

Village of Lombard Finance & Administration Committee
March 19, 2018

2019 Budget

Discussion & Recommendations

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MEMORANDUM

TO: Finance and Administration Committee

FROM: Tim Sexton
Finance Director

DATE: March 14, 2018

SUBJECT: 2019 Budget Discussion

The current projected FY19 deficit is approximately \$737,470. The Illinois Municipal League advised staff that a 10% reduction in LGDF is likely for the State's FY19 budget which would bring the FY19 deficit to \$1,147,470. The recommended reductions and revenue increases currently total \$680,933 for the General Fund. The remaining additional 1% PFE Tax is \$450,000.

Current Budget Deficit	(\$737,470)
Remaining Additional 1% PFE Tax	\$56,537
Proposed Reductions and Revenue Increases	\$680,933
Consider saving remaining \$393,463 PFE for FY20	\$0

Budget Deficit Including 10% LGDF Reduction	(\$1,147,470)
Remaining Additional 1% PFE Tax	\$450,000
Proposed Reductions and Revenue Increases	\$680,933
Remaining Deficit	(\$16,537)

Staff requests the F&A Committees recommendation to the Village Board on the attached year over year budget reductions and the use of the remaining additional 1% Places for Eating Tax revenue.

Recommended Year Over Year Budget Reductions and Revenue Increases

Personnel	General Fund	Hotel/Motel	Water/Sewer	Commuter Parking
Police Department				
Police Officer	\$ 121,490			
Accreditation Manager	\$ 54,613			
Promote Max Police Officer to Sergeant	\$ (8,584)			
Other personnel savings due to position restructure (training, DUCOMM)	\$ 16,316			
Part-Time CSO	\$ 38,276			
Bring officer back from Federal Program	TBD			
Public Works Department				
Civil Engineer Tech	\$ 34,834		\$ 23,223	
2 Engineering Coops	\$ 7,700		\$ 3,300	
Other				
Wage Adjustment for non-union employees (Budget 1% for COLA)	\$ 20,000			
Total Personnel	\$ 284,645	\$ -	\$ 26,523	\$ -

Vehicles	General Fund	Hotel/Motel	Water/Sewer	Commuter Parking
Police Department				
Eliminate 2 Traffic Unit Vehicles (713 & 714)	\$ 28,800			
Squad cars to all black	\$ 3,200			
Fire Department				
Eliminate 1 Battalion Chief Vehicle	\$ 5,450			
Total Vehicle	\$ 37,450	\$ -	\$ -	\$ -

General Changes Budget	General Fund	Hotel/Motel	Water/Sewer	Commuter Parking
Police Department				
Ammo for Patrol Unit	\$ 10,000			
Training Academy (State is funding)	\$ 9,000			
Village Manager's Office				
Decreased use of Village Council	\$ 10,000			
Eliminate lobbyist contract	\$ 24,000			
Finance Department				
Reduce copier, printing, mailing costs	\$ 11,000			
IT Computer Service Contracts	\$ 20,000			
IT Travel & Training	\$ 5,000			
Reduce reserve for Police Squad Car Mobile Replacement	\$ 12,316			
Village Telephone Bill	\$ 12,312			
Remove ECC lines to and from Fire Station	\$ 9,600			
Technology Reserve Equipment	\$ 30,000			
Reduce current Village Hall front desk services	TBD			
Total General Changes	\$ 153,228	\$ -	\$ -	\$ -

Transfers	General Fund	Hotel/Motel	Water/Sewer	Commuter Parking
Public Works Department				
Transfer Forestry Department Salaries (15%) to Hotel Motel	\$ 41,000	\$ (41,000)		
Total Transfers	\$ 41,000	\$ (41,000)	\$ -	\$ -

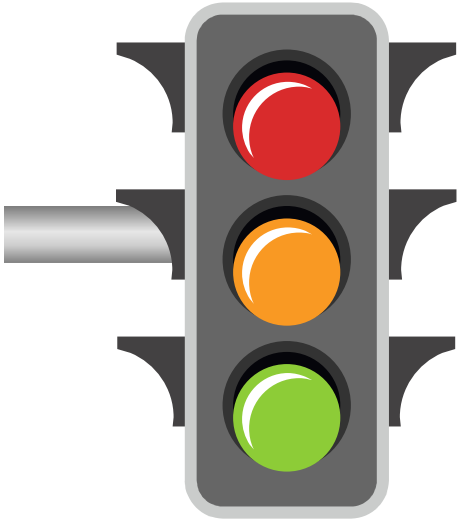
Program/Event Changes	General Fund	Hotel/Motel	Water/Sewer	Liability
Public Works Department				
Reduce the Backyard Drainage Reimbursement Program			\$ 12,000	
Elimate/Reduce Curbside Brush Collection	\$ 83,610			
Reduce Sewer Rodding Reimbursement			\$ 25,000	
Village Manager's Office				
Eliminate Virgin Pulse Program				\$ 20,000
Downtown Holiday Decorations		\$ 7,600		
Seek Sponsorships to support event costs		\$ 17,000		
Reduce costs associated with printing/mailing PRIDE by decreasing number of pages from 12 to 8 and publish tri-annually		\$ 8,614		
Fire Department				
Reduce Fire Public Education by eliminating the preschool program	\$ 4,000			
Total Reductions to Programs/Events	\$ 87,610	\$ 33,214	\$ 37,000	\$ 20,000

Revenue Increases	General Fund	Hotel/Motel	Water/Sewer	Commuter Parking
Community Development Department				
Plan Re-Review Fees to market competitive rate or industry standard	\$ 50,000			
Re-Inspection Fees to market competitive rate or industry standard	\$ 10,000			
Stop Waiving Fees for Public Hearings for Government Entities	\$ 5,000			
Stop Waiving Building Permit Fees for Local Governments	TBD			
Charge Plan Review Fees up Front	TBD			
Finance Department				
Charge a 1.5% Surcharge for all Credit Card Payments	\$ 12,000		\$ 48,000	
Increase Daily Parking fee and Commuter Parking permit to \$2.00/ day				\$ 115,920
Village Manager's Office				
Implement Vendor Booth Fees for Senior Fair (for profit vendors) and seek sponsorship		\$ 1,000		
Total Revenue Increases	\$ 77,000	\$ -	\$ 48,000	\$ 115,920

Total Proposed Reductions & Revenue Inc	\$ 680,933	\$ (7,786)	\$ 111,523	\$ 135,920	\$ 920,590
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Committee Review of Possible Reductions and Increases	General	Hotel/Motel	Water and Sewer	Commuter Parking	Notes
Police					
Possible Cost Reduction					
Review all crossing guard agreements for legal obligations and look for cost sharing opportunities	\$ 50,712				Discuss during contract negotiations this year; TIF ends 2024
CALEA Accreditation Manager Position	\$ 183,834				PS&TC Recommended Approval of Restructure (Option 2)
Community Development					
Possible Cost Reduction					
Reduce the Backyard Drainage Reimbursement Program			\$ 12,000		BOBA 4-0
Possible Revenue					
Plan Re-Review Fees to market competitive rate or industry standard	\$ 50,000				Committee Review 5-0; BOBA 4-0
Re-Inspection Fees to market competitive rate or industry standard	\$ 10,000				Committee Review 5-0; BOBA 4-0
Stop Waiving Fees for Public Hearings for Government Entities	\$ 5,000				Committee Review 5-0; BOBA 3-0 with 1 Abstention
Stop Waiving Building Permit Fees for Local Governments	TBD				Committee Review 5-0; BOBA 3-0 with 1 Abstention
Charge Plan Review Fees up Front	TBD				Committee Review 5-0; BOBA 4-0
Public Works					
Possible Cost Reduction					
Eliminate/Reduce Curbside Brush Collection	\$ 83,610				PW&E Committee recommendation to eliminate subsidy for curbside brush collection and go to user fee program
Reduce/Eliminate Mosquito Abatement Program	\$ 88,610				PW&E Committee recommends no change
Eliminate/Reduce sewer rodding reimbursement			\$ 25,000		PW&E Committee recommends reducing to \$40K
Eliminate/Reduce lead service line reimbursement			\$ 75,000		ok
Research cutting back on Street lights /what other construction to reduce O&M					PW&E Committee will review in 2018
Research annual level of service for snow plowing operations	\$ 20,000				Staff had this as yellow
Adoption of Overall Condition Index (OCI) for long term road maintenance	N/A				ok
Fire					
Possible Cost Reduction					
Reduce Fire Public Education by eliminating the preschool program	\$ 4,000				PS&TC Recommended Approval of Option 4 (eliminate preschool program)
Finance					
Possible Cost Reduction					
Change to all daily fee for commuter parking and eliminate permits				TBD	Complete Parking Study
Reduce current Village Hall front desk services	TBD				ok
Possible Revenue					
Charge a 1.5% Surcharge for all Credit Card Payments	\$ 12,000		\$ 48,000		ok

Committee Review of Possible Reductions and Increases	General	Hotel/Motel	Water and Sewer	Commuter Parking	Notes
Increase daily parking fee and commuter parking permit fee to \$2.00/day				\$ 115,920	
Village Manager Office					
Possible Cost Reduction					
Personnel					
Offer a voluntary Vacation Buy Program	TBD				Bring policy and procedure back to F&A Committee in future
Events/Communications					
Private Sponsorship of Public Events (includes Cruise Nights and Summer Concert events)		\$ 17,000			Community Promotions and Tourism Committee recommendation to seek sponsorships to support event costs
Downtown Holiday Decorations		\$ 7,600			Community Promotions and Tourism Committee recommended Reusable Banners (first year savings only \$4439)
Reduce costs associated with printing/mailling PRIDE		\$ 8,614			Community Relations Committee recommends Decreasing the newsletter to 8 pages to save on printing and postage and publish tri-annually
Develop policy to get sponsorship for events		TBD			Community Promotions and Tourism Committee recommendation to direct staff to develop a draft policy on private sponsorship of public events for consideration and discussion
Possible Revenue					
Revenue: Implement Vendor Booth Fees for Senior Fair		TBD			Community Relations Committee recommends charging \$100 to for profit vendors and free for not-for-profit vendors. Also recommends seeking sponsorship.
Other					
Eliminate Lobbyist Contract or Renew and Transfer Portion of Funding to W&S	\$ 24,000				F&A Committee recommends eliminating contract
Reduce or Eliminate the Meals on Wheels Subsidy	TBD				Community Relations Committee recommendation to leave status quo
Possible Revenue					
Reinstate Village required vehicle stickers	\$ 300,000				
Implement Video Gaming	TBD				All Committes will review in 2018



Village of Lombard Committee 2019 Budget Overview



Agenda

- Purpose
- Roadmap
- Background
- Results of 2018 Budget Process
- Village of Lombard Economic Update
- 2019 Revenue & Expense Assumptions
- Current 5 Year Financial Forecast
- Quick Lookback
- Proposed 2019 Budget Recommendations
- Summary & Next Steps

Purpose

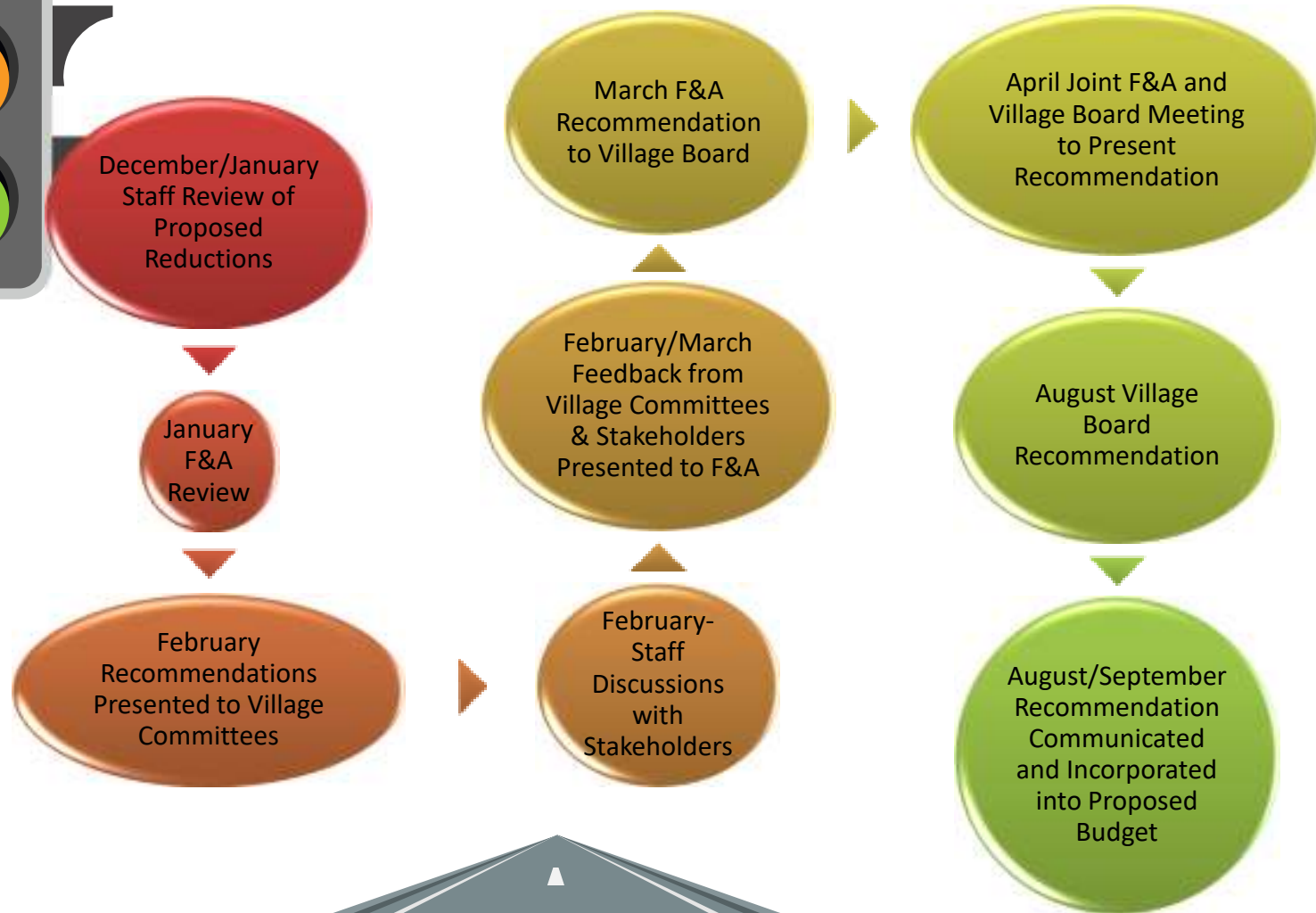
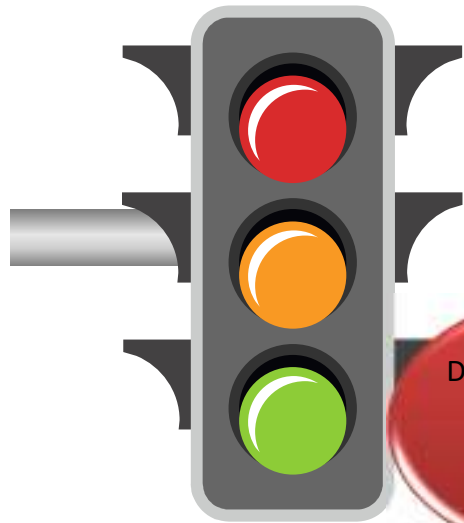
- The purpose of the FY19 budget planning meetings is to obtain input from citizen advisors and to ensure the Village Committees, Board of Trustees, residents, and employees fully understand the current and future fiscal position of the Village.
- The current projected **FY19 deficit is approx. \$737,470**
- The goal is to compile a list of year over year expenditure reductions in the General Fund that total \$368,735. (737,470 x 50% per Village Board policy direction in 2016)
- **This deficit is a moving target and may change based on revenue projections, unforeseen expenses, the economy, and State unfunded mandates/revenue reductions.**
 - Note: Illinois Municipal League advised that a 10% reduction in LGDF is likely for the State's FY19 budget.
 - The following slide shows the Village's budget deficit including a 10% reduction in LGDF.
- In 2016, the Village Board approved a Long Range Plan that included a 1% (\$1.6M) revenue increase for the Places for Eating (PFE) Tax.
 - The FY 2017 budget included an additional \$800,000 of the 1% PFE Tax increase and \$800,000 in expenditure reductions.
 - The FY 2018 budget included an additional \$350,000 of the 1% PFE Tax increase and \$350,000 in expenditure reductions.
 - We currently project for FY 2019 that we will need to use \$368,735 of the remaining PFE Tax (\$450,000).
 - Based on the changes made in FY 2019, there may be approximately \$81,265 or more remaining from the 2016 1% PFE Tax increase. These funds could be used to match the FY 2020 expenditure reductions.

2019 Budget Deficit



- Current Budget Deficit - \$737,470
 - Amount to be made up through Revenue Increases - \$368,735
 - Would leave \$81,265 remaining of Additional 1% PFE Tax for 2020
 - Amount to be made up through Expenditure Reductions - \$368,735
- Budget Deficit Including 10% Reduction in LGDF - \$1,147,470
 - Amount to be made up through Revenue Increases - \$573,735
 - Entire \$450,000 of Remaining Additional 1% PFE Tax is used up in 2019, and there is an additional shortfall of \$123,735
 - Amount to be made up through Expenditure Reductions - \$573,735
 - Additional \$205,000 in expenditure reductions needed for 2019

Roadmap



Background

- In 2016, the Long Range Plan was developed to address the rising cost of non-discretionary expenses.
- The FY 2018 Budget was developed with the assumption that the State of Illinois budget will not significantly change the Village's revenues. Staff will continue to monitor the State budget or other legislation that could severely impact the Village's revenues such as the state-shared income tax, motor fuel tax funding, and property taxes.
- Staff is meeting with each Committee to discuss the current financial situation for the Village. Specific items have been referred to Committees for further vetting.

Result of FY 2018 Budget Process

- Successfully addressed \$700K deficit in an efficient and timely manner
 - \$350K in reductions/transfer of expenses
 - \$350K in new revenue
- Open and Transparent Process
 - Multiple public meetings/discussions
 - Extra communications with impacted stakeholders
- Adoption of a Long Range Plan and Policy Changes for Future Guidance
- Village Staff started work on the FY 2019 budget in November 2017

Village of Lombard Economic Update

- **Sam's West LLC:** Announces corporate business decision to not proceed with Sam's Club location in Lombard.
 - This action is a part of a much larger national shift in strategy that will also result in the closing of existing stores as well. Per the Sam's Club statement released on their Twitter page today, "After a thorough review of our existing portfolio, we've decided to close a series of clubs and better align our locations with our strategy."
- **Bon-Ton** (Bergner's, Boston Store, **Carson's**, Elder-Beerman, Herberger's and Younkers) : Filed for bankruptcy.
 - "While under bankruptcy protection, Bon-Ton said it will also explore strategic alternatives, including a sale of the company or assets as a part of the reorganization plan. The process will also make it easier for Bon-Ton to renegotiate its leases or ask for rent reductions."
- **Local Government Distributive Fund (LGDF):** The state's FY18 budget includes a 10% reduction in LGDF (Income Tax). **LGDF revenue is still at risk as part of any State budget reforms.**
 - The Village of Lombard's 2018 Budgeted Revenue for State Income Tax \$3,981,910 (example: 50% reduction is \$1,990,995M)
- **Marianos/ Thorntons :** Too early to tell how the new stores will change sales tax for the Village of Lombard.

2019 Revenue & Expenditure Assumptions

Revenue Assumptions

- **3.0% annual growth**
 - Property Tax (assumed max levy per statute)
 - Income Tax
 - Amusement Tax
 - Fees, fines, licenses, and permits
- **0% annual growth**
 - Sales, Use, & Places For Eating taxes
- **0.0% annual growth for Utility Tax**
 - Gas
 - Electric
 - Telecommunications

Expenditure Assumptions

- **Increases**
 - Salary progressions: **4%**
 - Health insurance: **7.5%**
 - Retirement benefits:
 - IMRF **4%**
 - Police & Fire Pension **7.5-9.0%**
 - Technology Reserve: **1.5%**
 - Fleet Services: **3%**
(Includes fuel, labor costs, and parts)
 - All other costs: **3%**

Retail Sales: (Forbes (Jan 19, 2018), 9 Fashion Retailers On Life Support)

Signs are that fashion retail has entered a new normal, near-steady state, with sales growth leveling at about 1% in 2016 and 2017, after rising over 2% in 2013 through 2015. Look around and **there are more stories of failure than success in fashion retail**. Customers are simply not buying what many fashion retailers are selling.

LONG RANGE PLAN SYNOPSIS

Prior to Any Changes FOR 2017

The 5-Year Multi-Year Financial Forecast projects an estimated deficit of \$1.6M for fiscal year 2017.

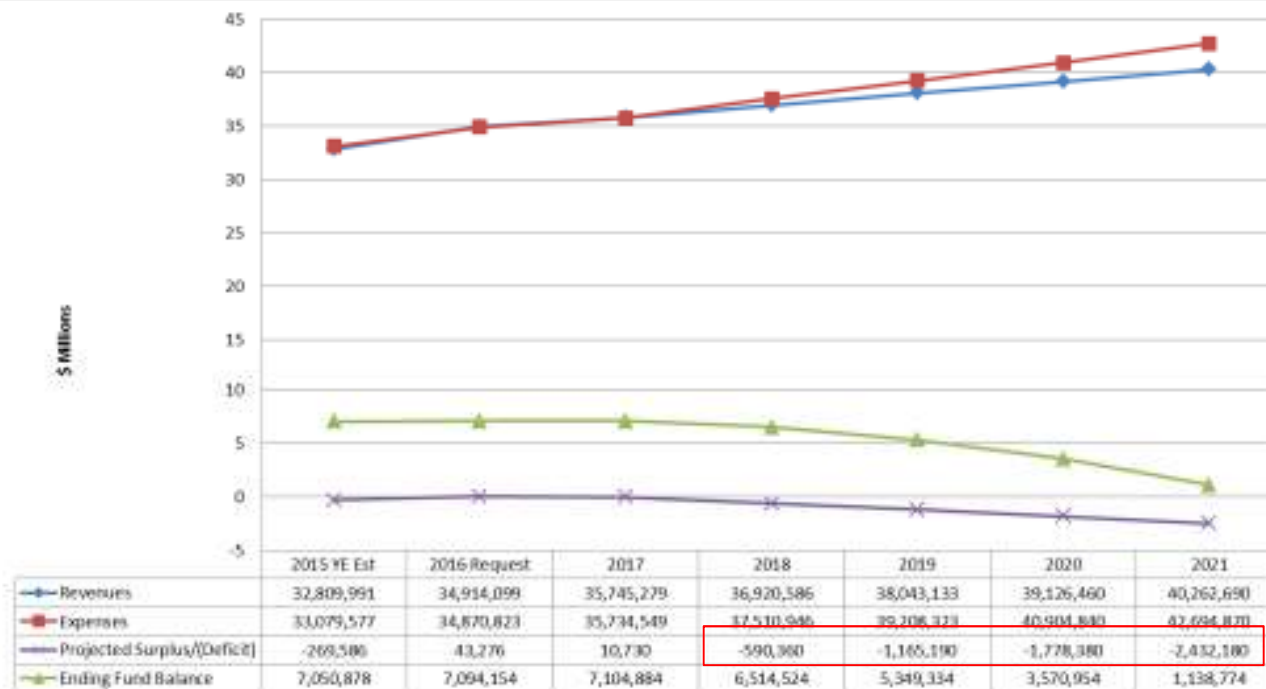


PRIOR TO 2018 CHANGES

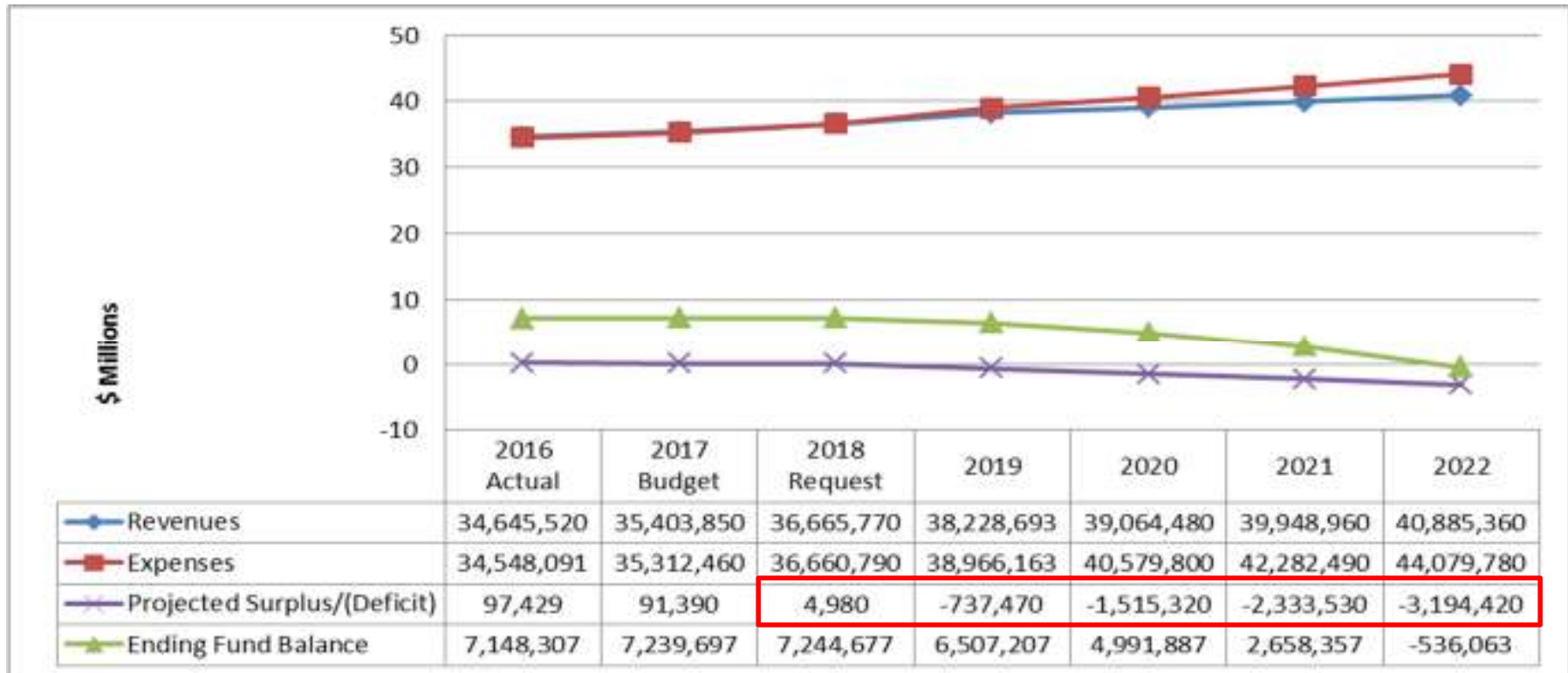
1% increase to the PFE tax; with ½% PFE Tax allocated to General Fund and Expenditure Reduction of \$800K in 2017

The 5-Year Multi-Year Financial Forecast projects an estimated deficit of \$590K in 2018, \$1.2M in 2019, \$1.8M in 2020, and \$2.4M in 2021.

All budget projections (FY17 and beyond) do not include new retail projections (Marianos, ect.).



Current 2018-2022 Multi-Year Financial Forecast



CURRENT 5 YEAR PROJECTION

Assuming a 0% increase to the sales tax starting in FY19; with an additional \$350,000 Places For Eating Tax from Long Range Plan Fund allocated to General Fund and Expenditure Reduction of \$350K in 2017

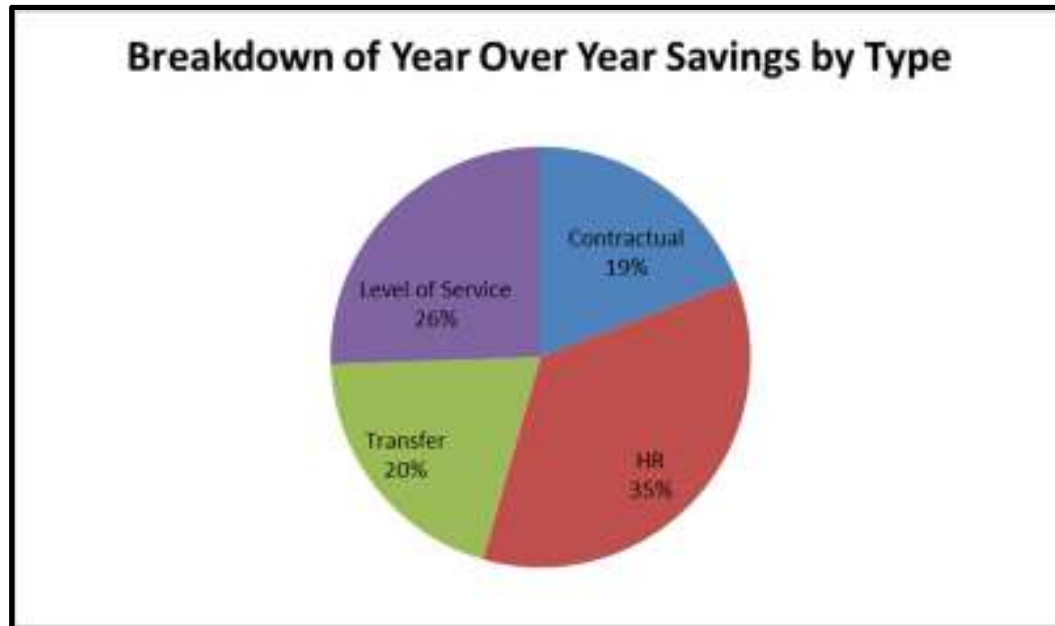
The 5-Year Multi-Year Financial Forecast projects an estimated deficit of \$737K in 2019, \$1.5M in 2020, \$2.3M in 2021, and \$3.2M in 2022.

Budget projections (FY17 and beyond) do not include increased sales/places for eating tax for new developments - Yard House, etc. A conservative estimate is included in 2018 and beyond for Mariano's and Thornton's.

Quick Lookback

Simplified Permanent General Fund Savings Chart			
Budget Year	2017	2018	Running Total
2017 Permanent Reductions *	\$800,000	\$800,000	\$1,600,000
2018 Permanent Reductions		\$347,837	\$347,837
Total year over year savings	\$800,000	\$1,147,837	\$1,947,837

*2017 had a total of \$1,182,191 in reductions and transfers but approximately \$800,000 in permanent reductions to the General Fund



Examples of 2017 & 2018 Budget Reductions

- Taxi Subsidy Program (Phase-out)/(\$20,000)
- Winter decorations (\$30,000)
- CODE RED (\$20,000)
- Meals on Wheels (\$15,000)
- Police Lobby Nighttime Hours Adjusted (\$113,206)
- Banner program expansion (\$41,500)
- PRIDE newsletter from 6 to 4 issues (\$14,610)

Quick Lookback

Summary of Budgeted Position Changes

FY17 budgeted personnel changes compared to the FY16 budget:

- Eliminated PT Central Records Clerk
- Eliminated 2 PT CSOs
- Eliminated 1 PT Customer Service Rep
- Eliminated 1 PT HR Intern (Co-Op Assistant)
- Eliminated 1 PT Special Events Coordinator
- Eliminated 2 Seasonal PW Engineering Coops
- Eliminated hiring seasonal snow plow drivers

FY18 budgeted personnel changes compared to the FY17 budget

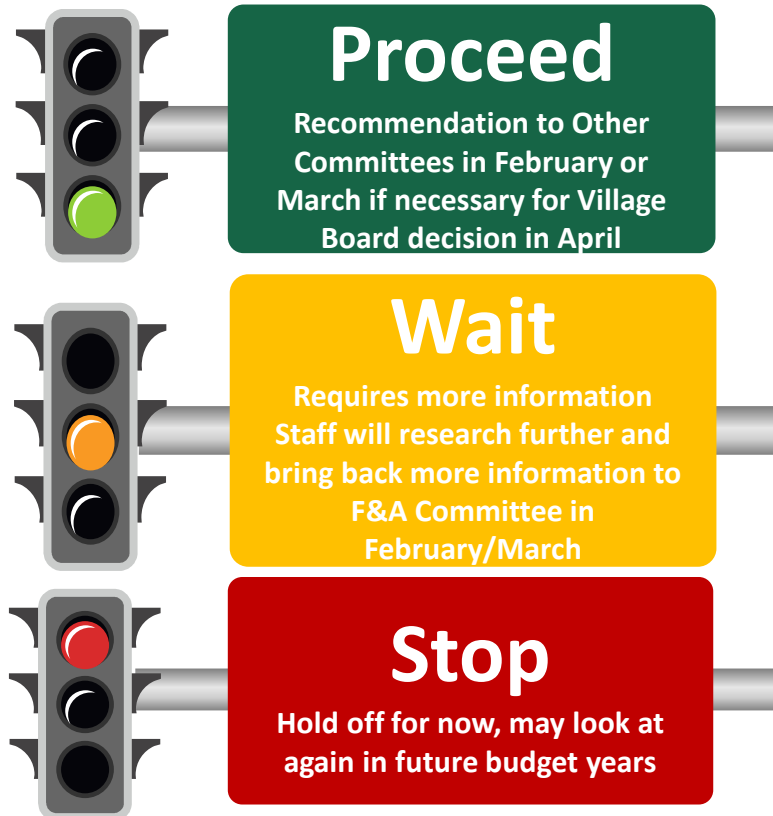
- Eliminated Part-Time Human Resources Clerk
- Eliminated Accounting Assistant; Increased Clerk Admin Secretary from 19 to 28 hours; Added Full-time HR Payroll Specialist
- Eliminated 1 Part-time PD Records Clerk
- Eliminated Investigative Aide position
- Eliminated Towing Coordinator position
- Eliminated 1 Full-time and 1 Part-time records clerk position when the PD reduce night hours
- Eliminated 1 Part-time PD Admin position
- Eliminated 1 Part-time Code Enforcement position
- Eliminated 1 task force position which reduced a police officer position

Planned FY19 budgeted personnel changes compared to the FY18 budget

- Eliminate 1 vacant Civil Engineer Tech position
- Eliminate 1 vacant Part-time Community Service Officer position
- Additional vacant positions are under review

Proposed 2019 Budget Recommendations

Total Projected FY19 Deficit \$737,470 (50/50 split \$368,735)



Step 1: Staff presented recommendations to the Finance & Administration Committee

Staff Proposed 2019 Budget Changes to Finance & Administration Committee on 1/22/18	General	Hotel/Motel	Water and Sewer	Commuter Parking
Possible Savings/Increase	\$251,518	\$ 17,000	\$12,000	
Possible Savings/Increase	\$310,932	\$ 60,000	\$25,000	\$ 115,920
Possible Savings/Increase	\$320,000	\$ -	\$75,000	

Step 2: Finance & Administration Committee reviewed Staff recommendations, and requested other Committee feedback on some items in order to make final recommendation to the Village Board in April

Finance & Administration Committee Initial Review	General	Hotel/Motel	Water and Sewer	Commuter Parking
Possible Savings/Increase	\$ 251,518	\$ 17,000	\$ 12,000	
Possible Savings/Increase	\$ 260,220	\$ 60,000	\$ 25,000	\$ 115,920
Possible Savings/Increase	\$ 370,712	\$ -	\$ 75,000	

FY 2019 Proposed Reductions/Revenue Increases/Transfer of Funds

Finance & Administration Committee Initial Review	General	Hotel/Motel	Water and Sewer	Commuter Parking
Police				
Possible Cost Reduction				
Review all crossing guard agreements for legal obligations and look for cost sharing opportunities	\$ 50,712			
CALEA Accreditation Manager Position	\$167,518			
Community Development				
Possible Cost Reduction				
Eliminate/Reduce the Backyard Drainage Grant Program			\$ 12,000	
Possible Revenue				
Plan Re-Review Fees to market competitive rate or industry standard	\$ 50,000			
Re-Inspection Fees to market competitive rate or industry standard	\$ 10,000			
Stop Waiving Fees for Public Hearings for Government Entities	\$ 5,000			
Stop Waiving Building Permit Fees for Local Governments	TBD			
Charge Plan Review Fees up Front	TBD			
Public Works				
Possible Cost Reduction				
Eliminate/Reduce Curbside Brush Collection	\$ 83,610			
Reduce/Eliminate Mosquito Abatement Program	\$ 88,610			
Eliminate/Reduce sewer rodding reimbursement			\$ 25,000	
Eliminate/Reduce lead service line reimbursement			\$ 75,000	
Research cutting back on Street lights /what other construction to reduce O&M	TBD			
Research annual level of service for snow plowing operations	\$ 20,000			
Adoption of Overall Condition Index (OCI) for long term road maintenance	N/A			
Fire				
Possible Cost Reduction				
Reduce/Eliminate Fire Public Education	\$ 23,000			

(continued) FY 2019 Proposed Reductions/Revenue Increases/Transfer of Funds

Finance & Administration Committee Initial Review	General	Hotel/Motel	Water and Sewer	Commuter Parking
Police				
Possible Cost Reduction				
Review all crossing guard agreements for legal obligations and look for cost sharing opportunities	\$ 50,712			
Finance				
Possible Cost Reduction				
Change to all daily fee for commuter parking and eliminate permits				TBD
Reduce current Village Hall front desk services	TBD			
Possible Revenue				
Charge a 1.5% Surcharge for all Credit Card Payments	\$ 60,000			
Increase daily parking fee to \$2.00				\$ 115,920
Village Manager Office				
Possible Cost Reduction				
Personnel				
Offer a voluntary Vacation Buy Program	TBD			
Events/Communications				
Program Changes to Cruise Nights Event or Schedule		\$ 17,000		
Eliminate/Reduce Downtown Tree Lights , Banner Change Out, Winter Greenery		\$ 30,000		
Reduce Number of Printed Issues of Pride Newsletter		\$ 30,000		
Develop policy to get sponsorship for events		TBD		
Possible Revenue				
Revenue: Implement Vendor Booth Fees for Senior Fair		TBD		
Other				
Eliminate Lobbyist Contract or Renew and Transfer Portion of Funding to W&S	\$ 24,000			
Reduce or Eliminate the Meals on Wheels Subsidy	TBD			
Possible Revenue				
Reinstate Village required vehicle stickers	\$300,000			
Implement Video Gaming	TBD			16

Summary & Next Steps

- Summary
 - Total Projected FY19 Deficit \$737,470 (50/50 split \$368,735)
 - The goal is to reduce non-discretionary expenses to reduce future year deficits.
- Next Steps
 - Village Committees are reviewing certain items to provide a recommendation to the Finance & Administrative Committee.
 - Finance & Administrative Committee will review Village Committee recommendations to discuss at a Joint Village Board meeting in April 2018.
 - After Village Board approval of 2019 budget reductions and revenue increases, Village Committees will discuss and review the policies/ordinances for a recommendation on changes to the Village Board.
 - Department Heads will present their Proposed FY18 Budget Requests to the Village Board in August 2017.
 - Village Board approves the FY18 Budget in November 2017.
- Questions/Comments

Committee Memos

Public Safety & Transportation Committee



TO: Public Safety and Transportation Committee

FROM: Roy Newton
Chief of Police

SUBJECT: Potential 2019 Budget Cuts

DATE: February 20, 2018

In order to address a projected FY19 deficit of \$737,470, the Village's Board of Trustees has directed Staff to research options to make up this shortfall by an even split of cost reductions and revenue increases. Each department has developed options for proposed revenue enhancement and expenditure reductions that were reviewed by the Finance & Administration Committee at their January 22, 2018 meeting. Following this, Staff requests that the PSTC review the items that were put forth by the Police Department and advanced by the Finance & Administration Committee for further consideration.

OVERVIEW

Our part-time Accreditation Manager has recently left this position to pursue a full-time position with another agency. With this vacancy, it has allowed us the opportunity to review the position and possibly combine it with other positions within the agency. As the Accreditation Manager position is of absolute necessity, we have determined options that will create a savings to FY19 and beyond.

SURVEY RESULTS

In viewing area communities that have accreditation (or Lexipol) 8 of 10 have full time accreditation managers. Smaller agencies like Western Springs, have a part-time manager.

OPTIONS

Option 1 (Status Quo): Continue with the position in its present form and hire a new part-time Accreditation Manager at the annual cost of \$54,613. This will reflect no savings to the Village.

Option 2 (Restructure Positions): In reviewing our staffing needs for FY 2020 and beyond, we have determined that GIS data and crime analysis will help us to determine our future staffing needs. We currently have no system or person in place to study and analyze the data that new technology is able to provide. With a Crime Analyst able to review this data, we could see future manpower reductions, based on crime analysis. This will reflect an undetermined savings in upcoming years.

The person performing the CALEA Accreditation duties should be supervised by either the Police Chief or Deputy Chief and should be in a position of management to help develop, write, and enforce policy. CALEA Accreditation can limit an agency's liability and risk exposure because it demonstrates that internationally recognized standards for law enforcement have been met, as verified by a team of independent outside CALEA-trained assessors. These standards provide the necessary reports and analyses a Police Chief needs to make fact-based, informed management decisions. Accreditation requires an agency to develop a comprehensive, well thought out, uniform set of written directives which helps the department reach administrative and operational goals, while also providing direction to personnel. In addition, CALEA Accreditation requires a preparedness program be put in place—so an agency is ready to address natural or man-made unusual occurrences.

Our current traffic supervisor is combined with a street supervisor. Given our grant awards from the State of Illinois and our high rate of truck and traffic enforcement, there is a need for a specific traffic supervisor. With the combination of a street and traffic supervisor, the workload by that one person has become overwhelming.

We are confident that we can combine the three positions discussed above into one, by promoting an officer to a Sergeant to create a supervisor for an additional \$8,584. This supervisory position would be the Accreditation Manager, Traffic Unit Sergeant, and Crime Analysis Officer. Each position requires the officer to be of management / supervisory rank that will report directly to the Chief or Deputy Chief of Police. This position should not require overtime pay to perform these duties.

Position Title	Option 1 Status Quo	Option 2 Restructure	Option 2 Inc/(Dec)
Chief	1	1	
Deputy Chief	2	2	
Lieutenant	4	4	
Sergeant	7	8	\$ 8,584
Patrol	53	51	\$(121,905)
CALEA Mgr	1	0	\$ (54,613)
CSO	4	4	
Total Positions	72	70	
Total Decrease (Salary & Benefit)	\$ -		\$(167,934)
Other Savings (training/uniforms/DUCOMM fee)	\$ -		\$ (15,900)
Total Annual Decrease	0	2	\$(183,834)

In order to create this new position, we propose to reduce our overall staffing by one (1) officer to 66 (\$121,905 decrease in salary & benefits for beginning officer), eliminate the Accreditation Manager part-time position (\$54,613 decrease), and promote an officer to Sergeant (additional cost \$8,584). The total annual savings for salary and benefits would be \$167,518. Through elimination of an officer position, additional annual savings of approximately \$15,900 would be realized for basic recruitment training/continuing education (\$3,500), uniforms (\$750), and DUCOMM fees (\$11,650). Therefore, the total decrease to the 2019 Budget would be approximately **\$183,834**.

The nature of this position lends itself to be a management position. In reviewing the job description and when this position was first created in 1989, it requires the ability to apply principles of influence such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. It requires the ability to act as a lead person as they create and adopt policy, procedure, and general orders. This position is an administrative management position that functions above the position of a patrol officer.


When we review the history of closing the front desk in 2017, we have been able to continue service to the community uninterrupted without community complaint. In that instance, we were able to review various job assignments and combine them in current job assignments. The option presented follows in the same line, combining and adding additional duties, in a management capacity, that will allow the department to work more efficiently and proactively with eyes on future staff reductions.



MEMORANDUM

Date: February 23, 2018

To: Public Transportation and Safety Committee

From: Rick Sander, Fire Chief 

Subject: Potential FY19 Fire Department Budget Options

PURPOSE

In order to address the projected FY19 Village budget deficit, each department has been directed to research options including revenue enhancements and cost reductions. The Fire Department has developed these options and requests that the Public Transportation and Safety Committee review the item brought forth below for the Committee's recommendation(s).

Elimination of Public Education - (\$23,000)

BACKGROUND

The Fire Department considers our Public Education program to be a core service for our community. Our school programs provide fire and home safety public education to all Lombard schools for pre-kindergarten, kindergarten, and third grade school levels.

We teach age relevant programs including 'stop drop and roll', home evacuation plans, home fire safety, how and when to call 911 and what information to provide to a 911 operator. We incorporate nationally endorsed content and materials. Some of our programs are delivered in Spanish.

Parents are also engaged and often 'sign-off' on the fire safety lessons sent home. This method of delivery multiplies and reinforces these fire safety messages at home.

Additionally, our firefighters/public educators participate in, provide information and answer questions at community events such as Arts and Craft Fair, National Night Out, Senior Fairs, and Fire Prevention Week Open House.

We believe this is a core service for the following reasons:

- The Public Education programs provide essential fire and home safety information and instruction to kids not currently provided by any other organization or entity in our community. The Fire Department is best positioned and most qualified to provide this information. We continually receive notes from parents or stories relative to how a child called 911 when there was a fire at their home, or a loved one was having a medical emergency.
- This fire and home safety education is what The National Fire Protection Agency, International Association of Fire Chiefs, National Safety Council, FEMA and others agencies consider to be a key component to successful community-wide risk reduction strategies.

SURVEY DISCUSSION

An attached 2017 survey of our neighboring fire departments revealed that every one of our adjacent community fire departments provide some type of public education and fire safety training. This survey indicates that the Lombard Fire Department is close in the total number of Emergency Calls for Service with both Downers Grove and Wheaton. The Public Education program delivery for each of these communities is represented below.

- Downers Grove Fire Department's Public Education budget is approximately \$80,000 and utilizes a full-time Public Education Specialist with some supplemental fire fighter overtime. They combine their contact time between elementary school programs, middle and high school safety training, and public events. Each year they estimate making school program contacts with over 11,000 children.
- Wheaton Fire Department spends approximately \$15,000 annually for both materials and labor conducting public education and uses overtime personnel to teach their Citizens Fire Academy. Wheaton has not provided any early education programs since 2008. They use on duty crews for show-and-tell at primary schools during the month of October if on duty crews are available. The Fire Department also assists with school fire drills, again utilizing on duty crews if they are available. The number of public education requests they receives varies each year.
- Lombard Fire Department currently budgets \$23,000 annually for public education in schools and public events. This Public Education budget has not increased since 2012. Due to our high call volume, it would be difficult for us to use on duty firefighters to provide the education at schools and events. These programs are delivered utilizing off duty fire department personnel at a reduced FLSA 7g overtime rate. Annually, the public educators provide over 800 hours of combined contact time between school programs and other public events. Each year in the schools alone, an estimated 1,148 students, and their families, participate in the school programs including:

- Pre-School Programs – Delivered 4 times during the year to 17 locations (public schools, parochial schools, and private daycares) by 2 public educators.
- Kindergarten Programs – Delivered 6 times during the year to 15 schools (public and parochial) by 2 public educators. A bi-lingual team provides 2 schools with an English/Spanish version of this program.
- 3rd Grade Programs – Delivered twice a year (fall/spring) to 14 schools (public and parochial) by 2 public educators. The fall program is our day in the life of a firefighter presentation. The spring program is like a “touch-a-truck” event – both include fire and life safety messages.
- Safety Trailer Programs– Delivered to 11 schools over 10 days (two of the smaller schools are done on the same day) by 4 public educators. Kindergarten, 1st grade and 2nd grade go through the safety trailer and learn about fire safety in the home, practice calling 911, and practice a home evacuation.

Note: Fire/Evacuation Drills and Life Safety Education for citizens other than the schools are provided by part-time Fire Prevention Bureau staff.

OPTIONS:

Staff is seeking The Committee’s direction on the following options:

1. Maintain the Public Education Program Status Quo.
2. Reduce Funding: Continue providing Public Education Programs in schools and eliminate funding for public events. (Overtime Savings of approximately \$3,000)
3. Reduce Funding: Continue providing Public Education Programs for public events and eliminate funding for School programs. (Overtime Savings approximately \$20,000)
4. Reduce Funding: Eliminate the preschool education program (Overtime Savings approximately \$4,000)
5. Reduce Funding: Provide Public Education when it is requested utilizing on duty crews if available.
6. Eliminate the entire Public Education Program.

2018 Public Education Program Survey

	Addison FPD*	Bloomingtondale FPD	Downers Grove FPD*	Elmhurst*	Glen Ellyn Fire Co.	Glenside Fire District	Hanover Park FD	Itasca FPD	Lombard FPD*	Villa Park FD	Wheaton FD	Wood Dale FPD	York Center FPD
Annual Pub-Ed Budget	Over \$53,000	\$2,000 Materials only	Over \$80,000 Materials and Labor	\$32,000 Materials and Labor	\$1,500 Materials only	\$1,550 Materials some overtime as requested	\$6,400 On duty and some overtime	\$4,000 Total budget for Materials and Labor	\$23,000 Labor	\$2,000 Materials some overtime as requested	\$15,000 Materials and Labor	\$0 Overtime as requested	\$4,000 Materials and Labor
Staffing Method(s)	Full-time Public Educator	On duty as requested	Full Time Public Educator with some 7 ^g	7 ^g	On duty	Overtime	Part-time firefighters	Overtime	7 ^g	Overtime	Overtime	On duty as requested	On duty as requested
Number of Annual Emergency Calls	4,545	4,250	6,352	5,367	3,287	2,350	3,519	1,800	6,592	2,810	6,000	2,100	1,310
Programs or events delivered	Schools, Seniors, Public Events	Community Events	School fire and EMS training Public Events	Schools and Public Events	Public Events mostly in the stations	Schools and Public Events	Schools and Public Events	Schools and Public Events	Schools and Public Events	Schools and Public Events	Schools and Public Events	No Programs Scheduled	Schools and Public Events

Notes:

1. * Communities that currently provide a budgeted and scheduled Public Education Program for their schools.
2. '7^g' is a Fair Labor Standards Act negotiated overtime rate. (Lombard's current 7^g rate is \$28.83/hour).
3. Red Letters/Numbers reflect those communities with over 6,000 or more Annual Emergency Calls per year.

Public Works & Environmental Concerns Committee



180077

MEMORANDUM

TO: Public Works & Environmental Concerns Committee

FROM: Carl S. Goldsmith, Director of Public Works *CSG*

SUBJECT: Potential 2019 Budget Cuts Discussion

DATE: January 31, 2018

In order to address a projected FY19 deficit of \$737,470, the Village Board of Trustees has directed Staff to research options to make up this shortfall by an even split of cost reductions and revenue increases. Each department has developed options that will be considered as part of the 2019 budget process. The proposed revenue enhancement and expenditure reductions were reviewed by the Finance & Administration Committee at their January 22, 2018 meeting, and they provided guidance on the various recommendations. As such, Staff requests that the PWECC review the items put forth by Staff and supported by the Finance & Administration Committee. Staff is seeking a recommendation regarding each of the following items.

Eliminate or Reduce the Curbside Brush Program

The Solid Waste Contract with Waste Management includes \$83,610 for a no-sticker collection (i.e., free) of bundled brush. This will increase to \$86,111 on 4/1/19. The cost of the program is covered by the Village Service Fee (monthly \$0.59/residence, \$3.00 per business and \$0.10 per yard waste sticker) that is collected on the Village's behalf by Waste Management. As an enterprise fund, any reallocation of these funds would need to be to another waste-related expenditure. Street sweeping, which cost a total of \$188K in 2017, would qualify, as well as being a service that provides a benefit to all residents and businesses.

Brush is collected as part of the weekly yard waste truck route from early April to mid-December. Bundles must be less than 6' long, 18" wide and 50# in weight, and individual branches must not exceed 6" in diameter.

Most neighboring communities also offer no-fee brush collection. These include Glen Ellyn, Villa Park, Addison, Glendale Heights, and Oakbrook Terrace. Stickers are required in Downers Grove and Oak Brook.

Staff offers the following options for consideration, all of which would allocate additional funds to street sweeping:

- 1) *Require stickers on all bundled brush and branches.* The cost of a yard waste sticker is currently \$1.97. Waste Management is agreeable to amending the Contract as such but, due to an anticipated deficit in the yard waste program if the Village payment was eliminated, would request a \$0.35 increase in the yard waste sticker fee and a three year Contract extension (to 3/31/2024).

<u>Pros</u>	<u>Cons</u>
<ul style="list-style-type: none"> • Converts to a user-based fee structure. 	<ul style="list-style-type: none"> • Unstickered materials will remain uncollected (unsightly). • More backyard burning expected. • May be some opposition to sticker cost increase.

- 2) *Increase the Village Service Fee for yard waste stickers from \$0.10 to \$0.90 (total from \$1.97 to \$2.97) to raise \$88K to cover the brush program cost.*

<u>Pros</u>	<u>Cons</u>
<ul style="list-style-type: none"> • Collection program would not change. • Would not require a Contract amendment. 	<ul style="list-style-type: none"> • May be opposition to fee increase.

- 3) *Increase the Village Service Fee for yard waste stickers from \$0.10 to \$0.45 (total from \$1.97 to \$2.47) to cover half of the brush program cost.*

<u>Pros</u>	<u>Cons</u>
<ul style="list-style-type: none"> • Collection program would not change. • Would not require a Contract amendment. 	<ul style="list-style-type: none"> • May be opposition to fee increase.

(Note: Looking ahead to 2019, an increase to the Village Service Fee for each commercial and/or residential account (currently \$3.00 and \$0.59, respectively) will be warranted to prevent deficit spending in the Community Recycling Fund since 2018 revenues are just matching expenditures, and there is no automatic adjustment to the fees to cover inflation. This will be a topic for a future meeting.)

Eliminate or Reduce the Mosquito Abatement Program

The Mosquito Abatement Contract with Clarke is a flat rate of \$88,610 for all services, including monitoring 192 sites and then treating 60 acres of standing water, 4,320 curb inlets, and 350 backyard catch basins. The Village's program uses larvacide in order to control disease vectors, and particularly West Nile Virus. Lombard is unique among neighboring communities in including private catch basins and standing waters. However, all such basins have been included in the interest of protecting public health.

Since the services are bundled under a lump sum, it is unknown what cost reduction could be realized if the Contract were amended to exclude private catch basins. Conceptually, residents could hire a company to treat their catch basins. However, Staff deems unlikely that the vast majority of residents would do so, to the detriment of public safety. Also, there is great professionalism and economy of scale in the current program. Staff has identified several options for the program and is seeking the Committee's direction on the following options:

- 1) Maintain Status Quo,
- 2) Treat public facilities only, or
- 3) Eliminate the program.

Eliminate or Reduce the Sewer Rodding Reimbursement Program

This program reimburses a set amount to reimburse residents for eliminating sanitary service blockages due to parkway tree roots. Staff believes that the program assumes appropriate responsibility for issues arising in the Village's portion of the sanitary services, which are in public right-of-way. This program is conservatively budgeted at \$75K although typical annual expenditures are \$40K. Staff advocates no change to the program except for adjusting the FY19 budget to \$40K. In order to avoid the potential of denying reimbursements in an unusually costly year, a fund transfer would be done from another Water & Sewer Fund account as needed. This item had previously been reviewed by the PWECC and a recommendation to the Village Board was made to continue the program without modification. The reduction to the budget for the program will be reflected in the 2019 budget.

Cut Back on Streetlights in Future Neighborhood Reconstruction

The Village's Street Lighting Policy states that street reconstruction projects shall include street lighting at no cost to the benefitting property owners. This does not include resurfacing projects. The next such projects will be Lombard Meadows 3, 4 & 5 (Magnolia Circle, Hawthorne Circle, Cherry Lane, Lombard Circle, School Street, and Arthur Lane) scheduled for construction in 2020-2022. The Committee will be asked to review the current Street Lighting Policy and make a recommendation to the Village Board of Trustees. This review will occur in the summer of 2018 with any policy changes presented to the Village Board in the fall of 2018. It is foreseen that such a change would be unpopular with residents in such neighborhoods that are presently only illuminated at intersections. The Village receives a significant amount of requests for and expansion of the street lighting network. In addition to the cost to construct the street lighting system, the Village has future maintenance obligations and cost for energy. While LED technology has greatly reduced these costs, there is a need to consider the future impact of an expanded system.

CG/DG:dg
PWECC Budget Cuts FY19.doc

Community Relations Committee



MEMORANDUM

TO: Community Relations Committee
FROM: Nicole Aranas, Assistant Village Manager
DATE: February 8, 2019
SUBJECT: **DUPAGE SENIOR CITIZEN'S COUNCIL – MEALS ON WHEELS**

Last year, the Community Relations Committee reviewed and compiled information relative to Village funding of the DuPage Senior Citizen Council's (DSCC) Meals on Wheels program. The information and data relative to this program and municipal contributions were discussed at the February 2017 Community Relations Committee Meeting. Upon review and discussion, the Committee voted to recommend continued funding of the program in the FY2018 budget, at a reduced funding rate of \$25,000 (previously \$40,000 annually). The Committee is requested to evaluate and recommend funding levels again this year for the 2019 budget as part of the Village's long range financial planning process.

BACKGROUND

The DuPage Senior Citizen Council ("DSCC"), a Lombard based not-for-profit operates several programs servicing DuPage County Senior Citizens. The Meals on Wheels program is the home delivery of nutritious meals to homebound seniors along with a regular well-being check. The Community Dining program offers communal dining, socialization and health information opportunities for seniors at York Township and other county locations. The DuPage Senior Citizens Council also offers additional programs including the Minor Home Repair Program, Yard Clean Ups, Friendly Visits and other senior assistance programs. Program and participation information relative to Lombard follows below:

Meals on Wheels

Seniors served	369 individuals
Total meals	15,385 meals
Avg. meals/senior	42 meals/senior

Dining Program (Meals on Wheels + Community Dining Combined)

Seniors served	580 individuals
Total meals	19,750 meals

Health & Wellness Educ. 580 individuals

Minor Home Repair 100 services to 60 seniors

Well-being checks 10,760 checks

LOMBARD CONTRIBUTIONS

The Village of Lombard has historically made financial contributions to the DuPage Senior Citizen Council from the Lombard General Fund. Contributions from Lombard to DSCC from 2006 to 2017 follow below:

2006 \$10,000	2012 \$40,000	2018 \$25,000
2007 \$22,500	2013 \$30,000	
2008 \$30,000	2014 \$40,000	
2009 \$30,000	2015 \$40,000	Total expenses 2006-2018
2010 \$30,000	2016 \$40,000	= \$407,500
2011 \$30,000	2017 \$40,000	

The Village of Lombard did budget and commit to funding towards the DSCC for 2018 in the amount of \$25,000. Community Relations Committee discussions regarding funding should be limited to consideration of strictly the FY2019 budget and beyond.

COMMUNITY CONTRIBUTIONS

Last year, Village staff undertook a comprehensive review of contributions from other DuPage County municipalities from 2016-2015. The Village does not have data for the other DuPage County municipalities besides Lombard for the 2017 year.

Amongst the other municipalities in DuPage County, the Village of Lombard previously had the highest contributions each year, the highest average annual contribution and the highest total contribution of all municipalities.

A summary of the contributions data follows below:

	<u>2015</u>	<u>2016</u>	<u>2017</u>
Communities contributing to DSCC	17	20	
Communities not contributing to DSCC	15	12	
Avg. contribution (all other municipalities)	\$5,577	\$8,058	
Avg. contribution (all other contributing municipalities)	\$10,805	\$13,147	
<i>Lombard contribution</i>	<i>\$40,000</i>	<i>\$40,000</i>	<i>\$25,000</i>

Average Annual Contribution	<u>2008-2016</u>	<u>2008-2017</u>
Avg. annual contribution (all other municipalities)	\$5,940	
Avg. contribution (all other contributing municipalities)	\$7,366	
<i>Lombard annual average</i>	<i>\$35,833</i>	<i>\$34,750</i>

Total Contribution	<u>2008-2016</u>	<u>2008-2017</u>
Average total contribution (all municipalities)	\$53,460	
Average total (excluding non-contributors)	\$66,291	
<i>Lombard total contributions</i>	<i>\$322,500</i>	<i>\$347,500</i>

PROGRAM USAGE

Statistics for program usage reflect that the Village of Lombard is a high user of DSCC programs and services. In 2016, Lombard had the highest number of total services (Lombard = 37,611, Average = 10,716) as well as the highest number of seniors served (Lombard = 584, Average = 110). High usage of programs and services may correlate to the location of a community dining facility within Lombard at York Township.

METRICS

In addition to the contributions and program usage data, last year the Committee analyzed a number of payment and usage metrics. The 2016 analysis is shared below followed by updated data using Lombard's 2017 contribution. This analysis was updated below using the reduced 2017 Lombard contribution relative to 2016 Lombard usage and 2016 metrics for other municipalities.

<u>ANALYSIS – UPDATED LOMBARD 2016</u>	<u>Lombard 2016</u>	<u>Lombard 2017</u>	<u>Average 2016</u>	<u>Comparison</u>
Annual contribution	\$40,000	\$25,000	\$8,058*	Above average
Total contributions 2008-16	\$322,500	\$305,500**	\$66,291	Highest
Contribution per senior served	\$68.49	\$42.81	\$72.72	Below average
Contribution per capita	\$0.93	\$0.58	\$0.35	Above average
Contribution per service provided	\$1.06	\$0.66	\$0.78	Below average
Coverage of cost gap	94%	59%	53%	Average (slightly above)

*Average for all other DuPage Municipalities (\$13,147 = Average of all contributing municipalities)

**Lombard total contributions 2009-2017

PRIOR ANALYSIS

Upon review and discussion regarding the contribution and program usage data, the Community Relations Committee previously concluded that the funding to DSCC should not be eliminated completely in FY2018. As one of the highest users of services in DuPage County, and given that a majority of communities do currently make an annual contribution to DSCC, the Committee did not previously feel that funding for DSCC should be cut in its entirety.

The Committee did express concerns that the Village does not otherwise contribute to any other charitable causes or organizations but felt that the funding specifically towards home delivered meals was a worthy cause. The provision of additional services by DSCC (e.g., home repair, health and wellness education) was identified to be a lesser funding priority than specifically the Meals on Wheels home delivery program, particularly for indigent and home bound seniors.

When identifying a funding level, the Committee previously noted high levels of prior contribution in terms of annual, average and total amounts. Specifically, the Committee noted that Lombard's coverage of the cost gap (those costs not otherwise covered by State funding, federal funding or use donations) was previously far in excess of the average municipal coverage gap. Lombard previously covered 94% of the funding gap while on average municipalities generally covered only 53% of the cost gap. The reduction of the Village's contribution amount brought the coverage of the funding gap for Lombard down from 94% to 59%, closer in line to the average for all other municipalities. Due to Lombard's high usage of DSCC programs and history of contributions, the Committee previously voted to recommend that the Committee maintain payment to DSCC in FY2018, but reduce the annual contribution from \$40,000 to \$25,000, closely correlating to a coverage of approximately 60% of the estimated funding cost gap.

RECOMMENDATION OPTIONS

For the 2019 budget year, the Community Relations Committee is asked to reevaluate program funding towards the Meals on Wheels Program through the DSCC and consider one of the following options:

- A) Continue Status Quo Funding of \$25,000 in 2019**
- B) Continue funding at a reduced amount (less than \$25,000) in 2019**
- C) Eliminate funding to the DSCC for the Meals on Wheels program in 2019**

Should you have any additional questions or concerns, please do not hesitate to contact me.



MEMORANDUM

TO: Community Relations Committee

FROM: Avis Meade, Communications Coordinator

DATE: March 8, 2018

SUBJECT: Pride Newsletter Printing Options to Consider

Overview

The Village of Lombard is considering alternative options to the current printing process of the Pride Newsletter. The newsletter shares important information to residents, however due to the increase of a variety of different media outlets including the Village's website, weekly e-news, and social media resources, the Community Relations Committee is being asked to review potential printing alternatives.

Village of Lombard Pride Newsletter

The newsletter is printed the below quarterly/seasonal schedule:

- Spring: March, April, May;
- Summer: June, July, August;
- Fall: September, October, November;
- Winter: December, January, and February.

The Village currently produces a 12 page, full colored newsletter that is delivered via USPS to all homes in Lombard. In Lombard's 2017 National Citizen's Survey, residents were asked to rate their #1 communication source for obtaining information about the Village of Lombard, its activities, events and services. Results showed that the top source of Village information was the Village Pride newsletter; about 9 in 10 respondents stated the newsletter was at least a minor source of information for them and about 3 in 10 indicated it was their #1 source.

Pride Newsletter Cost

Due to recent postage increases, the current cost for printing the newsletter is \$3,292 per issue and the cost for postage varies, with the most recent cost of postage for the Spring Edition totaling \$3,366 for a total cost of \$6,658.55, with an estimated cost of \$26,632 per year.

Other Communities

Village staff contacted DuPage County and area communities to gather information their protocol for a printed newsletter

- Monthly (2) – Warrenville; Naperville (with water bill)
- Bi-Monthly (7) – Bloomingdale; Glendale Heights; Hanover Park; Oak Brook Terrace; Wood Dale; Clarendon Hills; Winfield
- Quarterly (12) – Bensenville; Downers Grove; Elmhurst; Glen Ellyn; Lisle; Oak Brook; Roselle; Schaumburg; Villa Park; West Chicago; Woodridge; Itasca

- Triannual (1) -- Willowbrook (with Parks and Rec)
- Semiannually (1) – Lemont
- Suspended printed newsletter (3)
 - Addison
 - Wheaton: Monthly digital newsletter. 60 printed copies sent due to request.
 - Carol Stream: Reconsidering renewing printed version.
- Other (1): Westmont prints 10 pages in private Neighbors Magazine Publication.

Additional Information Requested by Committee for Lombard's Pride Newsletter

The Committee reviewed printing options at their February 12, 2018 meeting including number of pages and frequency of printing and requested additional information pertaining to color or paper weight options.

- Change to Black and White Instead of Color
 - Reducing printing to black and white will save \$1,024 annually.
- Reduce Weight of Paper
 - The next weight down is a 50 lb. paper that is not gloss.
 - Feels similar to standard paper.
 - The savings in this switch is minimal.
 - Due to the minimal savings and significant decrease in quality, this option is not recommended by staff.

Options to Consider (Please see attached chart below)

- Option 1: Maintain Status Quo
 - 12 full color pages, printed and mailed quarterly
 - Currently costs \$3,292 to print and \$3,366 per issue to print and mail for a total of \$6,658 per issue, or \$26,632 per year.
- Option 2: Reduce Frequency of Printing of 12 page newsletter (currently quarterly)
 - Bi-Annual option would save \$13,316 per year.
 - Tri-Annually option would save \$6,658 per year.
- Option 3: Reduce Page Length to 8 Pages
 - This option would cost \$20,658 per year and would save \$5,974.
- Option 4: Print 12 Page Newsletter Quarterly: Black and White – No Color
 - This option would cost \$12,144 per year and would save \$14,490.
 - Additional savings are possible with a reduction of 12 to 8 pages.

	Pages	Color	Issues per year	Cost per issue	Postage per issue	Total per issue	Annual Total	Annual Saving
Current	12	color	4	\$3,292.00	\$3,366.00	\$6,658.00	\$26,632.00	\$0.00
Reduce Frequency								
Bi-Annual	12	color	2	\$3,292.00	\$3,366.00	\$6,658.00	\$13,316.00	\$13,316.00
Tri-Annual	12	color	3	\$3,292.00	\$3,366.00	\$6,658.00	\$19,974.00	\$6,658.00
Reduce Page length								
8 pages	8	color	4	\$2,640.00	\$3,366.00	\$6,006.00	\$24,024.00	\$2,608.00
Reduce page & frequency								
8 pages Bi-Annual	8	color	2	\$2,640.00	\$3,366.00	\$6,006.00	\$12,012.00	\$14,620.00
8 pages Tri-Annual	8	color	3	\$2,640.00	\$3,366.00	\$6,006.00	\$18,018.00	\$8,614.00
Black and White								
	12	b & w	4	\$3,036.00	\$3,366.00	\$6,402.00	\$24,608.00	\$1,024.00
	12	b & w	2	\$3,036.00	\$3,366.00	\$6,402.00	\$12,804.00	\$13,828.00



MEMORANDUM

TO: Community Relations Committee

FROM: Avis Meade, Communications Coordinator

DATE: February 8, 2018

SUBJECT: Pride Newsletter Printing Options to Consider

The Village of Lombard is considering alternative options to the current printing process of the Pride Newsletter. The newsletter shares important information to residents, however due to the increase of a variety of different media outlets including the Village's website, weekly e-news, and social media resources, the Community Relations Committee is being asked to review potential printing alternatives.

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Pride Newsletter Cost

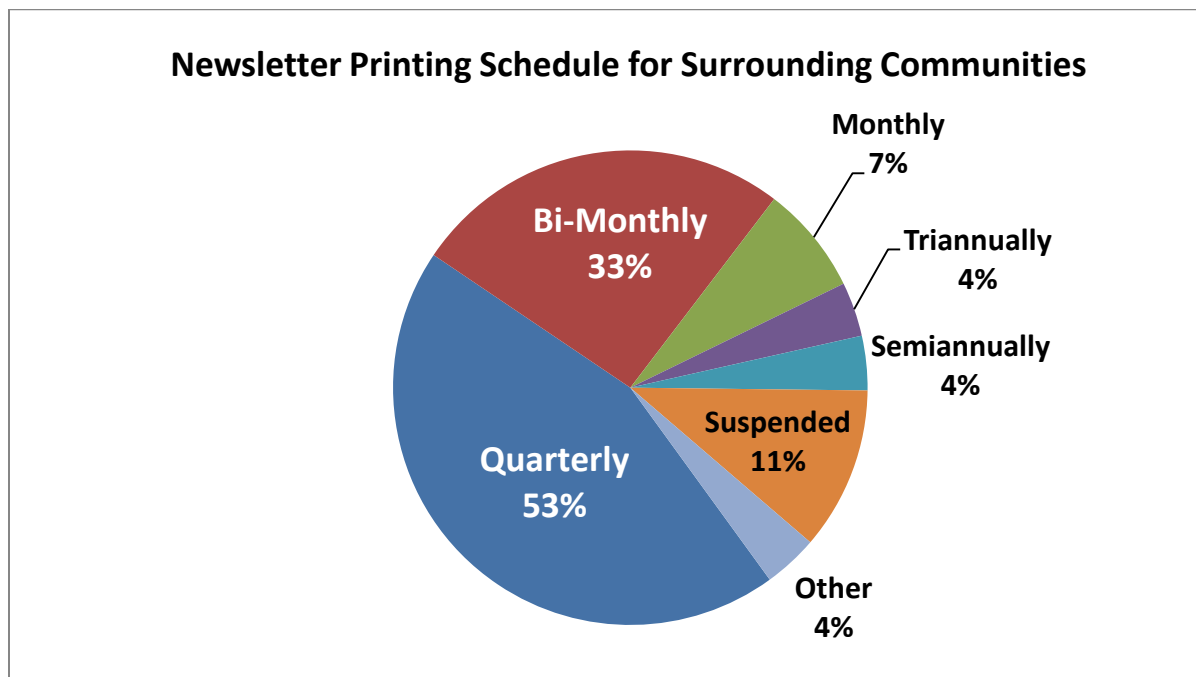
Due to recent postage increases, the current cost for printing the newsletter is \$3,292 per issue and the cost for postage is \$4,200 per issue, for a total cost of \$7,492 per issue, and \$29,968 per year.

Other Communities

Village staff contacted DuPage County and area communities to gather information their protocol for a printed newsletter

- Monthly (2) – Warrenville; Naperville (with water bill)
- Bi-Monthly (7) – Bloomingdale; Glendale Heights; Hanover Park; Oak Brook Terrace; Wood Dale; Clarendon Hills; Winfield
- Quarterly (12) – Bensenville; Downers Grove; Elmhurst; Glen Ellyn; Lisle; Oak Brook; Roselle; Schaumburg; Villa Park; West Chicago; Woodridge; Itasca
- Triannual (1) -- Willowbrook (with Parks and Rec)

- Semiannually (1) – Lemont
- Suspended printed newsletter (3)
 - Addison
 - Wheaton: Monthly digital newsletter. 60 printed copies sent due to request.
 - Carol Stream: Reconsidering renewing printed version.
- Other (1): Westmont prints 10 pages in private Neighbors Magazine Publication.



Options to Consider for Lombard's Pride Newsletter

When considering the long term increases for printing and postage, it's important to reevaluate options that could prove cost effective, while still maintaining a high level of communication distribution to residents. Below are several options to consider for the printing of the Pride Newsletter.

- Option 1: Maintain Status Quo
 - 12 full color pages, printed and mailed quarterly
- Option 2: Reduce Frequency of Printing (currently quarterly)
 - Bi-Annual printing and mailing of a 12 page newsletter, at a cost of \$7,492 per issue, would result in an annual cost of \$14,984. This option would save \$14,984 per year.

- Tri-Annually printing and mailing of a 12 page newsletter, at a cost of \$7,492 per issue, would result in an annual cost of \$22,476. This option would save \$7,492 per year.
- Option 3: Reduce page length of newsletter (maintain frequency of printing)
 - The Pride Newsletter must be printed in some multiple of 4 pages (currently 12 pages). Decreasing the newsletter to 8 pages would save on printing and postage.
 - 8 pages: \$2,640 for printing of each edition, for an annual total of \$10,560, excluding postage. Compared to the 12 page newsletter, which has an annual printing cost of \$13,168, this option would save \$2,608 on printing annually. Cost of postage would decrease but exact rates are TBD.
- Option 4: Explore Other Options – Two potential options are listed below. Both of these options would require further exploration and analysis prior to a final consideration:
 - a. Add Newsletter as Insert to Water Bill

Revise the layout of the pride to 2-4 pages, and utilize the Village’s current water billing mailer, Business Ink, to print and include with water bills. Residents would receive small amounts of news, 6 times per year on a 2 month cycle. Different areas of Lombard would receive the newsletter at different times within the 2 month cycle, depending on their water billing group. Cost TBD.

 - i. Concerns with this option:
 - 1. Water bills are mailed weekly to different groups of residences on a 2 month cycle. Water bills are also mailed to businesses and landlords. This option could increase costs and could present a challenge when developing content due to the timeline of mailings.
 - 2. Business Ink is the Village’s printer and mailer for water bills. In order to utilize this option, the cost would approximately \$1,350 every two months, plus postage.
 - b. Seek Options to Share Printing with Other Agencies
 - i. Discuss the potential partnership with local agencies, (example: Lombard Park District) to combine printing and distribution efforts.



MEMORANDUM

TO: Community Relations Committee

FROM: Avis Meade, Communications Coordinator

DATE: March 8, 2018

SUBJECT: Senior Fair Vendor Fees

Overview

The Community Relations Committee has been tasked with determining whether or not a future Senior Fair vendor fee should be implemented, and if so, what that fee structure should be.

The Committee reviewed Senior Fair Vendor fee options at their February, 12, 2018 meeting and requested that staff provide additional information, specifically the costs of similar senior fairs in the area. Village staff researched similar senior fairs in the area and found that:

Drury Lane Senior Fair	Between \$495 and \$995.
College of DuPage Senior Fair	\$300 for private businesses \$175 for non-profits
DuPage County Senior Fair	No charge
Bloomington Senior Fair	\$75 flat rate
Warrenville Park District Senior Fair	- Basic Table: \$50 - Sponsorships available, \$750, \$500, \$250 and \$100 options that include varied levels of advertising in hand outs and marketing materials.
Village of North Riverside Senior Fair	Small Table \$45, with electric \$55. Large Table \$65, with electric \$75

Recommendation Options

- Option 1: Status Quo
 - No change to the event. Do not implement a vendor fee for any senior fair vendors.
- Option 2: Charge all vendors the same fee
- Option 3: Charge differing fees to private businesses and not-for-profits

- To the extent that the committee is seeking to implement differing fees, here are 4 examples of how this could be accomplished:
 - For Profit: \$25; Not-For-Profit: Free
 - For Profit: \$50; Not-For-Profit: Free
 - For Profit: \$50; Not-For-Profit: \$25
 - For Profit: \$100; Not-For-Profit:\$50

Please note that for-profit is defined as a company or business that earns profit and maintains a business license, and a not-for-profit would include government entities and persons representing or holding a current public office.

**MEMORANDUM**

TO: Community Relations Committee

FROM: Avis Meade, Communications Coordinator

DATE: February 8, 2018

SUBJECT: Senior Fair Vendor Fees

The Village of Lombard hosts its annual Senior Fair at the Lombard Community Building at Lombard Common Park on the first Wednesday of October from 9 a.m. – 1 p.m. The event consists of approximately 30 local vendors including businesses and non-for-profit organizations, providing free information and/or services to attending senior citizens.

In the past, the event has reached capacity for vendors as early as August. In 2017, the senior fair vendor list included:

Not For Profit Vendors**Community Organizations/Agencies**

- DuPage Homeownership Center
- DuPage Senior Citizen Council
- Healthy Lombard
- Lilac Post 5815
- Lombard Lion's Club
- A.A.
- B. Ryall YMCA
- Lombard Sr. Men's Club
- National Ovarian Cancer Coalition
- Tri Town YMCA
- Senior Suburban Orchestra

Government/Elected Offices

- Lombard Park District
- Helen Plum Library
- York Township Senior Center
- Circuit Court Clerk Chris Kachiroubas
- IL Secretary of State Jesse White
- Illinois State Treasurer Michael Frerichs
- Representative Peter Breen
- Senator Chris Nybo
- Senator John Cullerton

For Profit Vendors

- CovenantCare at Home
- Edward Jones
- Elmhurst IWG - Illinois Wellness Group
- FirstLight Home Care of Roselle, IL
- Sunrise at Fountain Square - senior living
- Gladden Home Care, LLC
- Humana Marketplace
- Humana Medicare - heart disease & diabetes
- Jewel Osco Pharmacy
- Lexington Square
- lifebutton24.com
- Lombard Pharmacy
- Lombard Place Assisted Living
- National University of Health Sciences
- Soarella services (Insurance)
- Walgreens

Traditionally, this event is attended by approximately 200-250 senior citizens from Lombard and the surrounding area.

Currently, there is no charge for a vendor booth at the Senior Fair. Village staff researched similar senior fairs in the area and found that:

- Drury Lane charges vendors between \$495 and \$995.
- College of DuPage Charges \$300 for private businesses and \$175 for non-profits.
- DuPage County Board Chairman Dan Cronin and Senator Connelly do not charge vendors for participation in their Senior Fair.

The Community Relations Committee has been tasked with determining whether or not a Senior Fair vendor fee should be implemented for future events, beginning in 2019, and what that fee should be for businesses or not-for-profit community organizations.

- Option 1: Status Quo
 - No change to the event. Do not implement a vendor fee for any senior fair vendors.
- Option 2: Charge all vendors the same fee
- Option 3: Charge differing fees to private businesses and not-for-profits

Please note that the Lombard Park District provides the facility for the Senior Fair at no charge to the Village. In the event that the Committee recommends an option that includes charging vendors for their participation, staff recommends that the Village either offer to share a portion of the vendor fees with the Park District to cover the cost of the room or at a minimum, not charge the Park District for their participation in the event.

Community Promotions & Tourism Committee



MEMORANDUM

TO: Community Promotions and Tourism Committee
FROM: Nicole Aranas, Assistant Village Manager
DATE: March 2, 2018
SUBJECT: DOWNTOWN HOLIDAY DECORATIONS

Each year, the Village of Lombard spends approximately \$8,000 for the purposes of decorating downtown Lombard with live greenery and holiday décor. The Community Promotion and Tourism Committee is asked to review the expenditures towards downtown holiday décor for 2019 and prepare a recommendation.

BACKGROUND

During the holiday season, the Village contracts with a private vendor for the decoration of light poles within the downtown. The décor includes the wrapping of 83 poles in red plastic wrap, white lights and live greenery. The annual costs for the materials, installation, removal and storage for downtown decorations is \$7,470. Cost breakdown is \$4,150 for décor (\$50 per pole) and \$3,320 for installation (\$40 per pole).

Previously, poles along Westmore-Meyers and Main Street were also individually wrapped and decorated in the same fashion with lights and live greenery. The expense for holiday décor in downtown and along Main and Westmore-Meyers was previously \$30,000 per year. In 2015, the Village eliminated the greenery and lighting on the light poles on these streets with reusable holiday banner signage, saving approximately \$20,000 annually. Live greenery and lighting were maintained in the downtown due to the location, the slower traffic speeds and the pedestrian scale of poles.



ALTERNATIVES

There are several alternatives to live greenery for downtown holiday décor. These would include:

- Purchase and installation of reusable artificial greenery;
- Purchase and installation of reusable holiday banners (similar to Main and Westmore-Meyers);
- Purchase and installation of reusable holiday decorations

Artificial Greenery

- Installation cost remains the same at \$3,320 (\$40 per pole)
- Initial purchase cost of artificial greenery would range from \$8,300-\$12,450 (\$100-\$150 per pole)
- Potential for storage fees (currently \$200/year for all banners)
- Total = \$11,620-\$15,770 in first year
- Annual costs thereafter = \$3,320
- **First year additional costs = \$4,150-\$8,300**
- **Annual savings thereafter = \$4,150**

Reusable Banners

- Installation cost is \$871 (\$10.50/banner fee covers take down and install)
- Initial printing \$2,160 (\$24 each * 90 banners)
- Total = \$3,031 in first year
- Annual costs thereafter = \$871, plus additional cost of storage TBD
- **First year annual savings = \$4,439**
- **Annual saving thereafter = \$6,599**



Reusable Holiday Decorations

- Installation cost remains the same at \$3,320 (\$40 per pole)
- Purchase costs of holiday decorations would range from \$16,600-\$24,900 (\$200-\$300 per pole)
- Total = \$19,920-\$28,130 in first year
- Annual costs thereafter = \$3,320
- **First year additional costs = \$12,450-\$20,660**
- **Annual savings thereafter = \$4,150**

RECOMMENDATION OPTIONS

For the 2019 budget year, the Community Promotions and Tourism Committee is asked to evaluate program funding towards downtown holiday décor consider one of the following options:

- A) Continue status quo décor of live greenery downtown;**
- B) Pursue alternative décor options for the downtown (artificial greenery, reusable banners or reusable décor;**
- C) Eliminate downtown holiday décor**

Should you have any additional questions or concerns, please do not hesitate to contact me.



**MEMORANDUM**

TO: Community Promotions & Tourism Committee
FROM: Nicole P. Aranas, Assistant Village Manager
DATE: March 2, 2018
SUBJECT: CRUISE NIGHT CAR SHOWS AND SUMMER CONCERT EVENTS

Each year, the Village of Lombard spends upwards of \$50,000 on hosting Cruise Night car shows and summer concerts in downtown Lombard throughout the summer. The Community Promotion and Tourism Committee is asked to review the expenditures towards Lombard Cruise Nights car shows and summer concerts for 2019 and prepare a recommendation.

BACKGROUND

Each year, the Village sponsors Cruise Night music concerts in connection with car shows every Saturday night between early June and late August. 2018 will mark the 20th year of the event which features a collection of classic, custom and collector vehicles along with live music concerts each Saturday from 6:00-10:00 p.m. The Village of Lombard organizes and staffs the event alongside classic car volunteers. The event has increased in popularity over the last several years and attempts to expand the demographic of attendees have widened the event to include a more diverse age mix.

Each year there are 11 Cruise Night events in total, with generally one family movie night (during Sacred Heart German Fest). In 2016 there was a special concert, American English, where St. Charles Road had to be shut down due to crowds and additional Police and PW overtime is incurred beyond the standard event. Village costs for Cruise Nights include costs for entertainment and Police and Public Works overtime as follows:

<u>YEAR</u>	<u>ENTERTAINMENT</u>	<u>PD OT (Std)</u>	<u>PW OT (Std)</u>	<u>OT SPECIAL</u>	<u>TOTAL</u>
2016	\$20,000	\$16,410	\$7,800	\$8,304	\$52,514
2017	\$20,000	\$18,052	\$8,480	\$0	\$46,632
2018	\$20,000	\$16,500	\$7,500	\$8,500	\$52,500

Police overtime per standard concert	\$1,641
Police overtime per special concert	\$5,304

PW overtime per standard concert	\$780
PW overtime per special concert	\$3,000

Total overtime per standard concert	\$2,421
Total overtime per special concert	\$8,304

ALTERNATIVES

There are several alternatives to the current Cruise Night event calendar and expenditures that the Committee may wish to consider.

These would include:

- Reduce total number of Cruise Nights (changing start date, end date or reducing frequency);
- Seek private sponsorships to support event costs for entertainment and overtime;
- Eliminate special concert to reduce overall costs.

Reduce Total Number of Cruise Nights

- Currently 11 cruise nights per year (no events on 4th of July weekend);
- Each standard cruise night costs approximately \$4,000-\$4,500 per event (\$2,421 for OT and \$1,500-\$2,000 for entertainment);
- Staff conducted a survey of other area Cruise Night events for your review and comparison (attached);
- For Example – Starting Cruise Nights one month later in June, not offering a Cruise Night on the evening of Sacred Heart German Fest and ending one month earlier in August (3 less events) would save between \$12,000 and \$13,500. Alternatively, offering Cruise Nights twice monthly vs. once a week (6 vs. 11 total) would save between \$20,000 and \$22,500 per year.

Seek Sponsorships to Support Event Costs

- Current funding for Cruise Nights are borne exclusively by the Village;
- Opening up events to private sponsorship for entertainment alone would cover approximately \$1,500-\$2,000 per event;
- Overall costs of each event range between \$4,000-4,500 per event;
- Sponsorships of the event could also include finding an outside organization to organize and operate the event.

Eliminate Special Concert

- Special concerts require additional overtime for Police and Public Works personnel because of increased capacity and the fact that St. Charles Road must be closed to traffic throughout the day, with multiple detours;
- The additional costs OT costs for a special concert are \$5,882 more than the standard costs for a concert.

RECOMMENDATION OPTIONS

For the 2019 budget year, the Community Promotions and Tourism Committee is asked to evaluate program funding towards Cruise Nights and consider one of the following options:

- A) Continue current status quo for Cruise Night events throughout the summer;**

- B) Reduce overall number of Cruise Night events by starting later in the year, ending earlier in the year or reducing the frequency of events throughout the summer;**
- C) Seek outside support or sponsorship for the Cruise Night events, either through outside funding for concerts or outsourcing of planning and operations;**
- D) Eliminate the special concert that requires closure of St. Charles Road.**

Should you have any additional questions or concerns, please do not hesitate to contact me.



MEMORANDUM

TO: Community Promotions & Tourism Committee
FROM: Nicole P. Aranas, Assistant Village Manager
DATE: March 2, 2018
SUBJECT: Private Sponsorship of Public Events

The Community Promotion and Tourism Committee is asked to evaluate the potential for the Village to adopt a policy permitting the sponsorship of public events by private businesses and prepare a recommendation for consideration by the Finance and Administration Committee and Village Board of Trustees.

BACKGROUND

The Village of Lombard currently does not permit private sponsorship of public events and programs. Other public entities engaged in the practice of organizing and operating public events and programs have created sponsorship opportunities for private businesses which can assist in underwriting the operational costs of local events.

In developing their final recommendations regarding special events in Lombard, the Lombard Pride Committee completed a survey of area special events hosted by private groups, not-for-profits and local governmental entities. The following events from that list and other area programs hosted by local governmental entities (municipalities or park districts) offer opportunities for private sponsorship:

- Village of Addison: Addison by the Slice Pizza Bake Off;
- City of Orland Park: Taste of Orland Park;
- Wheaton Park District: Taste of Wheaton;
- Village of Bolingbrook: Bolingbrook Jubilee;
- Hanover Township/Hoffman Estates Park District: Northwest Fourth Fest.
- City of Wood Dale: Prairie Fest;
- Village of Tinley Park: Irish Parade;
- City of Elgin: Short Film Festival;
- Village of Downers Grove: 4th of July Parade & Fireworks;
- Village of Lisle: Memorial Day parade and ceremonies;
- Lombard Park District programs and events

Village of Lombard events that could be potential candidates for possible private sponsorship opportunities might include:

- Cruise Nights;
- 4th of July Fireworks;

- Memorial Day;
- National Night Out;
- Senior Fair;
- Veteran's Day Program

We do not currently have a figure on exactly how much additional dollars can be raised through private sponsorship opportunities for Village events. Sponsorships for Cruise Night bands totaling \$500 or \$1,000 each week would reduce Village expenditures by \$5,500-\$11,000. Sponsorship opportunities for Fourth of July fireworks in the first year could be a few thousand dollars. It is reasonable to anticipate that Village sponsorship opportunities could conservatively generate \$10,000-\$15,000 or more in the first year.

RECOMMENDATION OPTIONS

The Community Promotions and Tourism Committee is asked to evaluate and consider the potential for considering private sponsorship of public events and recommend one of the following options:

- A) Continue status quo of not permitting private sponsorship of public events;**
- B) Direct staff to develop a draft policy on private sponsorship of public events for consideration and discussion at a subsequent meeting.**

Should you have any additional questions or concerns, please do not hesitate to contact me.

Board of Building Appeals

Economic & Community Development Committee

At last night's meeting of the Board of Building Appeals (BOBA) meeting, the following actions were taken. **Please note that many of these actions are precursor steps relative to the 2019 budget process and the actions/recommendation and/or will also be going to other committees for further vetting as outlined after each action.**

BUDGET ITEM

Backyard Drainage Grant Program (BDGP)

Action: By a 4-0 vote, BOBA recommended approval of amendment the BDGP to cap the overall annual program allocation amount at \$10,000, in lieu of \$20,000, and leaving the 50% reimbursement provision in place. This item will be forward to the Public Works & Environmental Concerns (PW&EC) Committee for an additional recommendation prior to sending the matter back to the Finance Committee for consideration.

BUDGET ITEM & CODE AMENDMENT

Text Amendment to Chapter 150.141(A)(3) of the Village Code: Plan Re-review Fees

Action: By a 4-0 vote, BOBA recommended approval of a code amendment to apply the re-review fees to all non-residential projects as well as all residential projects with a valuation of \$150,000 or more. This item will be forward to the Economic & Community Development Committee (ECDC) Committee for an additional recommendation prior to sending the matter back to the Finance Committee for consideration. Should this action be advanced, staff will also prepare a companion text amendment ordinance for final Village Board consideration.

BUDGET ITEM & CODE AMENDMENT

Text Amendment to Chapter 150.141(A)(3) of the Village Code: Plan Re-inspection Fees

Action: By a 4-0 vote, BOBA offered an alternate recommendation from those options offered within the staff report. BOBA recommended that a failed first re-inspection should not have a re-inspection fee but subsequent re-inspection fees shall be assessed a higher fee than what is currently provided within Village Code; all in an attempt to offset the cost of such re-inspections incurred by the Village (\$65 for residential and \$80 for non-residential was suggested as a possible figure). This item will be forward to the Economic & Community Development Committee (ECDC) Committee for an additional recommendation prior to sending the matter back to the Finance Committee for consideration. Should this action be advanced, staff will also prepare a companion text amendment ordinance for final Village Board consideration.

BUDGET ITEM & CODE AMENDMENT

Text Amendment to Chapter 150.141 of the Village Code: Charging Building Permit Up-front Permit Filing Fees for Selected Projects

Action: By a 4-0 vote, BOBA recommended that all major developments, as defined by existing Village Code, shall be subject to a \$10,000 deposit to cover initial building permit plan review at the time of application, with the applicant being required to pay for additional permit review costs incurred through the review process. All such collected fees shall be given a credit against the final permit fees at the time of permit issuance. This item will be forward to the Economic & Community Development Committee (ECDC) Committee for an additional recommendation

prior to sending the matter back to the Finance Committee for consideration. Should this action be advanced, staff will also prepare a companion text amendment ordinance for final Village Board consideration.

BUDGET ITEM & CODE AMENDMENT

Text Amendment to Chapters 14 and 150.141 of the Village Code: Charging Public Hearing Fees to Government Entities

Action: By a 3-0 vote, with 1 abstention (Flint), BOBA members recommended that the fee waiver provision should be eliminated. This item will be forward to the Economic & Community Development Committee (ECDC) Committee for an additional recommendation prior to sending the matter back to the Finance Committee for consideration. Should this action be advanced, staff will also prepare a companion text amendment ordinance for final Village Board consideration.

BUDGET ITEM & CODE AMENDMENT

Text Amendment to Chapters 14 and 150.141 of the Village Code: Charging Building Permit Fees to Government Entities

Action: By a 3-0 vote, with 1 abstention (Flint), BOBA members recommended that the fee waiver provision should be eliminated. This item will be forward to the Economic & Community Development Committee (ECDC) Committee for an additional recommendation prior to sending the matter back to the Finance Committee for consideration. Should this action be advanced, staff will also prepare a companion text amendment ordinance for final Village Board consideration.

At last night's meeting of the Economic & Community Development Committee (ECDC), the following actions were taken. As with our last BOBA meeting, many of these actions are precursor steps relative to the 2019 budget process.

BUDGET ITEM & CODE AMENDMENT

Text Amendment to Chapter 150.141(A)(3) of the Village Code: Plan Re-review Fees

Action: By a 5-0 vote, the ECDC concurred with the recommendation of BOBA **and** recommended approval of a code amendment to apply the re-review fees to all non-residential projects as well as all residential projects with a valuation of \$150,000 or more. They also clarified that the re-review fee to be set through a Village time and material cost. This item will be forward back to the Finance Committee. Should this action be advanced, staff will also prepare a companion text amendment ordinance for final Village Board consideration.

BUDGET ITEM & CODE AMENDMENT

Text Amendment to Chapter 150.141(A)(3) of the Village Code: Re-inspection Fees

Action: By a 5-0 vote, the ECDC concurred with the BOBA recommendation that a failed first re-inspection should not have a re-inspection fee but subsequent re-inspection fees shall be assessed a higher fee than what is currently provided within Village Code; all in an attempt to offset the cost of re-inspections incurred by the Village (\$65 for residential and \$80 for non-residential was suggested as a possible figure). This item will be forward to the Finance Committee. Should this action be advanced, staff will also prepare a companion text amendment ordinance for final Village Board consideration.

BUDGET ITEM & CODE AMENDMENT

Text Amendment to Chapter 150.141 of the Village Code: Charging Building Permit Up-front Permit Filing Fees for Selected Projects

Action: By a 5-0 vote, the ECDC concurred with the BOBA recommendation that all major developments, as defined by existing Village Code, shall be subject to a \$10,000 deposit to cover initial building permit plan review at the time of application, with the applicant being required to pay for additional permit review costs incurred through the review process. All such collected fees shall be given a credit against the final permit fees at the time of permit issuance. This item will be forward to the Finance Committee. Should this action be advanced, staff will also prepare a companion text amendment ordinance for final Village Board consideration.

BUDGET ITEM & CODE AMENDMENT

Text Amendment to Chapters 14 and 150.141 of the Village Code: Charging Public Hearing Fees to Government Entities

Action: By a 5-0 vote, the ECDC concurred with the BOBA recommendation that the fee waiver provision should be eliminated. This item will be forwarded to the Finance Committee. Should this action be advanced, staff will also prepare a companion text amendment ordinance for final Village Board consideration.

BUDGET ITEM & CODE AMENDMENT

Text Amendment to Chapters 14 and 150.141 of the Village Code: Charging Building Permit Fees to Government Entities

Action: By a 5-0 vote, the ECDC concurred with the BOBA recommendation that the fee waiver provision should be eliminated. This item will be forwarded back to the Finance Committee. Should this action be advanced, staff will also prepare a companion text amendment ordinance for final Village Board consideration.