sure the cleaning can be done in one day.

**Enhanced, Routine Fall Street Cleaning.** Officially schedule 4 fall street cleaning every other week (about) using a leaf sucker truck. Cost \$6,000 total. Consider adding more if needed.

#### **Street Lighting Upgrade Project: Assessment and Proposal Contract.**

Phase 1: Survey and Recommendations \$5,000, Phase 2: Design and Documentation \$9,000; Phase 3, Construction review, \$7,500. Project will include review of the existing utility-pole mounted street lighting and develop recommendations for upgrading and or replacing the

existing lighting to address our requirements. The firm will provide lighting layouts and specifications

**Village Survey Phase III:** To provide updates to the village survey data base: \$3,000. This provides for ½ day field visit by a licensed surveyor, 1 day for field crew survey updates, ½ day Cad Tech to Process survey data, 1 day of GIS Tech database update, and ½ day for delivering updated GIS CD.

**Hiring of Assistant for Minutes of Meetings.** Estimated hourly wage of \$18. Estimated number of minimum hours: 15 per month. Other costs (S.S. Workers Comp etc.) Additional hours may be needed for work sessions. Set \$5,000 aside.

*Ongoing Program Cost Changes:*

**Pepco Street Lighting.** Anticipate increase of 3% in lighting charges.

**Office lease:** Increase to \$1908 per month plus estimates tax and rent of \$2,800, total budget of \$26,000 is adequate to cover expenses.

**Accounting and Auditing Expenses:** Total category \$27,500 Accountant is \$22,500 (first increase in two years) Audit estimate at \$5,000 slightly less than a 5% increase.

**Legal Fees:** Decrease of \$20,000 to reflect completion of building ordinance development process.

**Tree Replacement:** Several smaller (non-canopy trees) need to be removed and replaced. Additionally Tree replacement budget is therefore maintained.

**Snow Removal:** Sidewalk shoveling costs out-ran budget this year largely because of the severity of the ice storm, which seems to be a pattern. Increase budget amount to \$20,000 for all snow removal costs.

**Village Survey Update Costs:** Annual professional survey fees will be incurred to update the database: \$3,000.

**Community Events Increase:** Additional event support potentially needed for hiring help for event execution; expenses to cover *Shred It* event (allow for the possibility of doing it twice?) and cost associated with the Election Celebration.

#### **CAPITAL IMPROVEMENTS BUDGET NOTES:**

**Taylor Street Sidewalk** selective repairs \$15,000

All sidewalks \$72,000

No Aprons need replacement

**Asphalt repairs** \$41, 565 in pothole and patching repairs. Bradley, Raymond Cummings, Turner the worst. Almost 1/2/ the repairs are on Turner

Decision: Hold Turner repairs until fire hydrant is repaired and we can determine the condition of the water line and possible replacement date. Proceed with other repairs. FY 09 repairs if possible (About \$20,000)

**This Year (FY 2009) we hope to complete:**

*Asphalt patch and repair in selected locations.* Possible repair needs of \$21,000 Including pothole repair at 3406 Taylor; Chestnut and Thornapple, Thornapple Storm drain, Cummings Lane at Brookville, Dead end Delfield Storm drain.

*Street Sealing:* \$23, 000

*Repair at 3407 Turner.* Water and sidewalk problems \$5,000

Aprons-up to 10 at \$2,200 each.

Make sure funds to widen Turner Lane are rolled over to FY 2010

**FY 2010 Street/Sidewalk Work:**

*Replace Cross Hatching* (Do in FY 09 if budget and time allow?)

*Brookville Road Sidewalks* \$175,000. Work will need to be done with the state

*Driveway apron replacement* \$22,000-for 10

*Sidewalk Replacement*,--Most of Taylor \$72,000

*Other Sidewalks*- Bradley extension?

*Other repairs*: additional asphalt repairs, \$20,000

**Street Light Evaluation** study first two stages agreed to (see description under Operating budget).

**Questions/Issues remaining:**

Don't Change printing costs-mailing fees to go up

Increase Community Event Costs-addition of Election event + need to hire help

May need more money for storage rental if we get new recycling bins

**Adjournment.** Councilmember Everts made a motion to adjourn the work session. Council member Sottile seconded the motion. All agreed The meeting adjourned at 9:00 pm.