

**AGENDA
VILLAGE OF GLEN ELLYN
SPECIAL VILLAGE BOARD WORKSHOP
MONDAY, MARCH 5, 2012
6:00 P.M. – GALLIGAN BOARD ROOM
GLEN ELLYN CIVIC CENTER**

FY12/13 BUDGET WORKSHOP – PART 1: GENERAL FUND AND RECREATION FUND REVIEW

1. Call to Order
2. Five Year Historical Audit Review – Finance Commissioner Tat Skirvin
3. Five Year Forecast – Governmental Funds – Wachtel
4. FY12/13 Budget Overview – Wachtel
5. Departmental Budget Overviews:
 - Planning & Development – Hulseberg (Section 4)
 - Recreation – Pekarek (Section 8)
 - Volunteer Fire Company – Campbell (Section 6)
 - Administration – Schrader (Section 2)
 - Public Works – Hansen (Section 7)
 - Police – Norton (Section 5)
 - Finance – Wachtel (Section 3)
4. Reminders
 - Monday, March 19 – Special Village Board Workshop. Capital and Enterprise Funds budget review and Home Rule Sales Tax annual review. 6:00 pm – Galligan Board Room
 - Monday, April 16 – Special Village Board Meeting. Budget public hearing. Immediately following the Regular Village Board Workshop – Galligan Board Room
 - Monday, April 23 – Regular Village Board Meeting. Final budget adoption. 8:00 pm – Galligan Board Room
5. Adjournment

PLANNING AND DEVELOPMENT DEPARTMENT
FY 12-13 BUDGET HIGHLIGHTS
Village Board Workshop – March 5, 2012

Personnel Services

- **Salaries:** The proposed FY13 budget includes dollars to cover planned salary increases for current employees and the addition of a part-time, 30-hour per week staff engineer. This new engineer position will double the amount of engineering hours available to the Village, will provide more consistent reviews, improve response to resident concerns regarding stormwater issues, will provide an engineering customer service contact in the Village offices approximately 3.75 days each week, and will **save the Village approximately \$50,000 to \$80,000 per year** (depending on the level of commercial development activity). Since engineer consulting fees were recovered from applicants through an escrow process which cannot be applied to staff time, the Village will need to adopt a more traditional engineering fee to cover engineering costs. Such fees are common in other communities.

Contractual Services

- **Employee Education:** The Employee Education line item has been increased \$1,000 (to a total of \$4,000) to cover anticipated expenditures for updated building code courses, building inspector certifications, and professional development training for the Department's 16 employees.
- **Travel:** We have increased this line item by \$300 to reflect an increase in actual expenditures experienced in the current budget year.
- **Grading Reviews:** This consultant expense of \$65,000 has been eliminated and replaced with a part-time staff engineer position as explained above. The duties previously performed by the consultant, including plan review, inspections, and response to customer inquiries, will be handled by the part-time staff engineer.
- **Forestry and Landscaping:** This is a new expense in the Planning and Development Department budget. The forestry and landscaping plan review and inspection services previously provided by a consultant supervised by the Public Works Department will be shifted to the Planning and Development Department. An RFP will be prepared and distributed to solicit qualified consulting firms to perform these duties. The funds associated with this consultant (\$15,000) have been shifted from the Public Works budget to the Planning and Development budget. A portion of these funds will be reimbursed through escrow accounts for commission projects.
- **Building Plan Reviews:** This coming fiscal year we anticipate a continued increase in the number of commercial and multi-family construction projects due to the recovering economy. We have increased next year's budget for this

item by \$13,000 to accommodate an expected continuation of this upward trend. All the costs incurred for these services are reimbursed to the Village through the collection of building permit fees.

- Stormwater Engineering: The consulting engineer portion of this line item (\$15,000) has been eliminated and replaced with a part-time staff engineer as explained above. The remaining \$5,000 is necessary to continue the services of a certified environmental and soils scientist, something that is required by DuPage County for all full-waiver stormwater communities. It is unlikely the new part-time staff engineer will have this wetland scientist certification. In the past, these services have been performed for the Village by wetland scientists at either Planning Resources Incorporated or Engineering Resource Associates.
- Professional Services/Other: We continue the use of a scanning company to scan files and microfiche (\$17,000). To date, we have scanned approximately 975 commission case files, 11,000 building permit files, 38,000 building permit applications, 91 years of general property files, and 75 years of Commission minutes. We finished scanning the Department's microfiche this year, which allowed us to eliminate an ill-functioning microfiche machine. Funds are also allocated to hire a consultant to perform a review of Department processes as was recommended by the Downtown Plan (\$12,000). \$3,000 continues to be allocated for miscellaneous contracted professional services such as appraisers, traffic consultants, engineers, surveyors, lighting consultants, etc...
- Telecommunications: This budget item has been reduced by \$1,000 to reflect the cost savings resulting from a number of Village Departments combining phone services to one carrier.

Capital Outlay

- Computerized Permit Program: This item will allow the Department to hire a MUNIS trainer to conduct web-training sessions and assist with troubleshooting issues we are encountering with the Building Permit software program.

VILLAGE OF GLEN ELLYN - RECREATION DEPARTMENT

2012-13 BUDGET REVIEW WORKSHOP
March 5, 2012

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.

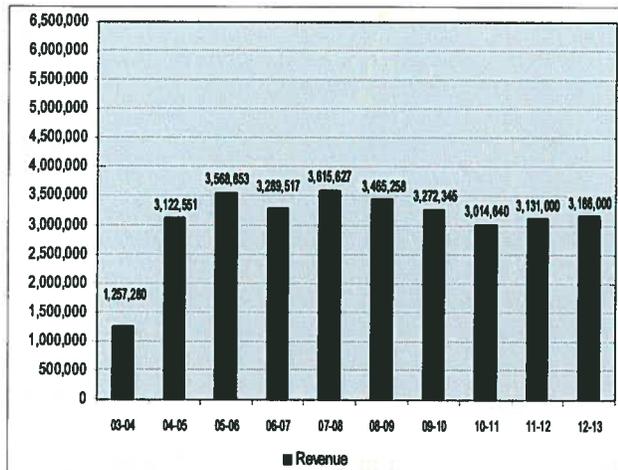
II. How do we pay for this? Profits from the non-resident golfer.

III. Financial Overview - FY 2012-13 Proposed Budget is another typical budget plan.

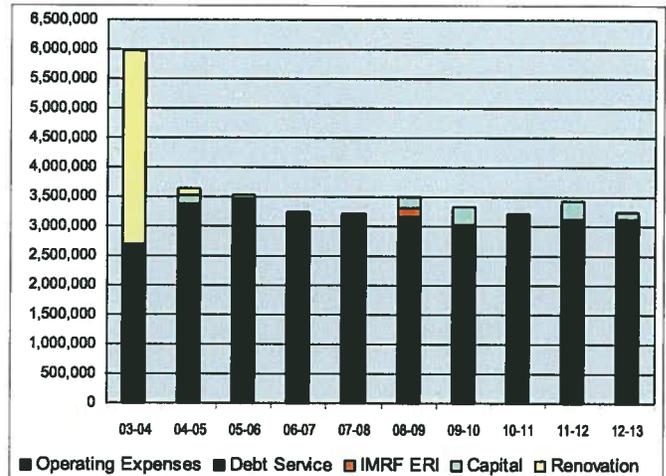
<u>Typical Year</u>	
Revenue	\$3,300,000
Operating Expenses	\$2,800,000
Debt Service	\$ 335,000
Capital Expenditures	\$ 150,000 - \$300,000
Resident Golf Discounts	\$ 400,000

<u>Last Seven Years</u>	
Operating Profits	\$3,340,000
Debt Service Payments	\$2,370,000
Capital Replacement	\$ 919,000
Increase Cash Reserves	\$ 568,000
Resident Golf Discounts	\$2,800,000

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 9/11/01 and the recent recession.

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 50,000 man hours since 2001.

To fund debt service (\$335M) and capital replacement (\$108M), we need to keep Operating Expenses \$500M to \$600M 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.

A Facility Improvement Project in the planning process is not part of this budget.

VII. Feedback

Customers Set Priorities for where we focus attention and resources.

Customers point out our strengths and weaknesses.

Customers inspire us to do better.

Benchmarking - How are we doing with respect to the best of the golf industry?

Revenues

Expenses/Staffing

Profit & Loss

Level of Resident Green Fee Discount

VIII. What is the State of the Links?

Popular

One of Glen Ellyn's most heavily used recreation facilities

One of the busiest public golf courses in the area

Profitable - One of the few publicly owned golf courses that does not require a tax subsidy.

Under Duress

Golf Demand is Down

Price Competition is Widespread

In Great Shape

Facilities & Infrastructure are in Excellent Condition

Strong Cash Reserves

MEMORANDUM

TO: Mark Franz, Village Manager
FROM: Kristen Schrader, Assistant to the Village Manager – ADM
DATE: February 27, 2012
RE: Budget Workshop – Administration Department Highlights



Village Board & Clerk

- No Board and Staff Planning Retreat scheduled in FY13
- Funding planned for minor technology improvements in Galligan Board Room including new projector and televisions for audience viewing

Village Manager's Office

- Continuation of Community Grant Program in FY13
- Decrease in Professional Services/Legal line item resulting from decreased hourly rate for corporate legal assistance and finalization of several lawsuits
- Net decrease of approximately \$4,000 in Postage and Printing line items due to better pricing with Printing Services RFP
- Decrease in Recruiting and Testing line - no testing planned in FY13

Facilities Maintenance Division

- Staff clean & maintain Civic Center, Reno Center, Fire Stations, Stacy's Tavern, History Park properties and train station grounds
- Status Quo in FY13
- First FACM Reserve Fund contribution from the General Fund since FY08 in the amount of \$50,000

Senior Services

- Division provides staff support and referral services to Glen Ellyn senior citizens
- Senior transportation costs are continuing at a level rate due to the formation of Glen Ellyn/Milton Township/Wheaton partnership; the partnership has brought in additional \$151,167 this year in PACE funding to be split among partners
- Ride to Work Program continuation with \$371,059 grant to be split between Naperville Partnerships and Glen Ellyn/Milton Township/Wheaton Partnership (2nd year of grant)

History Park

- Division covers maintenance and repair of properties and grounds at History Park
- Budget reflects division of responsibilities (maintenance vs. operations) between Village and Historical Society
 - Status Quo in FY13

Economic Development

- Division covers funding for a variety of economic development efforts both internal and external, including grant programs, Alliance of Glen Ellyn and Tax Increment Financing District support
- Changes to this Division in FY13 include the transition of funding for economic development efforts from the EDC to a newly created part-time Economic Development Manager position within the Administration Department
- New Economic Development Manager will develop an economic development strategic plan of business growth, retention and redevelopment
- Other goals for next year include promoting the CBD TIF District; facilitating development projects on Roosevelt Rd., facilitating the sale of the Stacy's Corners property, and working with the Chamber of Commerce and Alliance of Glen Ellyn to market and promote the Village to businesses and the region



PUBLIC WORKS DEPARTMENT

FY12-13 BUDGET HIGHLIGHTS

ENGINEERING: HAWTHORNE CORRIDOR IMPROVEMENTS PROJECT

This project is a large capital project estimated to cost three million dollars. The proposed work includes the reconstruction of about 5,200 feet of roadway with high-early PCC and 500 feet with full depth HMA pavements; installation or replacement of approximately 4,300 feet of new storm sewers, 1,100 feet of new water main and 1,000 feet of sanitary sewer; water and sanitary sewer service replacements; PCC sidewalks and driveways; and all incidental and collateral work necessary to complete the project. The use of a self-propelled, slip form paving machine will be required for installing the PCC pavement.

FLEET SERVICES: FUEL SYSTEM REPLACEMENT

The fuel system at the public works facility is being replaced. The estimated cost is \$250,000 for the existing large underground fuel tanks to be removed and a single large new fuel tank will be installed. The old system will continue to be operated during the construction of the new system, and fuel service for all vehicles utilizing the fuel system will continue uninterrupted. When the new system is complete the old system will be eliminated.

FLEET SERVICES: CONVERSION OF POLICE UNIT TO SEWER T.V. UNIT

A vehicle purchased from another community for Police Department use will be converted into a Public Works vehicle to allow for the televised inspection of storm and sanitary sewers. The cost will be \$30,000 to make the vehicle an inspection unit and a cost savings will be realized in the long term by reducing the need for a contractor do perform this type of work.

FORESTRY: TREES AND LANDSCAPE

Tree planting will be completed using public works employees to plant 100 parkway trees in spring and another 100 parkway trees in fall. Not using a contractor to perform this work will save \$30,000 annually.

The stumps from the trees removed in the parkway will be removed by the contractor, but the parkway will be restored with topsoil by public works employees saving approximately \$20,000 to reduce Forestry expenditures.

The first year of a three contract will begin this year, and the lowest responsible bidder submitted a bid \$30,000 less than the contractor who provided the same landscape maintenance services for the village last year.

EAB will cost \$50,000 for the treatment of Ash trees in the parkway.

The final year of the three year tree removal contract allows \$89,000 for the removal of dead or potentially hazardous parkway trees. Up to 400 trees could be removed if needed with the combined forces of public works employees and contractor assistance.

SNOW REMOVAL OPERATIONS

The use of salt for clearing streets of ice and snow will be reduced from \$200,000 to \$150,000 by improving methods, and having a surplus of salt from the mild 2011/12 winter season.

ORGANIZATIONAL STRUCTURE CHANGE

A change in the organizational structure of the department by teaming up employees in the operations group based on common skills and interests will have a small impact on the budget. These teams will be assigned to three separate divisions. The Street Division will perform the work of street maintenance and street lighting. The Forestry Division will perform the work of forestry maintenance and landscaping. The Utility Division will perform water system maintenance along with sanitary and storm sewer maintenance. In addition, a new Water Plant Operator will be hired to learn the operation of the water plant. The cost of an additional employee has been offset with the elimination of another position in public works.

FUND #	PUBLIC WORKS	FY 10/11	FY 11/12	FY 11/12	FY 12/13
	DEPARTMENT	ACTUAL	REVISED	ESTIMATED	BUDGET
	EXPENDITURE TOTALS		BUDGET	ACTUAL	
100	Admin. & Engineering	782,229	855,775	850,875	901,500
100	Operations – General Fund	1,933,078	2,280,313	2,220,536	1,999,600
	General Fund	\$2,715,307	\$3,136,088	\$3,071,411	\$2,901,100
500	Operations – Water	4,479,413	4,479,413	4,479,413	4,479,413
500	Operations – Sewer	5,883,321	6,396,223	5,771,300	6,734,700
	Water / Sanitary Sewer Fund	\$10,362,734	\$10,875,636	\$10,250,713	\$11,214,113
530	Parking Fund	340,473	386,385	330,285	319,800
650	Equipment Services Fund	1,511,171	1,219,300	1,147,700	1,491,400
210	Motor Fuel Tax Fund	748,771	756,000	755,000	856,000
400	Capital Projects Fund	4,706,742	6,932,478	5,094,000	6,497,000
	Total Expenditures	\$20,385,198	\$23,305,887	\$20,649,109	\$23,479,113

PUBLIC WORKS STATISTICS

- 86 miles of roadway
- approx. 850 street lights (Village owned)
- approx. 15,500 parkway trees
- approx. 4,000 street and traffic signs
- Downtown benches and trash receptacles
- 70 miles of storm sewer mains
- 4,400 storm sewer inlets, basins and manholes
- 1,265 fire hydrants
- 147 miles of water mains
- approx 8,200 water service valves
- 2 one million gallon ground level water reservoirs
- 2 elevated water storage tanks
- 2 water pressure adjusting stations
- 2 water pumping stations
- 2 stand-by ground water wells
- 85 miles of sanitary sewer mains
- 4 sanitary sewer lift stations
- 2,000 sanitary sewer manholes

FY 12/13
Police Department Budget Highlights
For March 5, 2012 Budget Workshop

Staff

FY 12/13 reflects a total of 4 police officer vacancies. Three vacancies were left unfilled beginning FY 09/10, and an additional vacancy added last year, 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.

DuComm

The Police Department's annual DuComm expense is derived from a formula based on the number of sworn police officers as of a certain date. For the third 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, in FY 11/12 and has actually lowered our obligation this year. This is also partially due to the addition of several communities to DuComm.

Recruiting and Testing

This item shows an increase in anticipation of a police officer entry level examination and a supervisory promotional examination.

I look forward to answering any questions either on or before March 5th.

FISCAL YEAR 2012/13 BUDGET REVIEW
March 5, 2012
BUDGET HIGHLIGHTS
FINANCE DEPARTMENT

Overall

- Decrease in FY12/13 budget compared to FY11/12 budget.

Personnel Services

- Staffing costs make up over 68% of total budget.
- No changes to staffing levels.
- Estimated payroll expenses for current fiscal year projected to finish 3% below budget resulting from department director vacancy for the first half of the year. 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.
- **Centralized spending** – This department also includes spending for General Fund-wide services, including state unemployment claims and other centralized IT maintenance.

Capital Outlay

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

FY12/13 Goals

- Develop a comprehensive multi-year capital planning document.
- Continue to explore cost effective electronic delivery of utility account information and bill payment.
- Improve financial reporting so they are more understandable and useful to end-users, both technical and non-technical.
- Make more information available on the Village's website, including wage and benefit information, and ongoing Village spending.