



MEMORANDUM

TO: Scott Niehaus
Village Manager

FROM: Nicole P. Aranas
Deputy Village Manager

DATE: August 26, 2024

SUBJECT: PROPOSED LEGISLATIVE AND EXECUTIVE BUDGET CALENDAR YEAR 2025

Attached please find the proposed Legislative and Executive budgets that cover FY2025. These budgets reflect an annual request of \$3,410,135 which is \$165,305 more than FY2024, representing a year over year increase of 4.8%. Of this increase, \$70,880 is accounted to the Hotel/Motel Grant Program (42.8% of overall increase), absent which, the overall increase would be 2.7%.

Any substantive changes to these budgets as compared to FY2024 are highlighted below.

The Legislative and Executive Budgets for FY2025 reflect a combination of contractually obligated discretionary changes and certain non-discretionary expenditure changes:

Areas of Increase – Areas of increase within the Legislative and Executive budgets primarily reflect non-discretionary expenses related to contract wages, benefits and contractual increases as well as minor adjustments to reflect actual expenditures. Notable areas of increase include expenditures for additional costs to conduct a special census (\$75,000), hotel/motel grants and programs (\$70,000), non-discretionary increases for general liability, auto, workers comp, and property insurance (\$18,090), and additional transfer of H/M tax fund to general reserve (\$10,370).

Areas of Decrease – Areas of decrease within the Legislative and Executive budgets primarily reflect minor adjustments to reflect actual expenditures. Notable areas of decrease include reduced expenditures for BOFPC testing process fees (\$21,000 for police officer and firefighter, but no supervisory processes scheduled for 2025) and Museum and Peck House building and property maintenance (reduced \$95,000 due to completed one-time improvements)

Additions to the Budget – This proposed budget does not reflect any substantive personnel or program changes. New addition for 2025 includes the funds referenced above to conduct a special census (\$75,000).



Calendar Year 2025
Budget Workshop

Lombard Legislative & Executive Budget



Legislative & Executive Budget Overview

- Legislative Dept. proposed budget overall increase of \$5,360 (0.71%) compared to FY24 budget
 - General Fund increased \$68,010 (14.48%)
 - Hotel/Motel Fund decreased \$62,650 (-22.00%)

- Executive Dept. proposed budget overall increase of \$159,945 (6.02%) compared to FY24 budget
 - General Fund increased \$116,585 (6.51%)
 - Hotel/Motel Fund increased \$87,650 (13.17%)
 - Liability Risk Management Fund increased \$23,720 (3.63%)

Village of Lombard Legislative FY25 Budget Request Summary

	ACTUAL 2023	AMENDED BUDGET 2024	YEAR-END ESTIMATE 2024	PROPOSED 2025	\$ OVER/UNDER 2024 BUDGET
Legislative Department	631,568	754,300	768,810	759,660	5,360
President & Board of Trustees	122,662	136,330	136,910	213,070	76,740
Village Clerk & Records Admin	222,877	236,910	249,990	250,180	13,270
Board of Fire & Police Commission	88,251	96,320	96,320	74,320	(22,000)
Museum/Peck House/Main St Cemetery	197,777	284,740	285,590	222,090	(62,650)
<i>Year to Year Increase</i>		<i>19.43%</i>	<i>1.92%</i>	<i>0.71%</i>	
		<i>Compares to 2023 Actual</i>	<i>Compares to 2024 Amended Budget</i>	<i>Compares to 2024 Amended Budget</i>	



Significant Increase/Decreases:

- **Legislative Department** – Overall increase of \$5,360 when compared to FY24 (0.71%)
 - **President and Board of Trustees**
 - Overall increase of \$76,740 (56%)
 - Additional costs to conduct a special census \$75,000
 - **Village Clerk and Records**
 - Overall increase of \$13,270 (5.6%)
 - Contractual increases for MuniCode and Granicus \$3,500
 - **Board of Fire & Police Commission**
 - Overall decrease of \$22,000 (-25.0%)
 - Decrease in testing process fees of \$21,000 (2024 had PD Sgt, PD Lt., and FD BC)
 - **Museum/Peck House/Cemetery**
 - Overall decrease of \$62,650 (-22%)
 - Property/Building Maintenance reduction \$95,000 (prior one-time improvements for painting and carpentry)

Village of Lombard Executive FY24 Budget Request Summary

	ACTUAL 2023	AMENDED BUDGET 2024	YEAR-END ESTIMATE 2024	PROPOSED 2025	\$ OVER/UNDER 2024 BUDGET
Executive Department	2,570,558	2,655,835	2,658,280	2,815,780	159,945
Admin Management	446,994	464,690	482,130	479,250	14,560
Human Resources	331,514	399,055	358,560	433,070	34,015
Legal Services	356,549	456,200	456,200	456,200	-
AT&T PEG-Cable Equipment	20	17,000	17,000	17,000	-
Communications	425,442	426,920	412,210	443,690	16,770
Hotel/Motel Grant Program	352,911	238,830	238,630	309,710	70,880
Risk Management Admin	600,707	577,540	617,950	598,010	20,470
Employee Services Liability	56,421	75,600	75,600	78,850	3,250
<i>Year to Year Increase</i>		3.32%	0.09%	6.02%	
		<i>Compares to 2023 Actual</i>	<i>Compares to 2024 Amended Budget</i>	<i>Compares to 2024 Amended Budget</i>	

Significant Increase/Decreases:

Executive Dept. – Overall increase of \$159,945 compared to FY24 (6.0%)

- **Administration**

- Overall increase of \$14,560 (3.13%)
- Wage allocation change for Administrative Coordinator from Liability Insurance Fund to General Fund (25%-55%)(not a new expense)

- **Human Resources**

- Overall increase of \$34,015 (8.52%)
- Online policy management and compliance software (\$9,500)
- Health insurance reserve for vacant position (\$19,220)

- **Communications**

- Overall increase of \$16,770 (3.93%)
- Contractual obligations for Cruise Night Entertainment increased \$2,500
- Transfer to General Fund (5% of annual revenue) \$10,370

- **Hotel Motel Grant Program**

- Overall increase of \$70,880 (29.68%)
- Reserved funding for potential festival or event programming (\$50,000)
- DCVB Tourism Grant Program (\$10,000)
- Fireworks event (\$10,000)

- **Liability Insurance Fund Administration**

- Overall increase of \$23,720 (3.63%)
- Insurance claims for general liability, auto, workers comp, and property increase \$18,090

- **Employee Services Liability**

- Overall increase of \$3,250 (4.74%)
- Increased fees for periodic physicals, EAP, flu shots, and lab testing \$3,250



Legislative & Executive Challenges:

- Continue to control expenses to manage future deficits and prepare for potential local revenue cuts by the State of Illinois
- Continued implementation of Village strategic initiatives and priorities as detailed in the Strategic Plan
- Potential evaluation and development of updated strategic initiatives and priorities
- Nurture and maintain public confidence and resident trust in order to maintain fair, efficient, and effective government operations

VILLAGE OF LOMBARD POLICE DEPARTMENT



Thomas Wirsing
Chief of Police

Benny Ranallo
Deputy Chief of Operations

Joseph Grage
Deputy Chief of Administrative Services

Date: August 2nd, 2024

To: Scott Niehaus – Village Manager

From: Tom Wirsing – Chief of Police

RE: Proposed Budget for the Lombard Police Department Calendar Year 2025

Attached to this correspondence, please find the police department's proposed budget for calendar year 2025. The general fund shows an increase of \$707,060 (4.36%) compared to FY24 Budget. It should be noted that Discretionary Items increased by \$12,710 (1.80%).

Non-Discretionary Items including but not limited to; Wages, Police Pension, Health Insurance, and Transfer to Fleet Services have all increased.

Discretionary Items of Increase

- Police administrative services have increased to reflect additional hours for a part time administrative assistant in the amount of approximately \$13,000.
- Patrol services increases were approximately \$12,000 to accommodate training and equipment for three (3) additional MERIT SWAT officers.
- Patrol services was increased approximately \$5,000 to accommodate succession planning related to executive management training.
- Criminal investigations was increased by \$10,000 for an increase in MERIT task force annual dues.

It should be noted that certain discretionary items were decreased including but not limited to certain contractual obligations. Due to the expiring TIF agreement we no longer will carry the crossing guard contract in our cost center as it will be transferred to the school district.

Opioid Fund (New Cost Center)

The Lombard Police Department, in conjunction with the Dupage County Health Department, is proposing to establish a Post-Crisis Response Team. This team will provide in-person follow up with individuals and families who have interacted with the Lombard Police Department due to a mental health and/or substance abuse crisis. The Dupage County Health Department will provide one behavioral health therapist for approximately eight (8) hours per week to work with a Lombard Police Department detective to provide post-crisis follow up. The estimated cost for this program will be approximately \$20,000 to be provided through the Opioid Fund.

Challenges

- Continue to recruit, hire, and retain quality officers due to retirements.
- Maintain an aging facility.
- Review and study changing and recent technology that will benefit the department and the community in solving crimes.
- Ongoing training and regulations associated with police reform legislation.
- Succession planning for future executive leadership.

We continue to maintain and enhance our technology at the police department every year, including license plate readers, live video cameras, and better video cameras for patrol vehicles.

If you have any questions, or would like additional information, please let me know.

Respectfully,

Tom Wirsing
Chief of Police



Calendar Year 2025
Budget Workshop
Lombard Police Department

Police Department Budget Overview

- Police Department's FY25 proposed budget for all funds is \$17,888,300 which is an increase of \$775,790 (4.53%) compared to FY24 budget. It should be noted that **discretionary spending** is increasing \$12,710 (1.80%) compared to FY24 budget.
 - General Fund increased \$707,060 (4.36%)
 - DUI Equipment/Technology Fund increased \$37,820 (151.28%)
 - Police Donation Fund no change
 - Police Grants increased \$4,000 (2.43%)
 - Hotel/Motel Tax Fund increased \$1,400 (2.05%)
 - Federal Seizure Fund no change
 - State Seizures Fund no change
 - Liability Insurance Fund increased \$5,510 (1.01%)
 - Opioid Fund – New Cost Center: \$20,000

Village of Lombard Police Department

FY25 Budget Request Summary

	ACTUAL 2023	AMENDED BUDGET 2024	YEAR-END ESTIMATE 2024	PROPOSED 2025	\$ OVER/UNDER 2024 BUDGET
Police Department	16,014,181	17,112,510	17,763,375	17,888,300	775,790
Police Administration	4,228,424	5,187,185	5,204,625	5,538,250	351,065
Police Buildings	65,432	59,600	59,600	78,720	19,120
Patrol Services	8,294,586	8,120,490	8,341,300	8,252,380	131,890
Criminal Investigations & Juvenile	1,642,220	1,804,855	1,994,180	1,972,440	167,585
Police Records	875,656	836,300	862,340	853,000	16,700
Police Traffic Services	207,510	224,870	357,600	245,570	20,700
DUI Equipment/Technology	34,914	25,000	62,820	62,820	37,820
State Seizures	-	15,000	15,000	15,000	-
Federal Seizures	23,726	62,000	87,000	62,000	-
PD Village Events	75,369	68,280	70,510	69,680	1,400
Police Donations	3,165	1,000	1,000	1,000	-
Police Grants	96,849	164,500	168,500	168,500	4,000
Risk Management - Police	466,330	543,430	518,900	548,940	5,510
Opioid Fund	-	-	20,000	20,000	20,000
<i>Year to Year Increase</i>		<i>6.86%</i>	<i>3.80%</i>	<i>4.53%</i>	
		<i>Compares to 2023 Actual</i>	<i>Compares to 2024 Amended Budget</i>	<i>Compares to 2024 Amended Budget</i>	

Significant Increase/Decreases

Police Administration

- There is a total increase of \$351,065
- Police pension increase of \$320,750
- Additional increases include wages, health insurance, and fleet services. All are non-discretionary spending items.
- Increase also reflects an increase in hours for part time administrative assistant.

Patrol Services

- There is a total increase of \$131,890.
- Increase reflects uniform, equipment, and service contracts.
- Increase reflects addition of three (3) officers to SWAT team with associated equipment and training costs.
- Increase reflects consolidation of Flock camera agreements into this cost center.
- Increase reflects executive management training for succession planning.

Criminal Investigations

- There is a total increase of \$167,585.
- Increase reflects additions in technology and equipment.
- Increase in MERIT task force annual dues.

Police Records

- There is a total increase of \$16,700.
- Additional increases include wages and health insurance.

Police Traffic Services

- There is a total increase of \$20,700.
- Additional increases include wages and health insurance.

Opioid Fund

- Funds from Opioid settlements
- IGA with DuPage County for Mental Health Pilot Program (\$20,000)



Police Department Challenges:

- The police facility is now 44 years old and it is a challenge to maintain.
- Recruitment, hiring, and retaining quality officers and civilian staff.
- Ongoing training and regulations associated with police reform legislation that are unfunded mandates.
- Mentoring and developing a younger police workforce.
- Succession planning for future executive leadership.



MEMORANDUM

TO: Scott Niehaus, Village Manager

FROM: Tim Sexton, Director of Finance

DATE: August 2, 2024

SUBJECT: Proposed Budget for the Lombard Finance Department and General Services Calendar Year 2025

I respectfully submit the Finance Department and the General Services proposed budget for Fiscal Year 2025. The proposed budget for the Finance Department represents an increase of \$295,480 (12.03%), compared to last fiscal year. The proposed budget for General Services represents an increase of \$1,311,134 (20.83%), compared to last fiscal year. Any substantive changes to these budgets as compared to Fiscal Year 2024 will be highlighted below.

Significant Areas of Increase

- Increased Contingencies budget by \$243,310 in the General Fund and \$14,900 in the Water & Sewer Fund based on projected annual wage increases.
- Transfer to Building Fund reserve increase is \$463,968, which is the remainder of the Proposed 2024 Corporate Levy of \$1,049,710.
 - The transfer to Building Reserve in 2024 from the 2023 Levy increase was \$585,742
- Projected \$250,000 for economic development contractual obligations.
- Technology Reserve increased \$364,344 due to the replacement of seven cardiac monitors (based on replacement schedule).
- Information Technology increased \$140,810.
 - Computer Services increased by \$125,800 due to increased cybersecurity costs
 - Phone system maintenance expense of \$49,000 was moved from General Services cost center.
- Rebates to LPFC for Sales, Places for Eating, and Hotel/Motel Taxes increased by \$181,000, dependent on tax revenues.
- Utility Billing & Account Maintenance increased by \$96,500. In addition to general salary and benefit increases, 30% of two Assistant Finance Directors are budgeted in this cost center compared to one in 2024.

Significant Areas of Decrease

- General Services telephone costs decreased \$19,000 due to the removal of Low Baud Pots Lines

Challenges

- Ensure proper use and reporting of all monies received (grants, settlements, federal funding)
- Continue to reduce expenses to prevent future deficits and prepare for potential local revenue cuts that may be made by the State of Illinois.
- Cyber Security – We do everything possible to minimize the risk but there is always the possibility of a cyber-attack as long as we are doing business outside of our secure environment, which is necessary.

If you should have any questions or would like any additional information, please do not hesitate to contact me.



Calendar Year 2025
Budget Workshop
Lombard Finance Department

General Services Budget Overview

- General Services FY25 proposed budget for all funds is \$7,606,144 which is an increase of \$1,311,134 (20.83%) compared to FY24 budget
 - General Fund increased \$506,040 (12.92%)
 - Hotel Motel Fund increased \$125,000 (16.34%)
 - Economic Development increased \$250,000 (1st year budgeted expense)
 - Business District #1 (part of Yorktown) increased \$52,490 (6.68%)
 - Business District #2 (part of Yorktown) – no proposed expenses/no change
 - Technology Reserve increased \$364,344 (208.08%)
 - Water & Sewer Operating Fund increased \$13,260 (2.20%)
- Economic Incentives are budgeted in the General Fund in General Services and are based on projected sales tax revenues. The projected 2025 Budget is \$285,000, a decrease of \$15,000 (5.0%).
 - Mariano's/Bradford
 - Thornton's

Village of Lombard General Services

FY25 Budget Request Summary

	ACTUAL 2023	AMENDED BUDGET 2024	YEAR-END ESTIMATE 2024	PROPOSED 2025	\$ OVER/UNDER 2024 BUDGET
General Services	22,188,774	6,294,980	20,766,272	7,606,114	1,311,134
General Services- General Fund	14,491,202	3,623,390	12,879,270	4,073,430	450,040
LPFC Sales/PFE Tax Rebate	339,474	294,000	350,000	350,000	56,000
LPFC Hotel/Motel Tax Rebate	820,403	765,000	890,000	890,000	125,000
Economic Development	-	-	220,000	250,000	250,000
Business District #1	832,505	785,810	785,810	838,300	52,490
Business District #2	-	50,000	50,000	50,000	-
Pensions	4,698,044	-	4,947,870	-	-
Technology Reserve	522,810	175,100	160,412	539,444	364,344
General Services - Water/Sewer	484,335	601,680	482,910	614,940	13,260
<i>Year to Year Increase</i>		<i>-71.63%</i>	<i>229.89%</i>	<i>20.83%</i>	
		<i>Compares to 2023 Actual</i>	<i>Compares to 2024 Amended Budget</i>	<i>Compares to 2024 Amended Budget</i>	

Village of Lombard General Services

Significant Increases/Decreases:

- General Services –General Fund increased \$506,040
 - Contingencies increased \$243,310 for contractual pay increases
 - Telephone decreased \$64,320 due to the removal of POTS Lines and the phone system annual maintenance was moved to computer service contracts in IT
 - Transfer to Building Reserve proposed increase \$463,968 (Last year's property tax increase was \$585,742. The 2025 proposed budget set-asides the entire 2024 Corporate levy \$1,049,710 for Public Safety Buildings.)
 - LPFC Sales/PFE Tax rebate increased \$56,000 (based on sales)
- General Services – Hotel/Motel Tax Fund
 - LPFC Hotel/Motel Tax rebate increased \$125,000
- General Services – Economic Development
 - First year budgeted expenses of \$250,000, based on current and potential contractual obligations
- General Services – Business District #1
 - Projecting an increase of \$52,050 in Sales Tax in Business District #1 that is remitted back to Yorktown per contract
- General Services – Water & Sewer Fund increased \$13,260
 - Contingencies increased \$14,900
- Technology Reserve increased \$364,344 (based on replacement schedules)
 - Replacement of Seven Cardiac Monitors \$400,000



Finance Department Budget Overview

- Finance Department's FY25 proposed budget for all funds is \$2,752,600 which is an increase of \$295,480 (12.03%) compared to FY24 budget
 - General Fund increased \$195,790 (10.70%)
 - Hotel/Motel Tax Fund increased \$3,190 (6.97%)
 - Water & Sewer Operating Fund increased \$96,500 (16.60%)

Village of Lombard Finance Department FY25 Budget Request Summary

	ACTUAL 2023	AMENDED BUDGET 2024	YEAR-END ESTIMATE 2024	PROPOSED 2025	\$ OVER/UNDER 2024 BUDGET
Finance Department	2,208,871	2,457,120	2,544,500	2,752,600	295,480
Admin & Treasury Mgmt	357,262	387,800	400,820	388,680	880
Accounting & Financial Services	328,303	444,340	455,560	480,850	36,510
Customer Service/Licensing	19,148	15,620	32,860	33,210	17,590
Information Technology	835,155	982,130	938,650	1,122,940	140,810
Finance Village Events	44,137	45,790	45,790	48,980	3,190
Utility Billing & Account Maintenance	624,865	581,440	670,820	677,940	96,500
<i>Year to Year Increase</i>		<i>11.24%</i>	<i>3.56%</i>	<i>12.03%</i>	
		<i>Compares to 2023 Actual</i>	<i>Compares to 2024 Amended Budget</i>	<i>Compares to 2024 Amended Budget</i>	

Village of Lombard Finance Department

Significant Increases/Decreases:

- Accounting & Financial Services increased \$36,510
 - Auditing services increased \$13,830

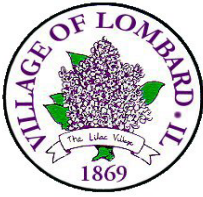
- Information Technology increased \$140,810
 - Computer Services increased \$125,800
 - Phone system annual maintenance \$49,000 moved to IT from General Services
 - Business Continuity annual support maintenance \$58,200 to assist with cybersecurity

- Utility Billing & Account Maintenance increased \$96,500
 - In addition to general salary and benefit increases, 30% of the two Assistant Finance Director salaries are now budgeted here vs. one in 2024



Finance Department Challenges:

- Ensure proper use and reporting of all monies received (grants, settlements, federal funding)
- Continue to reduce expenses to prevent future deficits and prepare for potential local revenue cuts that may be made by the State of Illinois.
- Cyber Security – We do everything possible to minimize the risk but there is always the possibility of a cyber-attack as long as we are doing business outside of our secure environment, which is necessary.



MEMORANDUM

TO: Scott R. Niehaus, Village Manager

FROM: William J. Heniff, AICP, Community Development Director

MEETING DATE: September 7, 2024

RE: **FY2025 Proposed Budget – Community Development Department**

Attached for Village Board's consideration is the draft FY2025 Budget for the Community Development Department, which comprises about 4.66% of the total proposed General Revenue Fund. The Community Development budget includes the proposed expenditures for the four divisions and administration activities. Regarding expenditures, the Department is proposing an overall budget of \$2,166,420 for FY2025, which represents a 6% increase, or \$124,210 from the FY2024 amended budget.

Most of the Department's costs are driven by requested permit reviews and construction activity, which comprises more than half of the overall department budget. The proposed increases in this subcategory are intended to address employee compensation adjustments and third-party inspection and plan review costs. However, with additional building permit activity there is a corresponding increase in permit revenues.

So far in 2024 the Community Development Department has focused upon core functions and responsibilities to provide a higher level of service to residential property owners and development community. Examples of these efforts include:

- Enhancements to the Residential Drainage Program;
- Extensive engagement by the Building Division staff with contractors from their initial concepts to plan review and project development assistance;
- Implementing additional code enforcement weekend activities and supplemental projects as warranted; and
- Continued economic development activities in the form of restructured TIF programs a new Downtown Business Grant Program and additional economic incentive agreement to foster future development in the downtown and key development sites.

Challenges facing the department include, but are not limited to:

- availability of experienced and knowledgeable workforce in all aspects of the construction line and staff processes (staff recruitment, technical knowledge base for contractors, third-party availability, resulting in increased staff engagement with design professionals and contractors;

- meeting target benchmarks (a core function) while addressing special projects and service requests (an enhanced function);
- advancing the priority of Village Board Strategic Plan goal of advancing economic development goals and successes (tools, resources and approaches)
- increasing regulations and legislative changes at the state and federal level in which result requires Village staff to communicate and implement; and
- prioritizing and implementing technology enhancements that meet both Village and customer needs



Calendar Year 2025
Budget Workshop
Lombard Community
Development Department



Community Development Department Budget Overview

Community Development's FY25 proposed budget for the General Fund is \$2,166,420 which is an increase of \$124,210 (6.08%) compared to the FY24 budget.

Village of Lombard Community Development Department FY25 Budget Request Summary

	ACTUAL 2023	AMENDED BUDGET 2024	YEAR-END ESTIMATE 2024	PROPOSED 2025	\$ OVER/UNDER 2024 BUDGET
Community Development Department	1,908,760	2,042,210	1,987,995	2,166,420	124,210
Community & Economic Development Admin	268,890	281,580	293,230	308,810	27,230
Planning Services	301,625	372,170	289,930	381,610	9,440
Code Administration	202,626	184,580	204,090	223,530	38,950
Building	833,447	902,460	909,860	948,350	45,890
Private Engineering Services	302,173	301,420	290,885	304,120	2,700
<i>Year to Year Increase</i>		<i>6.99%</i>	<i>-2.65%</i>	<i>6.08%</i>	
		<i>Compares to 2023 Actual</i>	<i>Compares to 2024 Amended Budget</i>	<i>Compares to 2024 Amended Budget</i>	



Net Changes:

Administration: Increase of \$27,230 from approved FY2024 amended budget

Planning Services Division: Increase of \$9,440 from FY2024 amended budget

- No significant capital expenses in FY2025 for these divisions; mostly wage changes, reallocation of expenses between departments (e.g., document scanning, recording, and miscellaneous operating expenses)



Change:

Private Engineering Services

- Increase of \$2,700 (1%) from approved FY2024
- A development driven cost center, but with significant engagement with residents on non-revenue activities
- For FY2023, changes pertained to decrease of contracted services for inspector activities and refilling long-vacant Development Services Inspector position
- FY2024 costs holding steady, with higher level of service for private drainage projects

Private Engineering (2024 continued implementation):

- Demand for services remains high
- Implementation of “concierge services” approach to resident inquiries and response:
 - Permit application & inspection processes
 - “Keep things moving”
 - Continued grant engagement and dispersals
 - Report to Village Board
- Elimination third-party services for a PT inspector and creation of FT Development Services Inspector:
 - Reduced costs
 - More inspection/review hours
 - More hands-on direct engagement with residents



Significant Change:

Building

- Overall increase of \$45,890 (5%) from approved FY2024
- A development driven cost center
- Staff and third-party market adjustments included
- The division anticipates some additional contractual inspections associated with higher profile projects in 2025 (if more projects are undertaken, there will be more expenses for third-party services or Village staff).



Significant Change:

Code Administration

- Overall increase of \$38,950 from approved FY2024 amended budget
- Primary change is attributable to adding additional hours during non-traditional work week hours (i.e., Saturday) to identify and address issues that otherwise would not be seen
- Also allows for project close-outs and increased status updates for open cases
- Staff cost adjustments included




Community Development Department Challenges:

- Evolving demands and expectations:
 - Availability of knowledgeable, experienced labor pool
 - External technical knowledge base, from submittal process through construction
 - Third-party consultant challenges and costs
 - Changing regulations and requirements at state, federal level
 - Meeting desired project benchmarks
- Advancing the priority of Village Board Strategic Plan goal of advancing economic development goals and successes (tools, resources and approaches)
- Increasing regulations and legislative changes at the state and federal level in which result requires Village staff to communicate and implement; and
- Prioritizing and implementing technology enhancements that meet both Village and customer needs



Lombard Fire Department Memorandum

To: Scott Neihaus, Village Manager
From: Rick Sander, Fire Chief 
Date: August 8, 2024
Subject: **Fire Department's Proposed Fiscal Year 2025 Budget**

I respectfully submit the Fire Department's proposed Budget for Fiscal Year 2025.

The proposed budget is **\$16,430,180** which is an increase of **\$290,420** or **1.80%** compared to Fiscal Year 2024.

If you were to remove increases due to fire pensions, contractual wages, and transfers to fleet reserve (41.95% of the total increase), the year over budget request would about to an increase of **\$168,580** or **1.04%**.

The budget reflects five notable changes:

1. An increase of **\$148,450** in **Fire Administration**

This increase is due to an increase in the amount transferred to the Firefighter's Pension Fund (\$161,580).

2. A decrease of **\$30,560** in **Fire and Rescue Services**

This decrease is due to moving uniforms (\$55,580) from this line to the Emergency Medical Services budget and funds transferred to Fleet Services reserves (\$187,960).

3. An increase of **\$69,490** in **Emergency Medical Services**

The primary reasons for this increase are contractual wages (\$35,550) and moving uniforms from the Fire and Rescue Services budget (\$55,580).

4. An increase of **\$35,420** in **Foreign Fire**

There is a total increase of \$35,420. This increase is for supplies for station improvements.

5. An increase of **\$47,540** in **Risk Management**

This accounts for the Fire Department's share of insurance premiums paid by the Village, as well as the Fire Department's workman's compensation costs.

Ongoing Challenges for the Fire Department

I. Recruiting diverse and qualified entry level firefighters

In an effort to increase our entry level pool of candidates we have made several recent changes to our testing process, including switching to a virtual test and changing the date of requiring a paramedic license from date of application to the date of conditional offer of employment. Additionally, we have greatly expanded our recruiting efforts. Despite these efforts, our eligibility list numbers continue to dwindle as illustrated below.

- 2019 Final Eligibility List: 77
- 2021 Final Eligibility List: 42
- 2022 Final Eligibility List: 33
- 2023 Final Eligibility List: 18
- 2024 Final Eligibility List: 7
- 2024 Final Eligibility List: 8

In speaking with other area fire departments and our testing agency, we recognize that the current recruiting model is not sustainable. More and more fire departments are seeing substantial increases in their eligibility lists by dropping the paramedic license requirement. This is something the Department is exploring and discussing with the Board of Fire and Police Commissioners. It should be noted that Lombard used this model 10-15 years ago and successfully hired quality candidates from eligibility lists with over 150 applicants.

While the workforce and marketplace has changed over the years and interest in the fire service has diminished, we believe that dropping the paramedic requirement may be one of the most effective solutions to increase our pool of candidates while having minimal impact on our budget. We will continue to work with our partners and explore best practices and options to ensure the Village is able to recruit and hire a diverse and qualified workforce that best represents the Village of Lombard.

II. Maintaining aging facilities

III. Adapting to challenges created by supply chain shortages and escalating prices for emergency vehicles

Initiatives

I. Negotiations

- Work with the Union to agree on a mutually beneficial collective bargaining agreement prior to the expiration of the current contract.

II. Data Influenced Decision Making

- Develop systems to provide better data analysis on the Department's call volume and response performance to assist in mid- and long-range planning.

III. Officer Development and Succession Planning

- Develop a robust officer training and succession program to better prepare our officers for further development.



Calendar Year 2025
Budget Workshop
Lombard Fire Department

Fire Department Budget Overview

- Fire Department's FY25 proposed budget for all funds is \$16,430,180 which is an increase of \$290,420 (1.80%) compared to FY24 budget. If you were to remove the increases due to fire pension, contractual wages, and transfer to fleet reserves from the equation (41.95% of the total increase), the year over year budget request would amount to an increase of \$168,580.
 - General Fund increased \$207,460 (1.38%)
 - Hotel/Motel Tax Fund no change
 - Foreign Fire Fund increased \$35,420 (50.39%)
 - Liability Fund increased \$1,084,560 (4.58%)

Village of Lombard Fire Department FY25 Budget Request Summary

	ACTUAL 2023	AMENDED BUDGET 2024	YEAR-END ESTIMATE 2024	PROPOSED 2025	\$ OVER/UNDER 2024 BUDGET
Fire Services Department	14,380,678	16,139,760	17,144,110	16,430,180	290,420
Fire Administration	2,853,820	3,588,590	3,856,930	3,737,040	148,450
Fire Buildings	92,249	77,000	107,400	84,030	7,030
Fire Prevention	350,709	378,280	364,410	386,070	7,790
Fire & Rescue Services	6,391,434	6,905,450	7,572,760	6,874,890	(30,560)
Fire & Rescue Training	108,614	114,270	114,370	123,870	9,600
Fire Investigation	5,645	14,310	11,310	12,310	(2,000)
Emergency Medical Service	3,393,650	3,894,530	3,974,940	3,964,020	69,490
Emergency Preparedness	36,099	51,420	17,170	49,080	(2,340)
FD Village Events	2,467	8,600	8,600	8,600	-
Foreign Fire Insurance	102,038	70,290	70,270	105,710	35,420
Risk Management - Fire	1,043,953	1,037,020	1,045,950	1,084,560	47,540
<i>Year to Year Increase</i>		<i>12.23%</i>	<i>6.22%</i>	<i>1.80%</i>	
		<i>Compares to 2023 Actual</i>	<i>Compares to 2024 Amended Budget</i>	<i>Compares to 2024 Amended Budget</i>	

Notable Changes to Cost Centers from 2024

Fire Administration

- **Increase** There is a total increase of **\$148,450**. The primary reason for this is an increase in the amount transferred to the Firefighter's Pension Fund (\$161,580).

Fire & Rescue Services

- **Decrease** There is a total decrease of **\$30,560**. The two main drivers of this decrease are uniforms (\$55,850) and funds transferred to Fleet Services reserves (\$187,960).

Emergency Medical Services

- **Increase** There is a total increase of **\$69,490**. Again, the two primary reasons of this increase are contractual wages (\$35,550) and uniforms moved from Fire & Rescue (\$55,580)

Foreign Fire

- **Increase** There is a total increase of **\$35,420**. This increase is for supplies for station improvements.

Risk Management

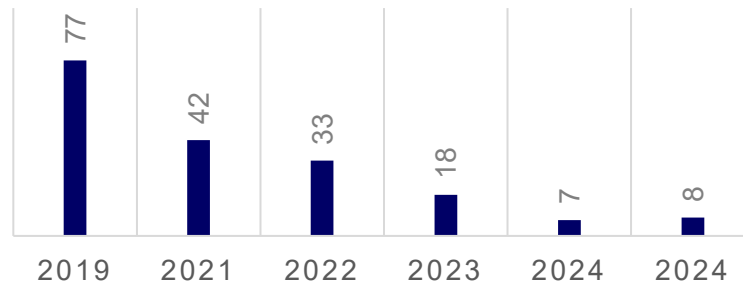
- **Increase** There is a total increase of **\$47,540**. This accounts for the Fire Department's share of insurance premiums paid by the Village, as well as the Fire Department's workman's compensation costs.

Fire Department Challenges:

- **Recruiting diverse and qualified entry level firefighters.**

In an effort to increase our entry level pool of candidates we have made several recent changes to our testing process, including changing the date of requiring a paramedic license from date of application to the date of conditional offer of employment. Despite these efforts, our eligibility list numbers continue to dwindle as illustrated below.

NUMBER OF ENTRY LEVEL APPLICANTS BY YEAR



We recognize that the current recruiting model is not sustainable. More and more fire departments are seeing substantial increases in their eligibility lists by dropping the paramedic license requirement. We are actively exploring this option and have had discussions with the Board of Fire and Police Commissioners. Lombard utilized this model in the recent past in with great success.



Fire Department Challenges:

- **Maintaining aging facilities.**
- **Adapting to challenges created by supply chain shortages and escalating prices for emergency vehicles.**

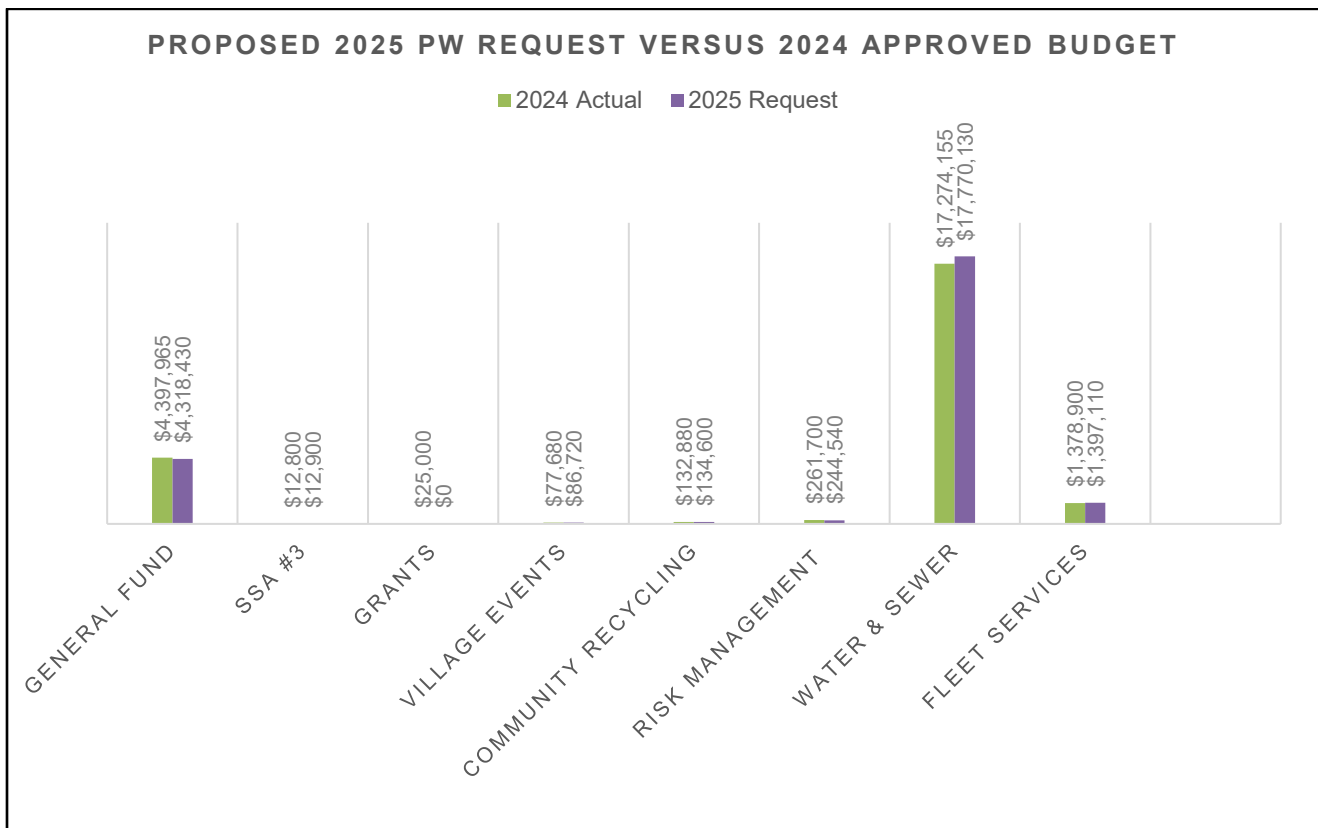


July 23, 2024

TO: Village President and Board of Trustees
 THROUGH: Scott Niehaus, Village Manager
 FROM: Carl S. Goldsmith, Director of Public Works
 SUBJECT: Proposed FY2025 Budget for the Lombard Public Works Department

I am pleased to present the proposed FY2025 budget for the Public Works Department. This memorandum outlines changes to the budget from FY2024; identifies cost centers or line items where the proposed FY 2025 contains significant increases or decreases and outlines challenges facing the Lombard Public Works Department. The proposed FY 2025 Public Works budget, including General Fund, Hotel/Motel, Community Recycling, Fleet Services and Water/Sewer Fund is \$23,964,430, which is an increase of \$403,350 over the FY2024 Public Works Budget. The change in the FY2025 budget over FY2024 Amended Budget represents an increase of 2.26 %. The major increase to the 2025 budget request is the purchase of Lake Michigan Water, which increased by \$420,420 over 2024.

The table below identifies the FY2025 Budget Request versus the FY2024 Approved Budget.



Substantive Changes

The Public Works Department continues to provide services in an efficient and cost-effective manner in accordance with Village Board, Administrative and Departmental policies. While no significant changes in operations or procedures are anticipated for 2025, the Department continues to perform maintenance and capital improvements that benefit the residents, businesses and visitors of the Village. A significant challenge that the Department faced over the past 3 year, which will likely continue into 2025 and beyond, is related to the cost and availability of replacing the Village vehicles and equipment.

The lack of available vehicles has required the Village to retain vehicles beyond their anticipated replacement timeframes, which impacts the cost of maintenance and repairs. Due to this lack of available vehicles available for fleet customers, the Village has seen a significant increase in the cost of vehicles, generally in the range of 30%. This increase impacts the amount that the Village has to transfer from the various cost centers into the Fleet Services Reserve Fund.

Areas of Increase/Decrease in the Budget

The Village has moved \$30,000 in expenses related to the maintenance and operation of the quad gates at Elizabeth Street and the UPRR from Engineering Administration (101.270.330.75730) to Equipment Service Contracts in the Signs/Markings cost center (101.270.320.75730) to better reflect the expense category. The impact to the budget is neutral as both cost centers are funded by the General Fund.

The Village has increased funding of overtime in the Hotel Motel Village Events budget (240.270.112.71140) by \$5,120 due to increased events requiring set-up and involvement by Public Works. The relocation of the Farmers Market to S. Park Avenue and expanded set-up for Cruise Nights contributes to the increase.

The Village has increased the funding request by \$3,900 for Hotel/Motel Events Operating Supplies cost center (240.270.112.73110) to cover the cost of additional lighting that has been placed in the central business district.

Based upon the Public Works Department's claims history, the funding in the Risk Management cost center has been reduced from \$261,700 in 2024 to \$244,540 in 2025.

In the Water & Sewer Fund, the Village has increased the budget for the purchase of water (510.270.360.73730) by \$420,420 or 5.95%. This expense is recapturable as the increase is factored into the water and sewer rates paid by users.

The 2025 budget reflects a decrease in the Water & Sewer Water Distribution Operating Supplies (510.270.365.73110) cost center due to the purchase of a directional boring machine in 2024. The machine will be used for running new street light cable and for replacing lead water services. This purchase will reduce the reliance on contractors, be more efficient and reduce restoration costs.

As the industry continues to see material shortages and price increases, the Water & Sewer Water Distribution Meters/Hydrants/Valves cost center (510.270.365.73710) has been increased from \$97,500 in 2024 to \$135,000 in 2024.

Challenges of the Coming Year

The Village's most significant challenge anticipated for 2025 is related to the inability to secure material and supplies. The issues impacting the global supply chain have the potential to impact all areas of Public Works operations in 2025. Shortages and inflation have impacted commodity pricing for everything from vehicles to repair sleeves for water mains. The Village will see increased costs for materials and supplies causing the Village to change its strategy of "just-in-time" delivery of materials and supplies to stockpiling material to ensure that adequate supplies are available.

A continued challenge for the Public Works Department is the level of maintenance that is required to maintain the Village's aging facilities. Significant resources, both staffing and financial, are required to ensure that the facilities do not fall behind in the maintenance levels, which would lead to increased facility costs for system replacements. Continued long term planning and dedicated funding sources are required to ensure that the facilities are meeting the demands of the various operating departments.

A challenge that the department continues to face is a shortage in staff. The department has continued to reduce in numbers; however, the breath and scope of work performed by the staff continues to grow. An evaluation of the staffing needs is recommended in 2025 to determine whether additional personnel are needed.

On behalf of the men and women of the Department of Public Works, I would like to thank you and the Village Board of Trustees for the continued support of our operations. If you should have any questions, or would like additional information, please do not hesitate to contact me.



Calendar Year 2025
Budget Workshop
Lombard Public Works Department

Public Works Department Budget Overview

- Public Works Department's FY25 total proposed budget for all funds is \$23,964,430 which is an increase of \$403,350 (2.26%) compared to FY24 Amended Budget
 - General Funds decreased \$79,535 (1.81%)
 - General Fund decreased \$104,435 (2.35%)
 - Hotel/Motel Tax Fund increased \$9,040 (11.64%)
 - Community Recycling Fund increased \$1,720 (1.29%)
 - Liability Risk Management Fund decreased \$17,160 (6.56%)
 - Water/Sewer Operations & Maintenance Fund increased \$495,975 (2.87%)
 - Fleet Services Operations & Maintenance Fund increased \$18,210 (1.32%)

Village of Lombard Public Works Department General Fund FY25 Budget Request Summary

	ACTUAL 2023	AMENDED BUDGET 2024	YEAR-END ESTIMATE 2024	PROPOSED 2025	\$ OVER/UNDER 2024 BUDGET
Public Works Department	3,776,103	4,908,025	4,977,990	4,797,190	(110,835)
PW Administration	429,072	441,620	463,000	460,450	18,830
Village Hall Buildings	72,124	54,670	56,270	58,700	4,030
Public Works Buildings					-
Street Maintenance	1,568,520	2,239,420	2,302,450	2,146,620	(92,800)
Street Lighting	227,637	325,300	315,800	282,650	(42,650)
Traffic Signals/Signs/Markings	173,542	152,120	186,470	192,990	40,870
Urban Forestry & Landscaping	608,436	700,855	708,640	720,230	19,375
Engineering Administration	366,755	483,980	458,870	456,790	(27,190)
SSA #3 - Traffic Signal	7,896	12,800	12,800	12,900	100
PW Grants	-	25,000	25,000	-	(25,000)
Community Recycling	130,631	132,880	134,500	134,600	1,720
PW Village Events	64,706	77,680	75,570	86,720	9,040
Risk Management - Public Works	126,782	261,700	238,620	244,540	(17,160)
<i>Year to Year Increase</i>		<i>29.98%</i>	<i>1.43%</i>	<i>-2.26%</i>	
		<i>Compares to 2023 Actual</i>	<i>Compares to 2024 Amended Budget</i>	<i>Compares to 2024 Amended Budget</i>	



Significant Increase/Decreases:

- The Village has increased funding of overtime in the Hotel Motel Village Events budget (240.270.112.71140) by \$5,120 due to increased events requiring set-up and involvement by Public Works. The relocation of the Farmers Market to S. Park Avenue and expanded set-up for Cruise Nights contributes to the increase.
- The Village has increased the funding request by \$3,900 for Hotel/Motel Events Operating Supplies cost center (240.270.112.73110) to cover the cost of additional lighting that has been placed in the central business district.
- Based upon the Public Works Department's claims history, the funding in the Risk Management cost center has been reduced from \$261,700 in 2024 to \$244,540 in 2025.

Village of Lombard Public Works Department

Water & Sewer Operating Fund FY25 Budget Request Summary

	ACTUAL 2023	AMENDED BUDGET 2024	YEAR-END ESTIMATE 2024	PROPOSED 2025	\$ OVER/UNDER 2024 BUDGET
Public Works Department Water & Sewer Fund	16,358,006	17,274,155	17,327,535	17,770,130	495,975
Water & Sewer Administration	1,015,987	1,042,160	1,079,965	1,077,320	35,160
Water Pumping & Treatment	684,958	727,900	717,310	688,920	(38,980)
Lake Michigan Water	7,050,590	7,067,700	7,067,700	7,488,120	420,420
Water Distribution	927,051	1,164,025	1,266,850	1,140,880	(23,145)
Water Meter Reading & Maint	249,156	252,520	220,480	229,720	(22,800)
Glenbard Wastewater Facility	4,777,362	5,250,000	5,170,430	5,350,000	100,000
Sanitary Sewer Maint	956,324	1,051,330	1,072,250	1,075,480	24,150
Lift/Pump Station Maintenance	398,606	408,390	411,620	408,660	270
Storm Sewer System Maint	297,971	310,130	320,930	311,030	900
<i>Year to Year Increase</i>		<i>5.60%</i>	<i>0.31%</i>	<i>2.87%</i>	
		<i>Compares to 2023 Actual</i>	<i>Compares to 2024 Amended Budget</i>	<i>Compares to 2024 Amended Budget</i>	



Significant Increase/Decreases:

- In the Water & Sewer Fund, the Village has increased the budget for the purchase of water (510.270.360.73730) by \$420,420 or 5.95%. This expense is recapturable as the increase is factored into the water and sewer rates paid by users.
- The 2025 budget reflects a decrease in the Water & Sewer Water Distribution Operating Supplies (510.270.365.73110) cost center due to the purchase of a directional boring machine in 2024. The machine will be used for running new street light cable and for replacing lead water services. This purchase will reduce the reliance on contractors, be more efficient and reduce restoration costs.
- As the industry continues to see material shortages and price increases, the Water & Sewer Water Distribution Meters/Hydrants/Valves cost center (510.270.365.73710) has been increased from \$97,500 in 2024 to \$135,000 in 2024.

Village of Lombard Public Works Department Fleet Fund FY25 Budget Request Summary

	ACTUAL 2023	AMENDED BUDGET 2024	YEAR-END ESTIMATE 2024	PROPOSED 2025	\$ OVER/UNDER 2024 BUDGET
Fleet Service Funds	1,158,777	1,378,900	1,313,630	1,397,110	18,210
Fleet Services O&M	1,158,777	1,378,900	1,313,630	1,397,110	18,210
<i>Year to Year Increase</i>		19.00%	-4.73%	1.32%	
		<i>Compares to 2023 Actual</i>	<i>Compares to 2024 Amended Budget</i>	<i>Compares to 2024 Amended Budget</i>	



Significant Increase/Decreases:

- The increase to the Fleet Services Budget is generally tied to personnel expenses and training of employees.



Public Works Department Challenges:

- The Village's most significant challenge anticipated for 2025 is related to the inability to secure material and supplies. The issues impacting the global supply chain have the potential to impact all areas of Public Works operations in 2025. Shortages and inflation have impacted commodity pricing for everything from vehicles to repair sleeves for water mains. The Village will see increased costs for materials and supplies causing the Village to change its strategy of "just-in-time" delivery of materials and supplies to stockpiling material to ensure that adequate supplies are available.
- A continued challenge for the Public Works Department is the level of maintenance that is required to maintain the Village's aging facilities. Significant resources, both staffing and financial, are required to ensure that the facilities do not fall behind in the maintenance levels, which would lead to increased facility costs for system replacements. Continued long term planning and dedicated funding sources are required to ensure that the facilities are meeting the demands of the various operating departments.
- A challenge that the department continues to face is a shortage in staff. The department has continued to reduce in numbers; however, the breath and scope of work performed by the staff continues to grow. An evaluation of the staffing needs is recommended in 2025 to determine whether additional personnel are needed.