

AGENDA
VILLAGE OF GLEN ELLYN
SPECIAL VILLAGE BOARD WORKSHOP
MONDAY, MARCH 7, 2011
6:00 P.M. – GALLIGAN BOARD ROOM
GLEN ELLYN CIVIC CENTER

FY11/12 BUDGET WORKSHOP – PART 1: GENERAL FUND REVIEW

1. Call to Order
2. FY11/12 Budget Overview – Noller
 - Budget as a Whole – Sum of 13 Separate Funds
 - General Fund Overview
 - Special Programs Fund Merge
3. General Fund departmental budget overviews:
 - Volunteer Fire Company – Raffensparger (Section 6)
 - Administration – Schrader (Section 2)
 - Police Department – Norton (Section 5)
 - Planning & Development – Hulseberg (Section 4)
 - Public Works– Perrigo (Section 7)
 - Finance – Noller (Section 3)
4. Reminders
 - Monday, March 21 – Special Village Board workshop. Capital and Enterprise Funds budget review. 6:00 pm – Galligan Board Room
 - Monday, March 28 – Village Board workshop. Home Rule Sales Tax Annual Review. 7:00 pm – Galligan Board Room
 - Monday, April 11 - Regular Village Board meeting. Budget Public Hearing. 8:00 pm – Galligan Board Room
 - Monday, April 25 - Regular Village Board meeting. Final Budget Adoption. 8:00 pm – Galligan Board Room
5. Adjournment

MEMORANDUM

TO: Terry Burghard, Interim Village Manager
FROM: Kristen Schrader, Assistant to the Village Manager – ADM
DATE: March 1, 2011
RE: Budget Workshop – Administration Department

Village Board & Clerk section 2, page 5

- Biennial Board and Staff Planning Retreat to occur in FY12

Village Manager's Office section 2, page 8

- Introduction of expenses from Special Programs Fund including Multimedia Specialist position and related materials, community grants, quarterly newsletter and e-Newsletter
- Architectural Resources Survey originally budgeted in FY12 will not be conducted as no grant funds awarded from Illinois Historic Preservation Agency
- Travel and Employee Education line items significantly reduced in FY12 to reflect freeze on out-of-state travel

Facilities Maintenance Division section 2, page 13

- Staff clean & maintain Civic Center, Reno Center, Fire Stations, Stacy's Tavern, History Park properties and train station grounds
- Additional funds budgeted in FY12 Maintenance – Building and Grounds to reflect additional assumed responsibility of exterior lighting and electrical maintenance at Public Works (additional \$3K)

Senior Services section 2, page 18

- Funds previously budgeted in Special Programs Fund
- New budget division provides staff support and referral services to Glen Ellyn senior citizens
- Senior transportation costs continuing at level rate due to formation of Glen Ellyn/Milton Township/Wheaton partnership; partnership has brought in additional \$114,000 this year in PACE funding to be split among partners
- Ride to Work Program continuing with \$371,059 grant to be split between Naperville Partnerships and Glen Ellyn/Milton Township/Wheaton Partnership

History Park section 2, page 22

- Funds previously budgeted in Special Programs Fund
- New budget division covers maintenance and repair of properties and grounds at History Park
- Reorganization of budget funds from SPF between FACM and PW to reflect actual funds spent by each Department
- Budget reflects division of responsibilities (maintenance vs. operations) between Village and Historical Society

FY 11/12
Police Department Budget Highlights
For March 7, 2011 Budget Workshop

Staff

FY 11/12 reflects a total of 4 police officer vacancies. Three vacancies were left unfilled beginning FY 09/10, and an additional vacancy will remain unfilled this year.

In FY 07/08, the Police Department began to implement a Village Board approved plan to increase the staffing level of the Department from 40 to 46 sworn officers. In effect, these current vacancies leave the Department seven officers shy of this objective.

Employee Education

We have further reduced this line by \$5,000 from last year. This reduction is in addition to a 50% reduction in FY 09/10. Primarily, this reduction can be accomplished because we expect to hire only one new police officer. 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.

DuComm

The Police Department's annual DuComm expense is derived from a formula based on the number of sworn police officers. For the second year in a row we reported our current staffing level based on our temporary staff reduction instead of our authorized strength. This recalculation saved us approximately \$26,000, resulting in less than a 3% increase this year.

I look forward to answering any questions either on or before March 7th.

Section
4

**PLANNING AND DEVELOPMENT DEPARTMENT
FY 11-12 BUDGET HIGHLIGHTS
Village Board Workshop – March 7, 2011**

Overall

- The Planning and Development Department total budget has been reduced in FY10 and FY11. For FY12, a planned increase in existing salaries, health insurance, IMRF and FICA costs create a 4.1% increase in the Department's proposed budget. The Department has reduced the proposed budget in other areas in an attempt to mitigate this increase. The proposed FY12 budget requests an increase of 3.5% over the approved FY11 budget.

Personnel

- Salaries: The funding for Departmental salaries (including Temporary Help) was reduced 2.7% in FY10 and 9.9% in FY11 by reducing 12% of FTE employees. The proposed FY12 budget includes a 3.7% increase in salaries to cover planned salary increases for current employees.

Contractual Services

- Employee Education: The Employee Education line item has been reduced \$2,000 to a total of \$3,000 for professional development training for the Department's 15 employees.
- Travel: We have reduced this line item by \$800 to reflect the moratorium on out of state travel.
- Printing: We have reduced this line item by \$2,000 in an effort to reduce overall expenditures and to reflect the actual printing costs over the past two years.
- Plumbing Inspections: We have reduced this item by \$4,500 to more accurately reflect the actual expenditures over the last two years.
- Building Plan Reviews: This year we anticipate spending \$23,000 greater than budgeted due to the recovering economy. We anticipate a continued increase in the number of large new construction, commercial and multi-family projects which require outside review. Therefore, we have increased next year's budget for this item by \$10,000 to accommodate an expected continuation of this upward trend. These costs are reimbursed to the Village through the collection of building permit fees.
- Elevator Inspections: The line item for elevator inspections was increased by \$12,000 to reflect the increased amount charged by our consultant. This additional cost is recouped by the Village through fees paid by property owners.
- Professional Services/Other: We have restored the budget for scanning departmental documents by \$3,000 to what it was in FY09 and FY10. We continue the use of a scanning company to scan approximately 100 boxes of development files and 30,000 pieces of microfiche. To date, approximately 36,000 building permit application forms, 75 years of commission minutes, 5,000 address file documents, and 9,000 building and commission files have been scanned. We anticipate finishing scanning the Department's microfiche this year, which will allow us to eliminate our ill-functioning microfiche machine.

Section
7

Interoffice Memorandum

to: Terry Burghard, Interim Village Manager
from: Jeffrey D. Perrigo, Interim Public Works Director
subject: General Fund - Budget Highlights – FY12
date: March 01, 2010

The FY12 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 three or four 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 absolute bare necessities. The Public Works Department will maintain our current staffing level of 32 (28 FT, 4PT), which is a 20% drop from the peak in the mid-nineties.

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 7.

Public Works - General Fund Overview

Public Works Expenditures Totals – The table provides a summary of the general funds included in the proposed FY12 Public Works Department budget. The total budget for Public Works General Fund programs is \$2,961,400, about \$30,000 less than the FY11 Revised Budget.

FUND #	PUBLIC WORKS DEPARTMENT EXPENDITURE TOTALS	FY 09/10 ACTUAL	FY 10/11 REVISED BUDGET	FY 10/11 ESTIMATED ACTUAL	FY 11/12 BUDGET
100	Admin. & Engineering	728,402	813,729	811,100	850,000
100	Operations – General Fund	1,712,616	2,178,192	2,110,700	2,111,400
	General Fund	\$2,441,018	\$2,991,921	\$2,921,800	\$2,961,400

Administration & Engineering – General Fund

GIS / Cartegraph – A continued push for next year is to implement GIS and Cartegraph into our daily routine. Greater use of both software applications will better enable management and staff to plan, analyze and determine the most appropriate resource allocation.

Operations – General Fund

Professional Services – Sign Inventory/Reflectivity Assessment – (page 7-19, footnote 11)

The Federal Highway Authority is mandating that a sign assessment be implemented by January 01, 2012. This assessment will provide us with a complete inventory of our signs along with their precise location, condition and reflectivity. **(\$40,000)**

CBD Appearance (page 7-19, footnote 12) – Deferred in the past, we are now able to move forward with our fourth year of a five year program to replace a total of 50 benches in the CBD. A total of 10 benches are scheduled for replacement this year. **(\$14,000)**

Tree Trimming (page 7-19, footnotes 14) – Our tree trimming program was again scaled back 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. **(\$64,000)**

Tree Replacement (page 7-19, footnotes 16) – We have reinstated our tree replacement program. There are currently 527 available planting spaces and we are providing funding to fill about 100 of those locations. We have also initiated a “cost share” or “resident funded” replacement program this year. **(\$27,500)**

EAB Program (page 7-19, 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 funding will account for contracted removals (including stumps) for 200 ash trees (15” DBH and greater), contracted treatment of 200 ash trees, and the replanting of 140 trees. EAB is quickly spreading throughout the area and will necessitate an increased funding level for many years to come. **(\$160,000)**

Operations – General Fund – DEFERRED ITEMS

Full-time Forester – Since the FY09 Budget, requests for an increased status for our Village Forester from part-time to full-time have not been accommodated. As noted above, EAB will be a major issue to contend with in the coming years requiring more time from our Village Forester. **(+/- \$40,000)**

Flower Clock Masonry Work – Brickwork and capstone repair at the Flower Clock is needed. We have opted to include a token amount of masonry work in the CBD, forgoing work at the Flower Clock. **(+/- \$16,000)**

LED Retrofitting Street Lights – There are nine street lights in the Route 53/Pershing corridor that are ideal candidates for conversion to LED. Long-term cost savings from reduced electrical requirements and a considerable lower maintenance cost due to the heavy traffic flow in the area, create an ideal location for an LED conversion. **(+/- \$10,000)**

Funding levels for Tree Replacement and the EAB Program have been set by the other needs for the Department. If additional funds were made available, these two items could certainly use supplemental support.

There may be other items in the budget that are of interest to the Board. Those listed above are items that reflect either changes from this year's budget or are bigger-ticket items for the coming year. I look forward to discussing the Public Works – General Fund budget with the Village Board at the March 07, 2011 Special Village Board Workshop.

cc: Bob Minix, Professional Engineer
Dave Buckley, Assistant Public Works Director
Larry Noller, Interim Finance Director
Kristen Schrader, Assistant to the Village Manager - ADM

FISCAL YEAR 2011/12 BUDGET REVIEW
March 7, 2011
BUDGET HIGHLIGHTS

Section
3

FINANCE DEPARTMENT

Overall

- No increase in FY11/12 budget compared to FY10/11.

Personnel Services

- Staffing costs make up over 70% of total budget.
- Estimated payroll expenses for current fiscal year projected to finish 8% below budget resulting from department director vacancy. This is offset in part by planned use of accounting services charged to Professional Services/Other.

Contractual Services

- **Maintenance – Equipment** line item is primarily for support from our financial software vendor.

Capital Outlay

- **Computer Equipment / Projects** line item decrease is due to completing scheduled server replacements in the current year.

FY11/12 Goals

- Review and update various financial policies (purchasing, investments, etc.).
- Develop a comprehensive multi-year capital planning document.
- Continue to explore cost effective electronic delivery of utility account information and bill payment.