

Agenda
Village of Glen Ellyn
Special Village Board Workshop
Monday, March 11, 2013
6:00 P.M. – Galligan Board Room
Glen Ellyn Civic Center

1. Call to Order

2. FY13/14 Budget Overview (*Finance Director Wachtel*)

3. Departmental Budget Overviews:
 - a. Police (*Chief Norton*)
 - b. Administration (*Assistant to the Village Manager Schrader*)
 - i. Economic Development (*Alliance of Downtown Glen Ellyn Executive Director Carol White*)
 - c. Planning & Development (*Director Hulseberg*)
 - d. Recreation (*Director Pekarek*)
 - e. Public Works (*Director Hansen*)
 - f. Finance (*Director Wachtel*)

4. Other Items?

5. Adjournment

VILLAGE OF GLEN ELLYN
 FY13/14 BUDGET - CAPITAL ANALYSIS, IMPACT ON SURPLUS/(DEFICIT)

	REVENUE		EXPENDITURES/EXPENSES			NET BUDGET		
	OPERATING	CAPITAL	OPERATING	CAPITAL	TOTAL	OPERATING	CAPITAL	TOTAL
GENERAL	\$ 17,085,400	\$ -	\$ 17,085,400	\$ 217,300	\$ 17,061,475	\$ 241,225	\$ (217,300)	\$ 23,925
CORPORATE RESERVE	-	187,900	187,900	-	793,000	(793,000)	187,900	(605,100)
MOTOR FUEL TAX	665,500	-	665,500	250,000	906,000	9,500	(250,000)	(240,500)
DEBT SERVICE	1,107,528	-	1,107,528	-	1,107,228	300	-	300
CBD TIF	1,000	-	1,000	-	1,000	-	-	-
CAPITAL PROJECTS	-	6,498,500	568,500	6,908,000	7,476,500	(568,500)	(409,500)	(978,000)
FACILITIES MAINTENANCE RESERVE	-	77,500	-	281,700	281,700	-	(204,200)	(204,200)
WATER AND SEWER	11,762,000	3,149,500	10,727,300	5,632,000	16,359,300	1,034,700	(2,482,500)	(1,447,800)
PARKING	681,400	-	681,400	682,100	960,600	402,900	(682,100)	(279,200)
RESIDENTIAL SOLID WASTE	1,420,100	87,000	1,418,100	10,000	1,428,100	2,000	77,000	79,000
RECREATION	4,440,000	-	4,440,000	528,500	4,641,070	327,430	(528,500)	(201,070)
TOTAL, VILLAGE OPERATIONS	\$ 37,162,928	\$ 10,000,400	\$ 47,163,328	\$ 14,509,600	\$ 51,015,973	\$ 656,555	\$ (4,509,200)	\$ (3,852,645)
INSURANCE	\$ 2,902,800	\$ -	\$ 2,902,800	\$ -	\$ 2,957,700	\$ (54,900)	\$ -	\$ (54,900)
EQUIPMENT SERVICES	1,008,400	778,700	1,787,100	927,800	1,941,400	(5,200)	(149,100)	(154,300)
POLICE PENSION	1,875,000	-	1,875,000	-	1,666,300	208,700	-	208,700
TOTAL, ALL FUNDS	\$ 42,949,128	\$ 10,779,100	\$ 53,728,228	\$ 15,437,400	\$ 57,581,373	\$ 805,155	\$ (4,658,300)	\$ (3,853,145)

	REVENUE		EXPENDITURES/EXPENSES			NET BUDGET		
	OPERATING	CAPITAL	OPERATING	CAPITAL	TOTAL	OPERATING	CAPITAL	TOTAL
Governmental Funds	\$ 18,859,428	\$ 6,763,900	\$ 19,969,903	\$ 7,657,000	\$ 27,626,903	\$ (1,110,475)	\$ (893,100)	\$ (2,003,575)
Enterprise Funds	18,303,500	3,236,500	16,536,470	6,852,600	23,389,070	1,767,030	(3,616,100)	(1,849,070)
Internal Service Funds	3,911,200	778,700	3,971,300	927,800	4,899,100	(60,100)	(149,100)	(209,200)
Trust Fund	1,875,000	-	1,875,000	-	1,666,300	208,700	-	208,700
Total Outflows	\$ 42,949,128	\$ 10,779,100	\$ 53,728,228	\$ 15,437,400	\$ 57,581,373	\$ 805,155	\$ (4,658,300)	\$ (3,853,145)

Note: "Operating" means any activity that is not specifically designated for capital purposes. This includes debt and investment income, among other activities that would be considered non-operating activity in the audited financial statements.

- 1 Loan from Corporate Reserve to the Capital Projects Fund for Taft Avenue
- 2 Contract street maintenance and transfers out to General Fund and Recreation Fund. All expenditures are related to capital investment
- 3 Utilizing healthy reserves to fund wellness and other programs
- 4 Current year expenses include \$180,000 for replacement truck lifts

VILLAGE OF GLEN ELLYN
FY13/14 BUDGET - ENDING CASH RESERVES ANALYSIS

	Estimated Available Cash at 4-30-2014	Operating expenditures/expenses	Reserve Policy	Cash reserved or restricted from general use	Amount over (under) required cash reserves
General	\$ 4,947,759	\$ 16,844,175	26%	\$ 4,379,486	\$ 568,274
Capital Projects	760,500	267,500	n/a	760,500	
Facilities Maintenance Reserve	736,198	-	n/a	736,198	
Corporate Reserve	458,200	-	n/a	458,200	
Debt Service	37,700	1,107,228	n/a	37,700	
MFT	310,000	656,000	n/a	310,000	
Total Governmental	\$ 7,250,357	\$ 18,874,903		\$ 6,682,084	\$ 568,274
Water/Sewer	\$ 4,722,450	\$ 10,727,300	\$2.095M	\$ 2,095,000	\$ 2,627,450
Parking	692,046	278,500	26%	72,410	619,636
Solid Waste	398,317	1,418,100	26%	368,706	29,611
Recreation	906,812	4,112,570	26%	1,069,268	(162,456)
Total Enterprise	\$ 6,719,625	\$ 16,536,470		\$ 3,605,384	\$ 3,114,241
Insurance	\$ 1,672,386	2,957,700	n/a	\$ 1,672,386	
Equipment Services	2,731,448	494,700	n/a	2,731,448	
Police Pension	23,412,214	1,666,300	n/a	23,412,214	
Total Other	\$ 27,816,048	\$ 5,118,700		\$ 27,816,048	\$ -
Village Total	\$ 41,786,030	\$ 40,530,073		\$ 38,103,516	\$ 3,682,514

FY 13/14
Police Department Budget Highlights
For March 11, 2013 Budget Workshop

Staff

In FY 07/08, based on a staffing study, 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. Implementation began slowly and the Department's strength grew to 43 officers. In FY 09/10 three vacancies were left unfilled and an additional vacancy remained unfilled beginning in FY 11/12 due to budget priorities.

In FY 13/14 we are proposing the addition of one police officer position which would bring our total sworn strength to 40. The cost of this officer will be paid for through a federally seized asset forfeiture account, rather than the general fund.

Our total sworn strength will then be six positions below what is recommended.

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. This year, an additional \$25,000 will be assessed to all member agencies for a new building fund. DuComm is exploring a larger facility to accommodate on-going expansion and consolidation. The \$25,000 will be paid through a federally seized asset forfeiture account, rather than the general fund.

DuMeg

DuMeg is the DuPage Metropolitan Enforcement Group a task force comprised of Officers from several DuPage communities and the State Police. The DuMeg mission is localized drug interdiction. To be a member, a community may assign personnel or make a monetary donation. Glen Ellyn has participated monetarily in the past, but withdrew to participate in different programs. Reestablishing this partnership will allow us to improve our local drug interdiction efforts.

Capital/Equipment

TASERS

The TASER is a less-than-lethal option for police officers in wide use today. Our current model is five years old and obsolete. Our own experience with the TASER has one documented case preventing the potential use of deadly force and in several other cases negated the need for hand to hand combat in an arrest situation. Often the hand to hand arrest situation with a combative arrestee can result in injury to both the officer(s) and offender.

Handheld Parking Ticket Machine

This device will enable our parking control officer to issue tickets electronically, rather than hand writing them, which will result in less redundant record keeping. It should also expedite the ticket writing procedure enabling a more efficient process and potential capture of additional violators. Our parking control officer accounts for nearly half of all parking tickets issued by our Department.

I look forward to answering any questions either on or before March 11th.

MEMORANDUM

TO: Mark Franz, Village Manager
Kevin Wachtel, Finance Director

FROM: Kristen Schrader, Assistant to the Village Manager - ADM
Michael Strong, Administrative Intern

DATE: March 5, 2013

RE: Budget Workshop – Administration Department Highlights

**Village Board & Clerk**

- A Village Board Strategic Planning Retreat is scheduled for FY13/14.
- Funding for electronic agenda software and tablets is scheduled for FY13/14.

Village Manager's Office

- Continuation of Community Grant Program in FY13/14.
- Decrease in Professional Services/Legal
- Increase in Village Commissions line item resulting from grant program for Architectural Resource Survey (IHPA grant provided), and continuation of Rain Barrel program in FY13/14.
- Increases in Dues/Subscriptions and Employee Education line items to provide professional development opportunities for new Assistant Village Manager position.
- Increase in Equipment/Capital Outlay line item to provide for the purchase of a new high-volume copier.

Information Technology

- New cost center in the Administration Department, formerly a part of the Finance Department budget.
- Funding for continued maintenance and support of MUNIS software, computer replacements, and replacement digital video recording server are incorporated in FY13/14 budget.
- Effective solutions for electronic billing, online payment, and customer service will be investigated in FY 13/14

Facilities Maintenance Division

- Staff clean & maintain Civic Center, Reno Center, Fire Stations and train station grounds.
- Funding for new artwork to be displayed in the Galligan Board Room is included in FY13/14.
- Status quo for operation expenditures in FY13/14.
- Increase the FACM Reserve Fund contribution from the General Fund to \$75,000, reflecting the FACM Plan that was adopted through the Capital Improvement Program (CIP).

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 is anticipating an increase in the PACE subsidy for FY13/14, approximately \$153,000 compared to \$151,167 in FY12/13 to be split among partners.
- Ride to Work Program continuation with \$320,911 grant to be split between Naperville Partnerships and Glen Ellyn/Milton Township/Wheaton Partnership (3rd 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.
- Slight decrease in maintenance and operations support in FY13/14 based on the anticipated needs.

Economic Development

- Division covers funding for a variety of economic development efforts both internal and external, including grant programs, Alliance of Glen Ellyn, Economic Incentives and Tax Increment Financing District support.
- Continued funding for Façade and Interior Improvement Grant Programs.
- Increase in Sales and Home Rule Sales Tax Incentives for the Haggerty and Fresh Market developments is included in FY 13/14, which will fluctuate with actual sales activity.
- Increase in Professional Services/Other line item for funding for a TIF adoption along the Roosevelt Road corridor.
- Other initiatives for next year include raising the visibility of Glen Ellyn through interactive electronic and social media, enhancing business recruitment strategies in the Village, and working with the Chamber of Commerce and Alliance of Downtown Glen Ellyn to market and promote the Village to businesses and the region.

Residential Solid Waste Fund

- Enterprise fund pays for weekly waste collection of approximately 7,200 households.
- New contract with Republic Services (Allied Waste) continues to provide services such weekly yard waste collection, every other year “clean sweep” (2014), new leaf stickers.
- Market for the sale of recycled materials fluctuates greatly. The market began to rebound in 2011, however, we have received indications that the market may plummet again and there is no guarantee that the Village will be able to receive recycling rebates in the next contract. Therefore, we have included \$30,000 as a conservative estimate of possible rebates to be received in FY13/14.
- Fund reserves down due to summer 2012 large storm event.
- Annual refuse and recycling service cost consideration to occur in early summer 2013 based on CPI increase from Republic Services.

Facilities Maintenance Reserve Fund

- Capital replacement fund for most Village buildings.
- FACM Reserve Study completed in late 2012 to review annual building maintenance needs at the Civic Center, Reno Center, Fire Stations #1 and 2, History Center properties.
- Variety of projects planned for FY13/14 at Village properties based on Reserve Study including the replacement of the generator at Fire Station #2, stairway treads in the Reno Center for safety purposes and relocation of village offices in the Civic Center based on the Space Needs Analysis.
- Projects deferred in FY13/14 based on need and funding including tuck pointing of brick at Fire Stations and History Center and carpeting in the Police Department with consideration of the Space Needs Analysis.

March 5, 2013

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Mark Franz
Village Manager
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137

Dear Mark:

The Alliance of Downtown Glen Ellyn respectfully requests \$122,000 in village funding for 2013/14 fiscal year. This amount is based on the original funding the Alliance received of \$110,000 in 2011/12, with an additional \$12,000 for a specific destination marketing campaign on the Union Pacific Metra Rail Line.

The Alliance is excited to share the results of our 2012/2013 fiscal year. Here are some of the highlights:

- Ladies Night Out and Indoor Sidewalk Sale generated over \$57,500, a 25% increase over 2011 sales of \$46,000 with commensurate increases in attendance.
- Designed and executed a new event, Wedding Walk, which brought 127 attendees (which compared amazingly well to the annual Hinsdale Wedding Walk that has around 140 in attendance). Every store that participated received sales from the event, both day of and others months later.
- Our first ever Shops & Hops Spring Event was held in April and generated over \$11,000 in sales at businesses that don't traditionally benefit from Ladies Night Out (men's focused stores).
- Our 5th annual Scavenger Hunt had over 1000 participants and the "free" press was amazing.
- The Winter Wonderland on December 15th drew a two-hour line to see Santa and live reindeer at the Glen Ellyn Firehouse during a pretty miserable weather day.
- Spa Hop saw record attendance and began our mobile marketing club preparing us for the future of smart phone marketing.
- Sounds on the Street continued to be Tap House Grill's best sales day and showcased the new restaurant flour+wine, setting new records for them as well. Santa Fe, Shannon's and Cab's Bistro all recognized an increase 20%+ in sales.
- Initiated implementation of the Glen Ellyn Smart Phone application that will be a digital business neighborhood guide that drives sales. It will also provide marketing capabilities to offer punch cards, event information, announcements and promotions. This is a \$7500 initial annual investment the Alliance is making with monies from our branding sponsorship.

All of this was accomplished as we planned and implemented the new branding project for the Downtown.

A few activities were ceased as a result of the budget cuts.

- Final Fridays in the summer were eliminated
- Direct mail twice per year to 7500+ targeted households was eliminated

Even with the cut backs, we are so proud of the continued success that we have accomplished year after year and we can't wait to do more!

This coming fiscal year, we ask that the village bring us back to the funding level of our original year (\$110,000) and also fund a \$12,000 Metra Rail Destination Marketing Campaign.

With the increase in funds the Alliance will be able to add events back to the schedule and bring back more marketing exposure to all of our events. An excellent example is the \$40,000+ in revenue driven by Ladies Night Out. Adding

additional events with the replaced funds would increase the dollars spent inside the business community, which in turn brings sales tax revenue back to the Village.

The Metra Rail Destination Marketing Campaign will offer awesome exposure for the many that commute to work and back each day. It will bring Oak Park potential customers west while carrying others east from the far Western Suburbs. It will be a balance of marketing events and our downtown as a destination shopping/dining location, and it would run as a 12-month campaign. Individual businesses would also be able to piggyback onto the campaign with their own ads.

It is the perfect demographic to market to: upscale, suburban professionals:

- 30,000 commuters
- 58% with income of \$75,000+
- 80% 30-59 years old
- 58% female

We thank you for your continued support and look forward to a very prosperous next year!

Sincerely,

Carol White, Executive Director
Sandy Moore, AliKat, President
Jill Foucre, Marcel's Culinary Experience, Vice President
Jay Gilbert, Lawyer, Treasurer
Judi Stojanovic, Inland Bank, Secretary
Sharon Greider, Salon Estem
Georgia Koch, Chamber of Commerce
Martha Corner, Economic Development Coordinator

Alliance of Downtown Glen Ellyn - Proposed Budget FY 2013/14

INCOME		Dollars Budgeted
Anticipated checking acct.balance 5/1/13		\$0
Membership (65 Members @ \$250)		\$16,250
Registration fees from Ladies Night Out/Spa Hop		\$7,550
Sponsorship		\$1,000
Subtotal of anticipated income from outside sources		\$24,800
Village Funding		\$122,000
Total Income		\$146,800
EXPENSES		
Events	Dates	Dollars Budgeted
Scavenger Hunt (Printing, Ads, Prizes)	Monday, July 1-31, 2013	\$1,500
Sounds on the Street	Friday, August 30, 2013	\$5,500
Ladies Night Out (Ads, Entertainment, Print, Liquor Licenses, direct mail campaign, Valet)	Tuesday, December 3, 2013	\$9,000
December Saturdays (Horse & Carriage, Santa, Elves, Carolers, live Reindeer)	Saturday, December 14, 2013	\$10,000
Spa Hop (Ads, Printing)	Tuesday, February 11, 2014	\$1,000
Indoor Sidewalk Sale	Friday, Saturday, January 24-25, 2014	\$1,000
Wedding Walk	Sunday, April 13, 2014	\$1,000
Wines & Finds	Saturday, April 26, 2014	\$5,500
New Fall Event	TBD	\$6,000
Events SubTotal		\$40,500
General Marketing		
Metra Rail Campaign	Year long	\$12,000
General Marketing SubTotal		\$12,000
Administration	Details	Dollars Budgeted
Director Salary		\$65,000
Benefits		\$25,000
Liability Insurance		\$1,600
Admin Expenses	Cell phone, Office Supplies, Phone Bill.	\$2,700
Administration Subtotal		\$94,300
Total Expenses		\$146,800

**\$10,000 for snow removal has been committed by the Village of Glen Ellyn for a second year of snow removal in Downtown

***Please see attached exhibit detailing surrounding downtown organizations and their member fees.

***Sponsorship branding funds balance is approximately \$10,000. This is after our investment of \$7500 for the Smart Phone Application. This money is designated for branding initiatives: was raised by the Alliance of Downtown Glen Ellyn.

Comparison of Western Suburbs Downtown Organizations
February 2013

	Western Suburb	Glen Ellyn	Wheaton	Downers Grove
Member Fee	\$250	\$125	None	\$50
Number of Members	66+	65-75 Members	104 retail/300 total	entire downtown
Budget	\$100,000	\$250,000	\$250,000	\$750,000-\$825,000
Funding	Village	good for 7 years	SSA funds good for 5 years	SSA funds good for 25 years
Number of Employees	1 full time	1 full time	2 full time	3 full time, 1 part time

*LaGrange is just beginning a downtown organization and is where we were 5 years ago.

1 part time employee, \$100 fee to members, raise own funds

throwing a carnival (around \$30k) and \$35K from village

PLANNING AND DEVELOPMENT DEPARTMENT
FY 13-14 BUDGET HIGHLIGHTS
Village Board Workshop - March 11, 2013

- Dues/Subscriptions: We have increased this line item by \$1,000 to reflect the increased expenditures this past year and to include our stormwater engineer's membership in the American Society of Civil Engineers. Other memberships include the National Fire Protection Association, the Suburban Building Officials Conference, and the International Code Council among others. Professional organizations and publications provide beneficial technical information and assistance, support personal development goals, and improve the Department's customer service level.
- Employee Education: The Employee Education line item has been increased \$1,000 to cover anticipated training seminars and manuals necessary to maintain comprehensive knowledge of the new 2009 codes and future 2012 codes to be adopted. In addition, continuing education is a professional development goal and mandatory completion is required for many staff persons to maintain their professional certifications.
- Prosecutorial Services: Has been reduced \$1,000 to reflect actual expenditures over the last few years.
- 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: \$10,000 was added so the Department can provide utility plan review services previously provided by Public Works. The Stormwater Engineer will be assuming this plan review role into his duties. Since he is limited to 30-hours per week and these additional duties could add more than 10 additional hours to his time each week, these funds will allow him to contract out some stormwater review work if he is unable to handle the workload.

VILLAGE OF GLEN ELLYN - RECREATION DEPARTMENT

2013-14 BUDGET REVIEW WORKSHOP
March 11, 2013

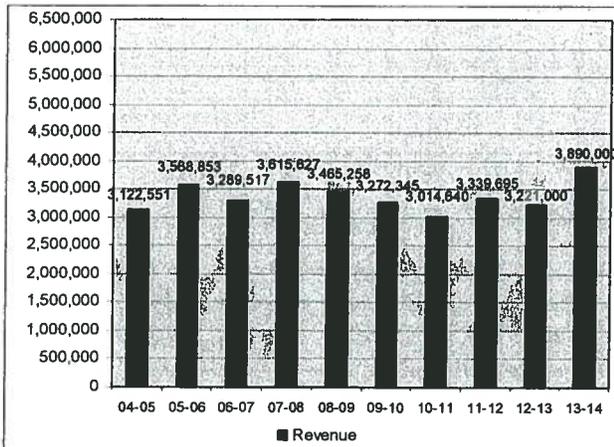
- I. **How do our "Owners" (Village Residents) profit from the Village Links?**
 - A. Storm Water Detention - At no cost to the taxpayer.
 - B. 40% Green fee discounts for residents
 - C. Lambert Lake, Panfish Park, and Co-Op Park.

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

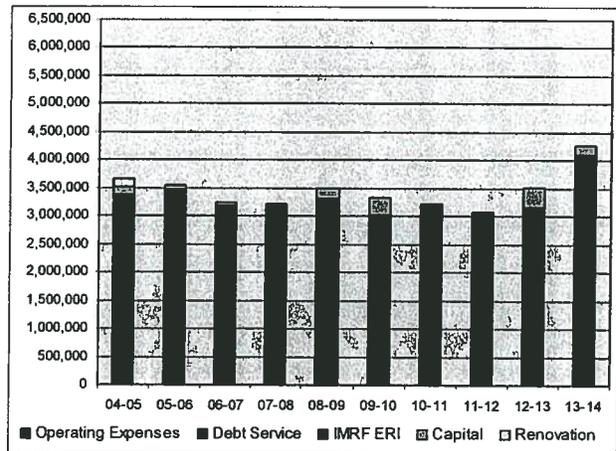
- III. **Financial Overview** - FY 2013-14 Proposed Budget is *NOT* a typical budget plan.
 - A. Partial Year for Food Service and Driving Range
 - B. An expanded Food Service And Driving Range Businesses
 - C. A year of transition as we unveil new products and services

- IV. **Historical Revenue & Expense Baseline Data No Longer Applicable**
 - A. 2013-14 is Not a Typical Year (Partial Year; Year of Transition)
 - B. 2014-15 will be the first full year with the new facility

10 Year Revenue History



10 Year Expense History



Last Eight Years

Operating Profits	\$ 4,170,000
Debt Service Payments	\$ 2,708,000
Capital Replacement	\$ 700,000
Increase Cash Reserves	\$ 741,000
Resident Golf Discounts	\$ 3,200,000

- V. **Questions to be Answered** - (Strong Sense FY 2013-14; Solid Answer 2014-15)
 - A. How will the market respond to the New Restaurant, Bar and Banquet Room?
 - B. How will the new hospitality facilities impact the Golf business?
 - C. How profitable will the expanded food & beverage business be?
 - D. What is the right amount of added sales & marketing expense to reach our profit goals?

VI. What Do We Need to Do To Cover The New Debt Service?

- A. Existing \$340,000 Golf Course Debt Service covered by profits from Golf Business (\$13,500 Golf Revenue per day in season)
- B. New \$310,000 Clubhouse Debt Service would be covered by an additional \$2,500 per day in Golf Revenue or by \$5,000 revenue per day in Food & Beverage (assumes 17% gross profit).
- C. Likely some combination of Additional Golf Revenue and Food Service Revenue.
- D. Unlikely to fully cover New Debt Service in 2013-14 (Partial year; Year of transition)
- E. Goal for 2014-15: Earn \$310,000 debt service from operations.

VII. New For 2013-14

- A. New Food Service Business
 - 1. Increased Capacity
 - 2. New Offerings
 - Expanded Menu
 - Bar
 - Banquets
 - Meetings
 - Live Entertainment
 - Convenient Circle Drive Parking
 - 3. Open Year Round
 - 4. Changed Focus - Destination Restaurant, not just an amenity to golf
- B. Additional Staff - including a full-time Culinary Manager
- C. New Marketing Effort- including hiring an outside firm
- D. Renovated Driving Range

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PUBLIC WORKS DEPARTMENT 2013/14 FISCAL YEAR BUDGET HIGHLIGHTS

ADMINISTRATION AND ENGINEERING

Salaries - FT: (\$495,000) - Assumes full staffing of the Administration and Engineering Division and reflects a percentage of the Public Works Director, Assistant Public Works Director, Professional Engineer, Civil Engineer, Utilities Inspector, Engineering Technician/GIS and an Administrative Assistant's salaries.

Cartegraph: Modules that were implemented in FY13 will continue to be utilized by the Public Works Department to manage citizen requests, various work and assets. There are now three modules being used : WorkDirector, TreeView and SignView. The next module to be implemented will be WaterView (\$10,000). The purchase and implementation of Cartegraph GeoData Connect (\$16,000) is a goal as well.

GIS: Public Works has introduced this resource and will assist in its future development.

OPERATIONS

Organizational Restructuring : Many changes have taken place in the past fiscal year. A Water Operator was hired. Two Crew Leaders designated in the Utilities Division and the Street/Forestry Division that will provide balance to the divisions and completeness to the leadership team. The organizational structure will continue to be evaluated to provide increased performance, quality workmanship and excellent customer service.

Tree Replacement: (\$38,000) Funding will be for the furnishing of parkway trees. This year the Village will plant 250 parkway trees in order to save money on planting costs. This is up from 200 trees in the last fiscal year.

Tree Management: (\$10,000) Tree inventory of zone C (\$6,500), and a Forestry Management Plan (\$3,500).

EAB (Emerald Ash Borer) Program: (\$70,000) In March 2009, the Illinois Department of Agriculture confirmed the presence of EAB in Glen Ellyn. The Village has developed an EAB Management Plan which calls for a number of actions to be taken to combat this insect. The Program for FY13 includes chemical for the EAB treatment of 315 trees by Village crews (\$5,000), the contracted removal of 80 trees of 15"DHB and greater, including stump grinding (\$65,000). In 2012, together the Village (187) and Contractor (148) removed a total of 335 infested ash trees. This action was needed to keep up with the program. Within the next year there is the potential for up to 200 parkway ash trees to be identified for removal. In 2012, nearly 700 parkway ash trees were treated for EAB through the Legacy Tree Project (230), Village crews (280), and a contractor (155). The contractor's treatment (\$25,000) is an every other year program, with FY13/14 being an off year.

Capital Equipment: (\$15,000) The purchase of this new crack sealing equipment will allow for preventive maintenance to protect the investment of all the new streets that the village has completed.

Salaries - FT: (\$525,000) Eight Maintenance Workers (100%) and one Superintendent (100%) for the Street and Forestry Division. Funding of salaries is based on the position assigned rather than a static percentage of various funds.

EQUIPMENT SERVICES DEPARTMENT

Vehicle Purchase #249: (\$182,000) A 2006 Elgin Pelican street sweeper purchased through the competitive bid process for \$139,000 is on a seven-year depreciation schedule and is fully depreciated. This vehicle currently has over 4000 hours of operation and will have approximately 4500 hours of operation when it is put into auxiliary service. Depreciation funds have been reserved in the amount of \$177,900 for the replacement of this vehicle. The replacement vehicle will be an Elgin Pelican purchased through the Suburban Purchasing Cooperative (SPC), and has already been ordered.

Vehicle Lifts (2): (\$180,000) The Equipment Services section of the Reno Center has 2 heavy duty hydraulic lifts that are used to service and repair trucks and equipment for all Village Departments, the Glen Ellyn Volunteer Fire Company, and the Glenbard Wastewater Authority. These lifts are estimated to be 30-40 years old and have reached the end of their useful life. The safety locks continually fail, the hydraulic lift pistons are scored and the seal glands leak, the hydraulic oil valves leak, the lift pits fill with ground water, and the steel components of the system are rotted out. The replacement lifts would be heavy duty and of similar design to reduce the amount of underground work necessary to make them safe.

MFT

State Purchase Salt (\$100,000) – The price for road salt is expected to run \$60 per ton. The estimate is based on the use of 1,650 tons. In the current fiscal year \$150,000 was budgeted in MFT funds and the estimated actual is \$75,000 for the current fiscal year.

Salt Storage Building (\$250,000) – Savings of a portion of MFT Funds for the past two winter seasons, as a result of using less salt, will allow funding for a new salt storage building. The village should be able to store an entire winter supply of salt in case of a salt shortage.

Public Works Areas of Responsibility

Oversight and partnership with the Glenbard Wastewater Authority

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

PUBLIC WORKS FUND SUMMARY

FUND #	PUBLIC WORKS	FY 11/12	FY 12/13	FY 12/13	FY 13/14
	DEPARTMENT	ACTUAL	REVISED	ESTIMATED	BUDGET
	EXPENDITURE TOTALS		BUDGET	ACTUAL	
100	Admin. & Engineering	\$ 772,777	\$ 902,850	\$ 924,000	\$ 823,600
100	Street/Forestry – General Fund	\$ 1,941,288	\$ 2,066,085	\$ 1,951,090	\$ 2,262,900
	General Fund	\$ 2,714,065	\$ 2,968,935	\$ 2,845,090	\$ 3,086,500
500	Utilities – Water	\$ 4,468,635	\$ 6,525,069	\$ 5,754,790	\$ 8,698,700
500	Utilities – Sewer	\$ 4,990,224	\$ 7,236,896	\$ 5,876,960	\$ 7,660,600
	Water / Sanitary Sewer Fund	\$ 9,458,859	\$ 13,761,965	\$ 11,631,750	\$ 16,359,300
530	Parking Fund	\$ 200,368	\$ 408,544	\$ 438,344	\$ 960,600
650	Equipment Services Fund	\$ 1,109,602	\$ 1,808,250	\$ 1,933,900	\$ 1,941,400
210	Motor Fuel Tax Fund	\$ 656,643	\$ 831,000	\$ 590,000	\$ 906,000
400	Capital Projects Fund	\$ 4,090,012	\$ 8,602,286	\$ 6,518,000	\$ 7,476,500
	Total Expenditures	\$ 18,229,549	\$ 28,380,980	\$ 23,987,084	\$ 30,730,300

FISCAL YEAR 2013/14 BUDGET REVIEW

March 11, 2013

BUDGET HIGHLIGHTS

FINANCE DEPARTMENT

Major changes

IT cost center has been moved from Finance to Village Manager

Finance has taken over other activities, including:

- Insurance claims management
- Liability insurance coordination
- Employee benefits management and administration

FY12/13 Accomplishments

Improved financial reporting

- GFOA awards
- Five year forecast – Governmental Funds and General Fund
- Improved quarterly reports with projections

Significant steps have been taken to improve customer service

- Online lockbox
- Online bill payment

Multi-year water and sewer rate plan and refuse rate structure

Banking – collateral agreements

Links renovation bond issuance

Ambulance billing and internal purchasing audits

More information and reports posted online

Department strategic planning

Updated Police Pension Fund assumptions

Updated bond record keeping policy

Improved internal processing, such as tax revenue recorded in real-time

Budget Highlights

- With IT equipment removed, staffing costs make up 80% of total budget.
- No changes to staffing levels.
- Estimated payroll expenses for current fiscal year projected about \$1,800 over budget due to coverage from position vacancies and a maternity leave.
- Audit fees – Includes regular audit plus a single audit, required due to Braeside CDBG grant spending.

FY13/14 Goals

Transparency and communication

- Publish additional spending information on the Village website.
- Improve financial reporting to residents and other stakeholders by focused reporting on government-fund basis.
- Achieve the Government Finance Officers Certificate of Achievement for Excellence in Financial Reporting, Distinguished Budget Presentation Award and Award for Outstanding Achievement in Popular Annual Financial Reporting.

Operational Efficiencies/Policy Improvements

- Transition more risk management and benefits administration into the Finance Department, and transition IT from Finance to the Village Manager's Office.
- Review and make recommendations for improvement of Village financial policies.
- Complete the pre-budget analysis including the following:
 - a. Five-year forecast
 - b. Scorecard with assistance from consultant if necessary
 - c. Review and make recommendations to the HRST, SSA, new revenue ideas, and other improvements of Village financial policies
 - d. Ambulance cost analysis
 - e. Review all fees and fines and adjust accordingly
- Look for ways to reduce paper filing and paper distribution of reports and documentation.
- Look for efficiencies in processing escrows, bank reconciliations, in generating financial reports, and evaluating/reducing the quantity and scope of existing reports.
- Evaluate parking program, including existing fees and waitlist program.
- Improve processes for accounts payable:
 - a. Consider alternatives to automate credit card transaction posting and AP approvals.
 - b. Evaluate ACH and electronic payment to vendors.
 - c. Consider implementing positive pay, reverse positive pay, or other methods to improve internal controls.
 - d. Develop and implement strategies to reduce late penalties on payments to vendors.
- Improve payroll processing:
 - a. Consider Employee Self Service module in MUNIS.
 - b. Encourage thorough reviews of payroll information by departments.
 - c. Consider alternatives for automating paperwork, such as change of status forms.
 - d. Create an environment of employee advocacy for the Assistant Finance Director and Accounting Specialist positions.
- Address data and office security concerns.

Customer Service Improvements

- Improve utility billing customer service:
 - a. Consider realignment of utility billing cycles.
 - b. Evaluate alternatives with online bill pay, e-billing, accepting payments over the phone, and improved cart change out process.