

**AGENDA  
VILLAGE OF GLEN ELLYN  
SPECIAL VILLAGE BOARD WORKSHOP  
MONDAY, MARCH 1, 2010  
6:00 P.M. – GALLIGAN BOARD ROOM  
GLEN ELLYN CIVIC CENTER**

**FY10/11 BUDGET WORKSHOP – PART I**

1. Call to Order
2. FY10/11 Budget Overview – Batek (Section 1)
  - Budget as a Whole – Sum of 14 Separate Funds
  - General Fund Overview
3. Departmental budget overviews:
  - Volunteer Fire Company (Section 6)
  - Recreation – Pekarek (Section 9)
  - Police Department – Norton (Section 5)
  - Planning & Development – Hulseberg (Section 4)
  - Public Works and Capital Improvements – Caracci (Sections 7 and 8)
  - Finance – Batek (Section 3)
  - Administration – Schrader (Section 2)
4. Reminders
  - Monday, March 15 - Special Programs Budget review, 6:00 pm with community group representatives – Galligan Board Room
  - Monday, April 12 - Regular Village Board meeting. Budget public hearing .
  - Monday, April 26 - Regular Village Board meeting. Final budget adoption.
5. Adjournment

## MEMORANDUM

DATE: February 24, 2010

TO: Steve Jones, Village Manager 

FROM: Jon Batek, Finance Director

RE: Balancing the General Fund Budget Gap

The draft proposed General Fund budget for FY10/11 which begins on May 1 is balanced at \$15,000,000, with expenditures adjusted to meet projected revenues for the coming year. This is not a case of mere coincidence, however it is the product of months of planning, analysis and discussions at the management team level to work toward bridging the gap between planned expenditures and forecasted revenues.

It should come as no surprise that in our current economic climate, preliminary departmental expenditure requests far exceeded our projections of available revenues in the coming fiscal period. I have previously stated that this gap was in the neighborhood of \$1 million. More precisely, we began the budget process out of balance in the General Fund by \$944,600. For perspective, this gap at the beginning of last year's FY09/10 budget process was \$2.6 million.

The purpose of this memorandum is to communicate and summarize items which were requested or planned but have been eliminated and are not shown in the budget draft distributed to the Village Board on February 19<sup>th</sup>.

### EXPENDITURE REDUCTIONS

**Staffing** – There is no new staffing reflected in the proposed FY10/11 Budget. Some new positions were requested which were felt to be more responsive to perceived needs and priorities of the Village and included an additional full-time Police Officer position to be dedicated to emergency management operations, a full-time Accountant position to provide additional analytical assistance and to allow greater participation with Finance Commission activities, a part-time Administrative Intern to balance workload from recently vacated

\$243,200

positions in the Village Manager's office, a part-time Forestry Intern, an additional part-time Forester and a part-time Engineering Intern.

<b>Facilities Maintenance Reserve Fund</b> – Each year, the General Fund contributes \$175,000 to the Facilities Maintenance Reserve Fund to fund future significant rehabilitations/replacements of major municipal building systems and components. Due to budget shortfalls in our current FY09/10, no transfer was completed. Planned for FY10/11 was a return to these regular contributions with a “make-up” contribution for FY09/10. This transfer must again be deferred for a second consecutive year due to the unavailability of revenues to support this transfer. To minimize the impact on the Facilities Reserve fund, we proposed a zero budget for FY10/11 so as to avoid continued use of cash reserves. Cash reserve balances in the Facilities Reserve fund are healthy at almost \$1 million and are sufficient to cover any emergencies or major systems failures during the year. Following FY10/11, we will need to find a way to continue to place funds aside in this reserve fund so that we do not suffer the long-term downsides associated with continued deferred maintenance.	\$350,000
<b>Contractual Services</b> – Miscellaneous cutbacks in small projects and contracts.	\$37,900
<b>Training Activities</b> – Staff training activities continue to be scaled back significantly and remain at or near levels in the current FY09/10 budget year. Recall that these were significantly curtailed last year and we are planning to continue operating from this reduced base in FY10/11.	\$5,500
<b>Train Station Fence</b> – Also pulled from last year's budget.	\$53,000
<b>Developer Reforestation</b> – Fewer tree replacements will take place in FY10/11 than requested.	\$35,000
<b>Computer Equipment</b> – A computerized system (including server, software and related implementation costs) to better track and archive email communications for Freedom of Information requests has been cancelled.	\$29,000

<b>Pressure Wash CBD Sidewalks</b>	\$15,000
<b>CBD Masonry Work</b> - Also pulled from last year's budget.	\$15,000
<b>CBD Benches</b> – Additional year of deferral on this phased plan to replace all downtown public benches.	\$14,000
<b>Tilt Trailer</b> – A Public Works item requested to help facilitate better mobilization and deployment of equipment.	\$11,000
 <b><u>REVENUE ADDITIONS</u></b>	
<b>Police Ordinance Fines</b> – Enhanced revenues through the implementation of an administrative adjudication ordinance and administrative towing.	\$130,000
<b>Fire Inspections</b> – Additional revenue estimate for re-inspections.	<u>\$6,000</u>
<b>NET TOTAL CHANGE IN GENERAL FUND BUDGET</b>	<u><b>\$944,600</b></u>

Although I am pleased with many of the items which have been addressed and incorporated into the proposed FY10/11 budget (commitment to fully funding pensions, full recognition of health and liability insurance pool costs (finally!), and some modest attempts to begin the rebuilding of reserves in the Corporate Reserve Fund), our inability to fund some of the items on this list, particularly the Facilities Reserve Fund transfers, leaves us with a structural imbalance in the General Fund which we will need to continue to work on. Although our revenue estimates for FY10/11 do not reflect it, we remain ever hopeful for some signs of recovery over the next few years which will help restore equilibrium in our operations.

## MEMORANDUM

DATE: February 24, 2010

TO: Steve Jones, Village Manager 

FROM: Jon Batek, Finance Director

RE: FY10/11 Draft General Fund Cliff Notes

In reviewing our proposed \$15 million General Fund for FY10/11 which begins May 1, I present below some interesting comparisons between the proposed new year budget and the approved FY09/10 budget. This will help to identify significant areas of change between this year and next. You will note that most of the areas where we experience significant increases are those which are farthest outside of our immediate control.

Category	FY09/10 Approved	FY10/11 Proposed	\$ Increase (Decrease)	% Change
<b>Salaries</b> – This represents all salary and wage payments including overtime	\$7,121,600	\$7,058,800	(\$62,800)	(0.9%)
<b>Employment Taxes</b>	340,100	324,100	(16,000)	(4.7%)
<b>Pensions</b> (IMRF and Police)	1,074,300	1,300,400	226,100	21.0%
<b>Health Insurance</b> – The General Fund now reflects the full cost of these benefits without use of reserves from the Insurance Fund. This also includes a general increase in our pool premiums of 17% (PPO) beginning June 1, 2010.	622,600	839,300	216,700	34.8%
<b>Employee Education</b>	71,400	73,100	1,700	2.4%
<b>Legal, General Counsel</b>	125,000	200,000	75,000	60.0%
<b>Tree Trimming, Removal and Replacement</b> – Includes new line item for Emerald Ash Borer	240,000	256,000	16,000	6.7%

Category	FY09/10 Approved	FY10/11 Proposed	\$ Increase (Decrease)	% Change
<b>Operating and Office Supplies</b>	172,800	164,000	(8,800)	(5.1%)
<b>Telecommunications</b> – Note that actual FY08/09 costs were reduced by 23% over FY07/08 due to the renegotiation of our primary service.	80,300	80,200	(100)	(0.1%)
<b>Uniforms</b>	39,400	38,800	(600)	(1.5%)
<b>General Insurance</b> – This also reflects the discontinuance of cash reserve balances in the Insurance Fund.	354,400	525,200	170,800	48.2%
<b>Equipment</b> – This is generally small capital and IT hardware replacements. Increase reflects investment in administrative adjudication software and catching up on deferred IT equipment replacements.	78,000	144,500	66,500	85.3%
<b><u>New Transfers</u></b>				
1. <b>Transfer to Corporate Reserve Fund.</b> This transfer is paid from the new fire SSAs and is the first of five annual reimbursements to reserves which paid for our two ambulance units in 2009.	0	46,000	46,000	100.0%
2. <b>Transfer to Equipment Services Fund.</b> This represents the remaining fire SSA taxes which will be held by the Village for future Fire Company apparatus purchases.	0	144,000	144,000	100.0%

Category	FY09/10 Approved	FY10/11 Proposed	\$ Increase (Decrease)	% Change
<b>Equipment Services – Funds</b> fleet maint. and replacement.	1,027,000	1,066,100	39,100	3.8%
<b>Fire Inspection Program –</b> This represents budgeted payments to the Volunteer Fire Company for assuming the role of performing annual commercial fire inspections. This funding is available from the elimination of two part-time Fire Inspectors in the Planning and Development Department.	0	32,000	32,000	100.0%
<b>Everything Else –</b> Mostly contracted service providers, commodities and utilities.	<u>2,778,100</u>	<u>2,707,500</u>	<u>(70,600)</u>	<u>(2.5%)</u>
<b>Budget Total</b>	<b><u>\$14,125,000</u></b>	<b><u>\$15,000,000</u></b>	<b><u>\$875,000</u></b>	<b><u>6.2%</u></b>

VILLAGE OF GLEN ELLYN - RECREATION DEPARTMENT

2010-11 BUDGET REVIEW WORKSHOP  
March 1, 2010



- I. How do our "Owners" (Village Residents) profit from the Village Links?
  - A. Storm Water Detention - At no cost to the taxpayer.
  - B. 40% Green fee discounts for residents
  - C. Lambert Lake, Panfish Park, and Co-Op Park.

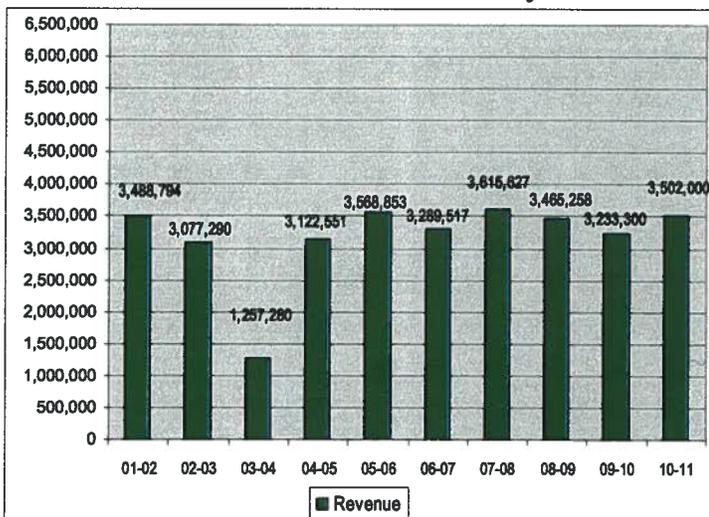
II. How do we pay for this? Profits from the non-resident golfer.

III. Financial Overview - FY 2010-11 Proposed Budget is another typical budget plan.

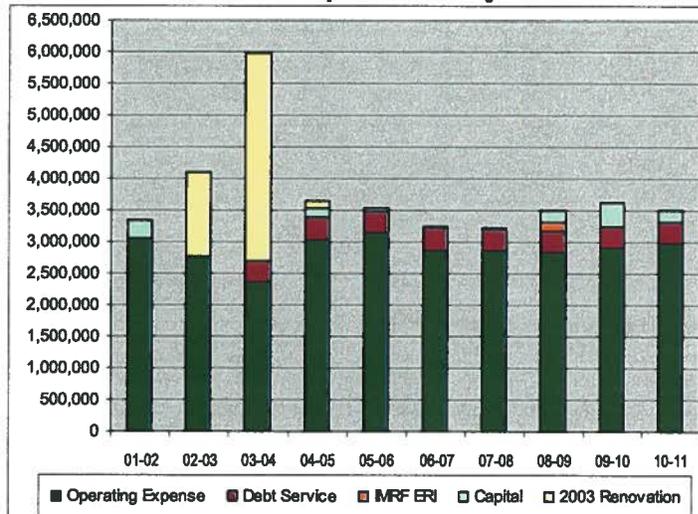
<b>Typical Year</b>	Revenue	\$ 3,500,000
	Operating Expenses	\$ 3,000,000
	Debt Service	\$ 340,000
	Capital Expenditures	\$ 150,000 - \$300,000
	Resident Golf Discounts	\$ 400,000

<b>Last Five Years</b>	Operating Profits	\$ 2,800,000
	Debt Service Payments	\$ 1,700,000
	Capital Replacement	\$ 655,000
	Increase Cash Reserves	\$ 500,000
	Resident Golf Discounts	\$ 2,000,000

10 Year Revenue History



10 Year Expense History



IV. **Revenue** Revenues have been flat for the last ten years.

We have worked hard to increase revenues since a decline in golf demand that followed September 11, 2001. We have had mixed results in the face of continued declines in demand.

V. **Expenses** We have constrained operating expenses to generate funds for capital replacement. Staffing has been reduced by 35,000 man hours since 2001.

To fund debt service (\$340M) and capital replacement (\$150M - \$300), we need to keep Operating Expenses \$500M to \$700M below revenues.

VI. **Capital** Managing capital replacement is key to the long term success of a golf course.

Capital replacement needs can be obscured by short term issues spanning a few years.

Failure to appropriately replace capital items erodes profitability by increasing operating costs, reducing customer service and reducing revenue.

**VII. Bulls-Eye - Reminds me of the importance of properly focussing our attention and resources.**

**1. Revenue - Mostly out of our control.**

We must do all we can to encourage customers to patronize the facility.

**2. Operating Expenses - Somewhat within our control - some costs outside of our control**

We must direct expenditures to increase customer satisfaction =>> increase sales & lower operating costs.

**3. Capital - Mostly within our control (when & what we replace).**

We must direct expenditures to increase customer satisfaction =>> increase sales & lower operating costs.

**VIII. Customers Set Priorities for where we should focus attention and resources.**

Formal feedback from Customer Satisfaction Surveys.

**IX. Significance of Focussing on Customer Priorities -**

Many Golf Courses are being subsidized -

Golf Courses used to be Self Supporting -

Today Golf Courses are like Swimming Pools & Skating Rinks - Often

Need Subsidy of \$100,000's

Financial Survival of Village Links is not assured.

Failure will Result in Downward Spiral that we might not recognize until it is too late.

**X. We Have Avoided Subsidies in Glen Ellyn**

**1. Superior Support from Administration, Recreation Commission & Village Board.**

**2. Board sets Policy. Staff executes and manages to achieve policy goals.**

**3. Minimize Tangents that direct time and energy away from Priorities.**

**FY 10/11  
Police Department Budget Highlights  
For March 1, 2010 Budget Workshop**

**Staff**

FY 10/11 reflects the 3 police officer vacancies which we left unfilled beginning last year.

In FY 07/08, two additional Police Officers were approved for hire to start the development of a new police district (requires five additional officers). In effect, based upon the approved plan to have appropriate staff, one could argue the Department is currently maintaining six officer vacancies.

**Employee Education**

We have maintained a reduction of \$30,000 from \$60,000 this year (50% from FY 08/09). Primarily, this reduction can be accomplished because we don't expect to hire new police officers. Going forward, this budget line item will need to increase due to the importance of continuing education (and in some cases, legal obligation) and the anticipation of filling vacancies.

**Digital Radios**

The digital radio project continues to move forward in response to an FCC ruling that in 2013, radio frequencies will be "re-banded" and public safety will no longer enjoy interference protection in their typical "low-band frequencies".

The Emergency Telephone System Board (ETSB) signed a contract with Motorola to develop and build a new public safety radio infrastructure for DuPage County. This system would have allowed all police, fire and public works entities to share one system and be truly interoperable. However, during the engineering phase of the project, it was determined that the proposed system would be too expensive to build. Alternate plans are underway to "add-on" to the established "Starcom" system already deployed throughout Illinois.

The new system will still require the purchase of new radios for use in all of our vehicles and for all personnel. The design of this new multi-million dollar project is being led by a steering committee of the ETSB, with significant input from DuComm.

Projections indicate that in **late** 2010, we will need to purchase all new radios for the Police Department. We have already received a grant promise which will pay for approximately 19 radios for the Police Department.

**DuComm**

The Police Department's annual DuComm expense is derived from a formula based on the number of sworn police officers. This year, we successfully convinced DuComm to lower our share based on our temporary staff reduction. This recalculation saved us approximately \$26,000, and actually lowered our cost from last year.

I look forward to answering any questions either on or before March 1<sup>st</sup>.

**PLANNING AND DEVELOPMENT DEPARTMENT**  
**FY 10-11 BUDGET HIGHLIGHTS**  
**Village Board Workshop – March 1, 2010**

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**Overall**

- The Planning and Development Department total budget has been reduced for the last two consecutive years. The FY10 budget was a 1.2% reduction from the prior year, and the proposed FY11 budget reflects a further reduction of 1.9% beyond last year's budget.

**Personnel**

- **Salaries:** The funding for Departmental salaries (including Temporary Help) budget was reduced 2.7% in FY10. The proposed FY11 salaries budget is further reduced 9.9% over last year. A full-time planner position approved in FY09 was reduced to a part-time position in FY10 and has been eliminated in FY11. Two part-time fire inspector positions have also been eliminated and previously approved administrative clerk hours have been reduced as well. Overall, the Department has dropped 12% in FTE employees over the last 2 years.

**Contractual Services**

- **Employee Education:** The Employee Education line item has been reduced \$2,000 to a total of \$5,000 for professional development training for the Department's 15 employees.
- **Prosecutorial Services:** A reduction of \$4,000 in the Prosecutorial Services budget reflects the reduced legal assistance that will be needed as a result of the Village instituting an administrative hearing process in the coming year.
- **Grading Reviews:** Engineering Resources Associates reviews engineering plans and performs grading inspections for single family homes. The amount for engineering services is being increased from \$40,000 to \$55,000 to reflect a continuing increase in the number of stormwater and flooding concerns being raised by property owners.
- **Plumbing Inspections:** We have reduced this item slightly (by \$2,500) to more accurately reflect the actual expenditures over the last two years.
- **Building Plan Reviews:** With the reduction in the number of large new construction, commercial and multi-family projects which require outside review, this line item has come in under budget. We have reduced next year's budget for this item by \$13,000 to accommodate a downward trend.
- **Professional Services/Other:** We have reduced the budget for scanning departmental documents by \$6,000. Continue the use of a scanning company to scan approximately 100 boxes of development files and 30,000 pieces of microfiche (\$20,000). To date, approximately 27,000 building permit application forms, 75 years of commission minutes, 5,000 address file documents, and 9,000 building and commission files have been scanned.

**Glen Ellyn Public Works Department**

# Interoffice Memorandum

**to:** Steve Jones, Village Manager  
**from:** Joseph M. Caracci, Public Works Director  
**subject:** Budget Highlights – FY11  
**date:** February 22, 2010

The FY11 budget will be another challenging one for the Public Works Department. The current economic decline has forced us to make some very difficult decisions over the past two years. Our focus has been on retaining as many of the core functions that our residents expect from us. Our proposed budget continues on this path of providing the bare necessities. The Public Works Department will maintain our current staffing level of 32 (28 FT, 4PT).

At this time I would like to highlight a few of the significant items included in the proposed budget that will be presented to the Village Board at the upcoming Budget Workshop scheduled for March 1.

### Public Works Department Overview

- **Public Works Expenditures Totals (page 7-3 and next page)** – The table provides a summary of the separate funds included in the proposed FY11 Public Works Department budget. The total budget for all Public Works programs is \$23,923,300. Capital expenditures account for \$11,165,000 or 47% of the total expenditures. The proposed budget reflects the major capital expenses associated with the Long-Term Street and Storm Sewer and Water and Sanitary Sewer Capital Spending programs.

FUND #	PUBLIC WORKS DEPARTMENT EXPENDITURE TOTALS	FY 08/09 ACTUAL	FY 09/10 REVISED BUDGET	FY 09/10 ESTIMATED ACTUAL	FY 10/11 BUDGET
100	Admin. & Engineering	\$788,444	758,065	741,100	812,200
100	Operations – General Fund	1,790,656	2,088,210	1,877,800	2,073,200
	<b>General Fund</b>	<b>\$2,579,100</b>	<b>\$2,846,275</b>	<b>\$2,618,900</b>	<b>2,885,400</b>
500	Operations – Water	3,798,775	5,431,419	4,747,200	4,812,300
500	Operations – Sewer	5,753,842	7,590,855	5,882,500	6,494,300
	<b>Water / Sanitary Sewer Fund</b>	<b>\$9,552,617</b>	<b>\$13,022,274</b>	<b>\$10,629,700</b>	<b>\$11,306,600</b>
530	Parking Fund	772,807	776,546	639,400	224,000
650	Equipment Services Fund	1,846,421	1,568,000	1,504,900	1,543,300
210	Motor Fuel Tax Fund	917,593	1,256,000	1,200,000	705,000
400	Capital Projects Fund	6,029,322	7,204,369	4,773,000	7,259,000
	<b>Total Expenditures</b>	<b>\$21,697,860</b>	<b>\$26,673,464</b>	<b>\$21,365,900</b>	<b>\$23,923,300</b>

## **Capital Projects Fund**

Of particular focus in this year's Capital Projects Fund is the current level of cash reserves. As seen at the bottom of page 8-1, if the projected costs of projects come in at our engineer's estimates, our end of year available cash is only \$65,000. As we progress through the bidding season, we will have a better understanding of where our project costs will fall. Our goal will be to have a \$500,000 reserve at the end of the year. We have already identified projects to defer should our balance look to fall below this level.

- **Street Program (page 8-12, footnote 16)** – Our proposed Capital Improvement Program will consist of four major roadway / infrastructure improvements projects. Three of these projects are benefitting from outside funding sources (ARRA and STP). These projects consist of:
  - **South Park Boulevard and Lambert Road LAPP - \$760,000**
    - \$100,000 Village cost
    - \$660,000 ARRA funding
  - **Riford Road Reconstruction – \$3,345,000**
    - \$1,745,000 Village cost (\$940K–Capital, \$520K–Water, \$285K–Sewer)
    - \$1,600,000 STP funding
    - \$353,000 DuPage County reimbursement (IGA)
  - **Bryant / Thain's Addition Improvements – \$6,415,000**
    - \$6,415,000 Village cost (\$4,300K–Capital, \$765K–Water, \$1,350K–Sewer)
  - **Lambert Road Right-Turn Lane at Route 38 – \$545,000**
    - \$260,000 Village Cost
    - \$285,000 STP funding
- **Construction Projects (page 8-8, footnote 12)** – This category identifies those capital improvement projects that are not directly related to our Street Program. This year I would like to identify three projects of significance.
  - **Lake Ellyn Outfall Channel Rehabilitation – \$100,000**
    - \$100,000 Village cost
    - \$20,000 DuPage County reimbursement (WQIP Grant)
  - **Braeside Area Lighting Improvements – \$700,000**
    - \$700,000 Village cost
    - \$300,000 DuPage County reimbursement (CDBG)
  - **Nicoll Land Bridge Repair – \$100,000**
    - \$100,000 Village cost
- **Sidewalk Program (page 8-10, footnote 15)** – Our sidewalk program will include our annual repair program (\$40,000) as well as the installation of new sidewalk along Crescent Boulevard east of Roger Road (\$115,000). The later project being funded through our recently approved

jurisdictional transfer of Crescent from DuPage County. Design of the Crescent Sidewalk is progressing nicely.

- **Design Projects (page 8-12, footnote 16f)** – Part of our yearly Street Program includes design for the next fiscal year’s projects. The current schedule for FY12 (calendar year 2011) construction is being reviewed by the Capital Improvements Commission (CIC). The CIC is deliberating on two proposed alternatives for 2011 construction. Unfortunately, we have not included funding for these alternatives in the draft budget. Level of funding will depend on which alternative is recommended by the CIC.
  - **Alternative 1** – This alternative includes the following projects:
    - Sunset / Turner Improvements (not budgeted \$10K)
    - Essex Court Reconstruction (budgeted \$35K)
    - 2011 Street Program (not budgeted \$75K)
  - **Alternative 2** – This alternative includes the following projects:
    - Sunset / Turner Improvements (not budgeted \$10K)
    - Essex Court Reconstruction (budgeted \$35K)
    - Grand / Lake Improvements (not budgeted \$15K)

I will review the capital projects at the budget review meeting with a visual presentation showing street segments included in our upcoming construction season as well as those planned for design this year in anticipation of 2011 construction. Detailed descriptions of these projects can be found in the Section 8 Capital Improvement footnotes and Capital Projects Fund Long-Term plan. Also included herewith is a map of anticipated projects for the upcoming year to assist in understanding the location and scope of the planned work.

### **Operations – General Fund**

- **Pavement Marking Program (page 7-21, footnote 8)** – Our pavement marking program has been in flux over the past few years. Typical life of a pavement marking is three years and we attempt to restripe our markings in this time frame. Due to tough budgets, our entire program was deferred in 2008. Last year we planned to catch up by doubling our program. Midway through the year, we cut half the program to address anticipated budget deficit. We will again attempt to catch up this year by doubling our contracted program.
- **Tree Trimming (page 7-22, footnotes 14)** – Our tree trimming program was cut in half mid way through the current budget year to accommodate an anticipated budget deficit. We will complete Zone E and return to our typical five year program in FY12.
- **Tree Replacement (page 7-23, footnotes 16)** – Last year’s program was cancelled shortly after budget approval due to the confirmation of Emerald Ash Borer in Glen Ellyn. Money set aside for tree planting was used to begin implementation of our proposed EAB Management Plan. During the last year, our team has identified 170 available spaces where we would like to plant new trees. We are also attempting to initiate a “cost share” or “resident funded” replacement program in the coming year.

- **EAB Program (page 7-23, footnotes 18)** – EAB was confirmed in March 2009 by the IDOA. We have developed an EAB Management Plan that identifies a number of different actions that we propose take place including removals and chemical treatments. The proposed \$80,000 will account for contracted removals (including stumps) for 50 ash trees, contracted treatment of 250 ash trees, and the replanting of 70 trees.

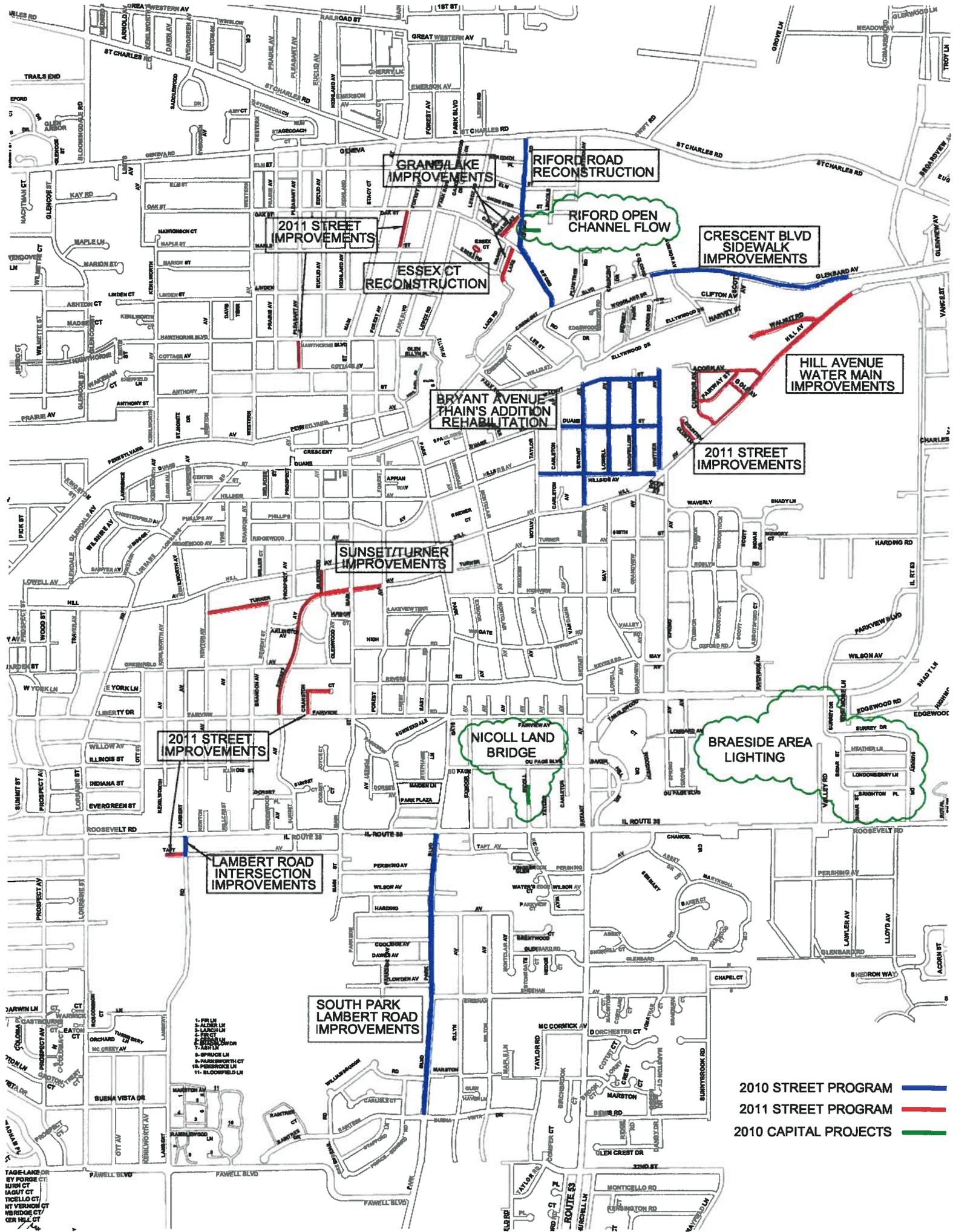
### **Water and Sanitary Sewer Fund**

- **Revenue – Metered Water Revenue (page 7-33, footnote 2)** – A rate increase of 10.0% (water) is proposed for the upcoming year to begin on May 1, 2010. These increases are needed to offset increases in operating costs, purchase of water from DuPage Water Commission (DWC), and continue the support our aggressive program to rehabilitate our aging system infrastructure.
- **Revenue – Metered Sewer Revenue (page 7-34, footnote 8)** – A rate increase of 10.0% (sewer) is proposed for the upcoming year to begin on May 1, 2010. These increases are needed to offset increases in operating costs, support our contributions to the Glenbard Wastewater Authority (GWA), and continue the support our aggressive program to rehabilitate our aging system infrastructure.
- **Purchase of Water (page 7-39, footnote 12)** – May 1, 2010 marks the third of three planned annual increases in the cost of water charged to Commission members, essentially passing-through a City of Chicago imposed 50% rate increase over 3 years. Also this year, DWC has realized an unexpected shortfall in operating expenses that has caused them to raise their internal rates to municipalities. The cost of purchasing water from DWC has increased 22% from \$1.70 per 1000 gallons to \$2.08 for the upcoming year.
- **Glenbard Wastewater Authority GWA (page 7-44, footnote 7)** – Over the past year, we have been in discussions with Lombard (our partnering community at GWA) regarding fund contributions to the Authority. As part of the proposed GWA budget, we will be conducting an asset analysis study this year to accurately define assets by community. This study will help identify the best contribution split for future years. Through a detailed look at cash contributions over the past two years, we have identified the value of Glen Ellyn and Lombard contributions to GWA. Based on our proposed GWA budget, I am happy to report that the anticipated loan from Lombard to support the St. Charles Road Lift Station Project will not be needed. It appears that Glen Ellyn's future contributions to GWA will be elevated in the coming years.

There are many other items in the budget that may be of note to the Board. Those listed above are items that reflect changes and different approaches the Department anticipates in the upcoming year. I look forward to discussing the Public Works budget with the Village Board at the March 2, 2009 Special Village Board Workshop.

Enc.

cc: Jon Batek, Finance Director  
Bob Minix, Professional Engineer  
Dave Buckley, Assistant Public Works Director



GRAND LAKE IMPROVEMENTS

RIFORD ROAD RECONSTRUCTION

2011 STREET IMPROVEMENTS

ESSEX CT RECONSTRUCTION

RIFORD OPEN CHANNEL FLOW

CRESCENT BLVD SIDEWALK IMPROVEMENTS

HILL AVENUE WATER MAIN IMPROVEMENTS

BRYANT AVENUE THAIN'S ADDITION REHABILITATION

2011 STREET IMPROVEMENTS

SUNSET/TURNER IMPROVEMENTS

2011 STREET IMPROVEMENTS

NICOLL LAND BRIDGE

BRAESIDE AREA LIGHTING

LAMBERT ROAD INTERSECTION IMPROVEMENTS

SOUTH PARK LAMBERT ROAD IMPROVEMENTS

- 2010 STREET PROGRAM █
- 2011 STREET PROGRAM █
- 2010 CAPITAL PROJECTS █

1. FIR LN
2. ALDER LN
3. PINE LN
4. PINE LN
5. SPRUCE LN
6. PINE LN
7. BLOOMFIELD LN
8. PINE LN
9. PINE LN
10. PINE LN
11. BLOOMFIELD LN

# FISCAL YEAR 2010/11 BUDGET REVIEW

March 1, 2010

## BUDGET HIGHLIGHTS

### FINANCE DEPARTMENT

#### Staffing

- Staffing costs make up 70% of total budget.
- Estimated payroll expenses (excluding IMRF) for current fiscal year projected to finish **6.1% below** last year actual expenses (resulting from position eliminations and work schedule reductions)
- Budgeted salaries (excluding IMRF and FICA) for FY10/11 are up **0.3%** from current FY09/10 budget.

#### Contract Services

- **Maintenance – Equipment** line item increase is due to support increases from our financial software vendor and our the every-third year payment made for anti-spam protection on the e-mail server.

#### Capital Outlay

- **Computer Equipment / Projects** line item increase is due to completing scheduled server replacements which were deferred in the prior year. During the current fiscal year we had one critical failure which fortunately was able to be restored from backup without loss of data.

#### FY10/11 Goals

- Develop a comprehensive multi-year capital planning document.
- Review and update of various financial policies (reserves, investments, etc.)
- Updates of Village Code which have become obsolete.
- Explore improvements in annual business registration process

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## MEMORANDUM

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**TO:** Steve Jones, Village Manager  
Jon Batek, Finance Director

**FROM:** Kristen Schrader, Administrative Analyst

**DATE:** February 22, 2010

**RE:** Budget Workshop – Administration Department

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**Village Board & Clerk's Budget** section 2, page 5

- Elimination of part-time Administrative Clerk II position

**Village Manager's Budget** section 2, page 8

- Creation of part-time Administrative Services Coordinator (previously reported as Administrative Clerk II); New position to handle duties formerly managed by eliminated Village Collector position
- Interfund transfer of cable franchise revenues from Special Programs Fund supports 18% of Administrative Analyst position and 7.5% of Administrative Secretary position related to public information duties

**Facilities Maintenance Division** section 2, page 12

- Staff clean & maintain Civic Center, Reno Center, Fire Stations, Glenbard Wastewater Facility, Stacy's Tavern, History Park properties and train station grounds

**Facilities Maintenance Reserve Fund** section 8, page 18

- Due to insufficient General Fund revenues, scheduled transfers to this fund have been postponed indefinitely
- Due to revenue shortfalls and the inability to provide regular funding for facilities maintenance activities, no expenditures from this fund are planned for FY11

**Residential Solid Waste Fund** section 2, page 19

- Brush & Branch program May through October
- Biannual Unlimited Refuse Collection Day April 26 (\$85,000) charged to FY11
- Enterprise fund pays for weekly waste collection of approximately 7,200 households
- Current refuse contract with Allied Waste (approved in 2005) was extended through July 31, 2012 with a 0% increase in FY11 and a 2% increase in FY12
- Market for the sale of recycled materials plummeted in late 2008, resulting in the elimination of recycling rebates in FY09 and FY10; Market has begun to pick up again and a small amount of revenue is projected from the sale of recycled materials in FY11; Due to the loss of recycling revenues in recent years however, and the fact that the Village has continually subsidized past refuse rate increases from Allied Waste, a 5% customer rate increase is proposed beginning August 1, 2010
- Recipient of a \$60,000 grant from the Illinois Department of Commerce and Economic Opportunity for the purchase of recycling carts; Purchased carts in FY10 for \$280,000 (excluding grant funds) and distributed carts to 7,200 residential homes