Agenda
Village of Glen Ellyn
Special Workshop Meeting
Monday, November 3, 2014
7:00 PM
Village Links

Village Board Workshop Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs or online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact Harold Kolze, Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

A. Call to Order

B. Roll Call

C. Pledge of Allegiance

D. Audience Participation

1. Open:

   Members of the public are welcome to speak to any item *not* specifically listed on tonight's agenda for up to three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, address and the group they are representing prior to addressing the Village Board.

E. CY15 Budget Kickoff Discussion: (Presented by Finance Director Coyle)

1. Financial Overview
2. Administration (Presentation by the Alliance of Downtown Glen Ellyn)
3. Police
4. Village Links/Reserve 22
5. Planning and Development

F. Other Items

G. Adjournment

Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 11/03/14 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Discussion Item
Prepared By: Caroline Conlon

SCHEDULED

AGENDA ITEM (ID # 1486) DOC ID: 1486

1. Financial Overview 2. Administration (Presentation by the Alliance of Downtown Glen Ellyn) 3. Police 4. Village Links/Reserve 22 5. Planning and Development

The Village Board will begin budget discussions through a series of workshop meetings over the next few weeks which will culminate with consideration and approval of the budget at the first meeting in December. We will also be coordinating the property tax levy process this year on a parallel track. The full budget schedule can be found in your budget binders (see appendix), but the more detailed, tentative schedule is as follows:

- 11/3 (@ Village Links) -Financial Overview, Admin (presentation from the Alliance), Police, Links, Planning
- 11/6 (@ Civic Center) - Library, Capital, Water & Sewer, Finance
- 11/13 (@ Civic Center)- Fire Company , PW (Gen Fund, Parking, MFT, Equipment Services)
- 11/17 (@ Civic Center)- Outstanding items/wrap up

This schedule is subject to change based on presentation timing, etc. In addition, as part of the budget process, management responds to various questions and concerns during budget deliberations. In order to ensure these issues are responded to thoroughly and can be tracked from year to year, we have created budget memos. Please let us know if there is background information you need as we discuss different aspects of the budget and we will respond as quickly as possible.

Attached is a presentation that will kickoff the discussion Monday night. The overview summarizes the budget process and identifies the various funds that make up the overall CY15 Village Budget. Also attached is a revised Alliance Budget which will be addressed by members of the Alliance Monday night. These revisions have not been incorporated into the recommending draft budget, but we can include with any other changes that are agreed to by the Village Board in the weeks ahead.

Management looks forward to discussing the CY15 Budget with the Village Board and will be prepared to address any questions or concerns that may arise.

If you have any questions prior to the meeting, please let us know.

ATTACHMENTS:

- Opening Presentation (PPTX)
- ADGE 2015 Proposed Budget 10162014 (XLS)

INTRODUCTION TO CALENDAR YEAR 2015 BUDGET

January 1, 2015 to December 31, 2015

Draft budget

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- Available on the Village's website
  - www.glenellyn.org
- Hard copies available
  - Civic Center
  - Glen Ellyn Public Library

CY2015 Budget Schedule

- Workshops held on 11/3, 11/6, 11/13, and 11/17(only if needed)
- Public hearing and first reading 11/24
- Second reading and adoption on 12/8

This budget…

- Encompasses the first calendar year budget for the Village following a transition from an April 30 fiscal year end
- 16 Funds

Governmental	Enterprise	Trust
General	Water and Sewer	Police Pension
Capital Projects	Recreation	
Debt Service	Parking	
Motor Fuel Tax	Solid Waste	
Facilities Maintenance	Insurance	
Corporate Reserve	Equipment Services	
Central Business District TIF		
Roosevelt Road TIF		
Fire Services Fund		

Total budget – all funds

	Calendar Year 2015 Proposed Budget
Total net revenues	$49.9M
Total net expenditures / expenses	$52.8M
Net	($2.9M)

	Net by Type
Net operating	$2.4M
Net capital	($5.3M)
Net	($2.9M)

- Proposed budget includes an operating surplus and investment into capital, which includes infrastructure, facilities, and equipment

Detail by fund: Governmental Funds

Fund	Revenues	Expenditures	Net
General	$16,993,300	$16,904,213	$89,087
Corporate Reserve	82,000	16,000	66,000
Motor Fuel Tax	687,100	1,368,900	(681,800)
Debt Service	516,826	515,326	1,500
Central Business District TIF	80,000	31,200	48,800
Roosevelt Rd TIF	2,000	0	2,000
Capital Projects	6,709,000	8,060,000	(1,351,000)
Fire Services	1,450,100	1,650,609	(200,509)
Facilities Maintenance	152,500	421,676	(269,176)

Detail by fund: other funds

Fund	Revenues	Expenses	Net
Water/Sewer	$15,893,200	$17,108,852	($1,215,652)
Parking	353,100	440,800	(87,700)
Solid Waste	1,543,970	1,433,325	110,645
Village Links/Reserve 22	4,991,000	4,865,748	125,252
Insurance	2,806,310	2,979,570	(173,260)
Equipment Services	1,693,700	1,291,800	401,900
Police Pension	2,043,000	1,821,650	221,350

CY2015 Budget Highlights

- General Fund is balanced and includes a small surplus of $89,000 which equates to a 2.5% increase to the property tax levy which is being recommended to further fund the Police Pension
- To balance the General Fund, $371,000 of reductions were made from the budgets submitted by the departments
- Budget maintains the cash reserve policy
  - General Fund – policy of 28% of operating expenditures; projected to be at 48% with a balanced budget for CY15
  - Water & Sewer Fund - $2.158M after a CPI increase is applied
  - All other funds – reserves of at least 25% of operating costs

CY2015 Budget Highlights

- Maintains the 12.5 cent rate for economic development special service areas
- Increases funding of Police Pension by $172,000, and add additional surplus recommended of $89,000
- Continues funding capital projects on a pay-as-you-go basis, but considers issuing debt to address some long term capital needs
- Fire Services Fee was effective May 1, 2014 and continues at the same level to provide sustainable funding for the Volunteer Fire Company
- Includes a new turn-key model for ambulance services

CY2015 Budget Highlights

- Water & Sewer rates will increase by 9.5% on January 1, 2015, which is the last approved rate increase to address higher water costs from the DuPage Water Commission and City of Chicago
- Continues focus on growing revenues and maximizing profits for the Village Links/Reserve 22
- Contributes $150,000 to the Facilities Maintenance Reserve Fund to address aging and deferred maintenance of Village facilities

About the Budget Process

- Departments prepare their own budgets and submit them for review
- Budgets are prepared using a zero-based budget approach where line item detail is reviewed
- Each department reviews its budget with the internal budget committee comprised of the Village Manager, Assistant Village Manager, Finance Director, and Village Attorney
- If necessary, adjustments are made to prioritize needs, to align with strategic policies and goals, and also to align expenses with resources
- A final proposed budget is assembled and published

To Conclude

- The workshop budget process with the Board will provide meaningful strategic direction for the CY2015 proposed budget
- Many thanks for their role in the budget process are well deserved by:
  - Village Departments
  - Finance Department
  - Finance Commission
  - Village Board

Alliance of Downtown Glen Ellyn Proposed Budget 2015

Events	Event Revenues	Paypal Fees	Marketing	Printing	Advertising	Supplies	License Fees	Insurance	Prizes	Photography	Outside Vendors	Other	Event Expenses	Event Net Gain/(Loss)
Indoor Sidewalk Sale	$ 150		$ 210	$ 90								$ -	**$ 300**	**$ (150)**
Restaurant Week	$ 400	**$ -**	$ 375	$ 25	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 400**	**$ -**
Spa Hop	$ 2,475	$ 85	$ 365	$ 105	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,230	**$ 1,785**	**$ 690**
Wedding Walk	$ 2,100	$ 20	$ 175	$ 810	$ 75	$ 20	$ -	$ -	$ -	$ -	$ -	$ -	**$ 1,100**	**$ 1,000**
Wines & Finds	$ 5,250	$ 85	$ 175	$ 1,380	$ 355	$ 230	$ 405	$ 245	$ -	$ -	$ -	$ 460	**$ 3,335**	**$ 1,915**
Great Lake Ellyn Duck Race	$ 4,000	$ -	$ 250	$ 450	$ -	$ 200	$ -	$ -	$ 800	$ -	$ -	$ -	**$ 1,700**	**$ 1,150**
Sidewalk Sale	$ 1,175	$ -	$ 175	$ 470	$ 450	$ -	$ 35	$ -	$ -	$ -	$ -	$ 220	**$ 1,350**	**$ (175)**
Summer Event	TBD										$ -	$ -	**$ -**	
Sounds on the Street	$ 3,600	$ -	$ -	$ 410	$ 300	$ 230	$ 35	$ 400	$ -	$ -	$ 125	$ 600	**$ 2,100**	**$ 1,500**
Wheaton College	$ 240	$ -	$ -	$ 140	$ -	$ -	$ -	$ -	$ -	$ -	$ 100	$ -	**$ 240**	**$ -**
Ladies Night Out	$ 5,000	$ 100	$ 565	$ 1,250	$ 1,250	$ 250	$ 55	$ 300	$ -	$ 150	$ -	$ -	**$ 3,920**	**$ 1,080**
Christmas 2015	$ 1,550	$ -	$ -	$ 175	$ -	$ -	$ 35	$ -	$ -	$ 150	$ 2,200	$ -	**$ 2,560**	**$ (1,010)**
													$ -	
Event Sub-Totals	$ 25,940	$ 290	$ 2,290	$ 5,305	$ 2,430	$ 930	$ 565	$ 945	$ 800	$ 300	$ 2,425	$ 2,510	**$ 18,790**	**$ 4,460**

***revenue sources may include sponsorship, ticket sales, vendor participation**

Revenue and Expense Summary

Member Dues	16,250	65	Members	250
Village Funding	71,250			
Snow Removal Funding	15,000			
Event Total	4,460			
Revenue Total	**106,960**			
Website Management, Conte	12,000	Hosting, functionality and content creation		
Marketing Collateral	3,000	Open Flags, directories, kiosk signs, etc		
Executive Director	64,590	60,000	7.650%	
Payroll Process Fees	464			
Ex Dir Cell Phone	included in Executive Director			
Liability Insurance	1,300			
Snow Removal	15,000			
Accounting Fees	650			
Other/Misc.	150	Office supplies, etc.		
Expense Total	**97,154**			
Surplus/(Deficit)	**9,806**			
Weather Reserve	**5,000**			
Net Surplus/(Deficit)	**4,806**			