



MEMORANDUM

TO: David A. Hulseberg, AICP, ICMA-CM, Village Manager

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

DATE: August 22, 2013

RE: **FY 2014 Proposed Budget – Community Development Department**

Attached for Village Board of Trustees discussion and consideration is the draft FY2014 Budget for the Community Development Department. The budget comprises the proposed general fund expenditures for the four divisions and administration activities that make up the department. Each of the divisions core responsibilities are noted as well.

With respect to proposed expenditures for the two upcoming budget periods, the department is proposing an overall budget of \$1,504,380 for FY2014, which represents a 13.87% decrease from the 2013 amended budget. With respect to the nature of the expenditures, most of the department's costs are allocated to salaries and benefits of staff or contractors performing the department's services.

Unlike other departments, a significant portion of the activities undertaken by the department are market driven by customers requesting services, in the form of permits and/or development approvals. For reference, in the 2012 calendar year, \$1,088,576 was taken in by the department for such services. For 2013, the Village is on pace to collect about the same figure. Projecting this number over the 2014 year, this would mean that approximately 72% of the department's budget would be covered by fees collected. Or in other words, the net cost for the entire division would be approximately \$415,804.

The only significant capital expenditures beyond general operational costs pertain to the proposed acquisition of field technology to logging and tracking inspection activities.

If you have questions, please contact me.



2014 Budget Workshop Community Development

Community Development Department Description

- **Community and Economic Development Administration:** Includes departmental programs and functions including Planning Services, Building, Code Administration, and Private Engineering Services. Direct department support and assistance to elected officials and Village Manager's Office are also provided .
- **Planning Services:** Involves both current and long-range planning as well as community and economic development activities. Planning Services includes staff support and assistance to the Plan Commission and Zoning Board of Appeals, by processing and making recommendations on development petitions. Staff support is given to the Economic and Community Development Committee and Historical Commission. This cost center also reviews building permits, Zoning Certificates, licenses, etc. The periodic review and refinement of the Comprehensive Plan, the Zoning, Sign, and the Subdivision and Development Ordinance are also included in this cost center. This cost center also administers activities in the three (3) Tax Increment Finance Districts (TIF). The division also provides staff assistance to the and is part of local and regional planning activities. This cost center also includes Geographic Information Systems (GIS) coordination and management activities.
- **Code Administration:** This cost center provides for activities associated with enforcement of the Zoning Ordinance, Sign Ordinance and applicable sections of the Municipal Code dealing with "nuisance control." These enforcement activities include code violation investigation, issuance of citation and/or violation, and processing for court action when necessary.
- **Building:** The Building Division is responsible for the building permit and inspections program beginning with the intake of all permit applications, the routing of these applications, the necessary plan reviews, the completion of all required field inspections and ending with a final inspection resulting in a Certificate of Occupancy. The division provides informational assistance for those contemplating improvements to their property. The division also provides staff assistance to the Board of Building Appeals and the Electrical Commission. Funding for the Building division is primarily supported through permit fees.
- **Private Engineering Services:** This cost center provides for engineering services associated with all private development and construction. The administration of the applicable engineering regulations are accomplished through the plan review and approval process, building permit process, site inspections and the issuance of fill permits. The division also enforces the applicable provisions of the DuPage County Stormwater and Floodplain Ordinance. The division also administers the Backyard Drainage Grant program and provides technical assistance on stormwater drainage issues.

Village of Lombard Community Development Department FY14 Budget Request Summary

	ACTUAL 2012A	AMENDED BUDGET 2013	YEAR-END ESTIMATE 2013	MANAGER PROPOSED 2014
Community Development Department	1,642,692	1,713,010	1,544,165	1,504,380
Community & Economic Devel Admin	330,155	359,080	252,810	296,340
Planning Services	224,749	243,160	199,180	180,000
Code Administration	153,994	168,190	178,690	198,380
Building	719,043	733,070	707,785	622,880
Private Engineering Services	214,751	209,510	205,700	206,780
Year to Year Increase		4.10%	-10.93%	-13.87%
		<i>Compares to 2012A Actual</i>	<i>Compares to 2013 Amended Budget</i>	<i>Compares to 2013 Amended Budget</i>



Village of Lombard Community Development Department FY14 Budget Request Summary

Significant Increase/Decreases:

- The department over the past few years has actually seen a budget reduction; largely attributable to employee separations and re-evaluation of positions and processes when positions are re-filled. Budget allocations for the department are comparable to what they were a decade ago. This is particularly significant, given that the Building Division was not a part of the Community Development Department.
- The Building Division operates similarly to an enterprise account, whereby operational costs to deliver plan review and inspection services are balanced by fees collected for such services. Total fees collected are about equal to last year's figures to date, although the overall number of permits are up.
- Budget figures for FY2014 are down for all divisions except for Code Administration. The increase in this division can be attributed to one new half-time position being shifted from the Building Division. However, this is largely an administrative change, as the goal is to further blend and merge the activities previously undertaken by Code Administration and Building Division.



Village of Lombard Community Development Department FY14 Budget Request Summary

Strategic Changes:

- The department will continue to focus upon “just in time” approaches to expenditures and staffing based upon demand for services.
- Further blending of Code Administration and Building is intended to further improve efficiencies.
- Staffing transitions will impact delivery operations.
- Balancing economic development incentives to encourage redevelopment activity against impacts on Village revenues.
- With improving economy, recognizing that all economic development may not be good economic development.

The Community Development Department’s Greatest Challenge:

- Continuing to meet the demands and expectations of the public and the development community, given departmental reductions.

Community Development Budget Worksheet Report

Account		2012A	2013	2013	2014 Budget -	2014 Budget -
Number	Description	Actual	Amended Budget	Estimated Amount	DPT	MGR
Fund: 101 - General Fund						
Expenditures						
Department: 250 - Community Development						
Cost Center: 110 - Administration						
10 - Personal Services						
71110	Regular Wages	\$231,976	\$223,930	\$167,600	\$168,920	\$168,920
71120	Part-Time Wages	\$0	\$13,000	\$12,720	\$46,970	\$46,970
71220	PPO Plus-Health Insurance	\$0	\$18,380	\$0	\$0	\$0
71230	HMO-Health Insurance	\$13,415	\$0	\$0	\$0	\$0
71240	Blue Advantage-Health Insurance	\$21,562	\$31,890	\$15,100	\$15,270	\$15,270
71410	Life Insurance	\$464	\$470	\$330	\$310	\$310
71420	Social Security	\$13,480	\$14,510	\$10,900	\$13,200	\$13,200
71430	Medicare	\$3,152	\$3,440	\$2,620	\$3,130	\$3,130
71440	Employer Pension Contribution-IMRF	\$32,151	\$34,740	\$25,890	\$29,550	\$29,550
71540	Employee Recognition	\$44	\$100	\$150	\$200	\$200
Total: 10 - Personal Services		\$316,244	\$340,460	\$235,310	\$277,550	\$277,550
20 - Commodities						
73110	Operating Supplies	\$5,611	\$5,920	\$6,000	\$6,000	\$6,000
73130	Books & Literature	\$0	\$200	\$200	\$200	\$200
Total: 20 - Commodities		\$5,611	\$6,120	\$6,200	\$6,200	\$6,200
30 - Contractual Services						
75010	Training & Travel	\$747	\$1,000	\$800	\$3,000	\$3,000
75020	Dues & Subscriptions	\$1,083	\$960	\$960	\$1,960	\$1,960
75210	Printing & Binding	\$0	\$500	\$500	\$500	\$500
75350	Other Prof/Tech Services	\$3,690	\$8,000	\$7,000	\$8,000	\$5,000
76010	Trfr to Fleet Services O&M	\$1,178	\$750	\$750	\$860	\$860
76011	Trfr to Fleet Services Reserve	\$1,596	\$1,290	\$1,290	\$1,270	\$1,270
Total: 30 - Contractual Services		\$8,294	\$12,500	\$11,300	\$15,590	\$12,590
Cost Center Total: 110 - Administration		\$330,149	\$359,080	\$252,810	\$299,340	\$296,340
Cost Center: 250 - Planning Services						
10 - Personal Services						
71110	Regular Wages	\$156,493	\$158,360	\$91,270	\$81,330	\$81,330
71120	Part-Time Wages	\$0	\$0	\$44,610	\$41,900	\$41,900
71210	PPO-Health Insurance	\$3,435	\$4,580	\$7,290	\$6,410	\$6,410
71230	HMO-Health Insurance	\$14,906	\$0	\$0	\$0	\$0
71240	Blue Advantage-Health Insurance	\$6,413	\$26,620	\$8,930	\$8,480	\$8,480
71410	Life Insurance	\$450	\$450	\$240	\$230	\$230
71420	Social Security	\$9,324	\$9,820	\$8,430	\$7,640	\$7,640
71430	Medicare	\$2,180	\$2,300	\$1,970	\$1,790	\$1,790

	Account Number	Description	2013		2013	2014 Budget - DPT	2014 Budget - MGR
			2012A Actual	Amended Budget	Estimated Amount		
	71440	Employer Pension Contribution-IMRF	\$21,848	\$23,220	\$19,910	\$17,110	\$17,110
Total: 10 - Personal Services			\$215,049	\$225,350	\$182,650	\$164,890	\$164,890
20 - Commodities							
	73110	Operating Supplies	\$7,639	\$10,600	\$10,600	\$11,900	\$10,000
	73130	Books & Literature	\$0	\$100	\$100	\$100	\$100
Total: 20 - Commodities			\$7,639	\$10,700	\$10,700	\$12,000	\$10,100
30 - Contractual Services							
	75010	Training & Travel	\$616	\$4,810	\$4,330	\$5,310	\$3,310
	75020	Dues & Subscriptions	\$1,441	\$1,900	\$1,300	\$1,300	\$1,300
	75210	Printing & Binding	\$0	\$400	\$200	\$400	\$400
Total: 30 - Contractual Services			\$2,057	\$7,110	\$5,830	\$7,010	\$5,010
Cost Center Total: 250 - Planning Services			\$224,745	\$243,160	\$199,180	\$183,900	\$180,000
Cost Center: 255 - Code Administration							
10 - Personal Services							
	71110	Regular Wages	\$56,840	\$57,520	\$57,520	\$57,520	\$57,520
	71120	Part-Time Wages	\$51,119	\$60,480	\$73,580	\$86,700	\$86,700
	71240	Blue Advantage-Health Insurance	\$15,002	\$18,760	\$15,760	\$16,970	\$16,970
	71410	Life Insurance	\$180	\$180	\$180	\$180	\$180
	71420	Social Security	\$6,567	\$7,320	\$8,130	\$8,940	\$8,940
	71430	Medicare	\$1,536	\$1,710	\$1,900	\$2,090	\$2,090
	71440	Employer Pension Contribution-IMRF	\$7,935	\$8,430	\$8,890	\$8,690	\$8,690
Total: 10 - Personal Services			\$139,179	\$154,400	\$165,960	\$181,090	\$181,090
20 - Commodities							
	73110	Operating Supplies	\$181	\$200	\$200	\$5,300	\$5,300
	73120	Uniforms	\$522	\$700	\$950	\$900	\$900
Total: 20 - Commodities			\$703	\$900	\$1,150	\$6,200	\$6,200
30 - Contractual Services							
	75010	Training & Travel	\$315	\$530	\$700	\$1,000	\$1,000
	75020	Dues & Subscriptions	\$75	\$150	\$150	\$200	\$200
	75210	Printing & Binding	\$0	\$1,580	\$1,600	\$500	\$500
	75220	Recordings/Archiving	\$434	\$400	\$400	\$400	\$400
	75350	Other Prof/Tech Services	\$2,660	\$4,000	\$2,500	\$4,000	\$2,500
	76010	Trfr to Fleet Services O&M	\$3,868	\$2,200	\$2,200	\$2,890	\$2,890
	76011	Trfr to Fleet Services Reserve	\$6,756	\$4,030	\$4,030	\$3,600	\$3,600
Total: 30 - Contractual Services			\$14,108	\$12,890	\$11,580	\$12,590	\$11,090
Cost Center Total: 255 - Code Administration			\$153,990	\$168,190	\$178,690	\$199,880	\$198,380

	Account Number	Description	2012A Actual	2013 Amended Budget	2013 Estimated Amount	2014 Budget - DPT	2014 Budget - MGR
Cost Center: 260 - Building							
10 - Personal Services							
	71110	Regular Wages	\$443,660	\$391,340	\$316,560	\$237,920	\$237,920
	71120	Part-Time Wages	\$24,719	\$62,210	\$127,350	\$163,330	\$163,330
	71140	Overtime Wages	\$0	\$2,080	\$2,080	\$2,080	\$2,080
	71210	PPO-Health Insurance	\$30,606	\$39,980	\$22,820	\$17,640	\$17,640
	71220	PPO Plus-Health Insurance	\$0	\$0	\$0	\$0	\$0
	71230	HMO-Health Insurance	\$29,812	\$0	\$0	\$0	\$0
	71240	Blue Advantage-Health Insurance	\$16,041	\$56,270	\$38,080	\$33,930	\$33,930
	71410	Life Insurance	\$1,080	\$900	\$680	\$540	\$540
	71420	Social Security	\$27,061	\$28,120	\$27,520	\$24,880	\$24,880
	71430	Medicare	\$6,328	\$6,580	\$6,440	\$5,820	\$5,820
	71440	Employer Pension Contribution-IMRF	\$65,348	\$60,850	\$52,580	\$39,540	\$39,540
	Total: 10 - Personal Services		\$644,655	\$648,330	\$594,110	\$525,680	\$525,680
20 - Commodities							
	73110	Operating Supplies	\$3,197	\$3,500	\$3,500	\$10,350	\$9,350
	73120	Uniforms	\$1,099	\$1,000	\$1,000	\$1,250	\$1,250
	73130	Books & Literature	\$482	\$750	\$750	\$750	\$750
	Total: 20 - Commodities		\$4,778	\$5,250	\$5,250	\$12,350	\$11,350
30 - Contractual Services							
	75010	Training & Travel	\$3,017	\$4,350	\$4,350	\$4,800	\$4,800
	75020	Dues & Subscriptions	\$439	\$570	\$570	\$600	\$600
	75210	Printing & Binding	\$1,264	\$1,400	\$1,400	\$2,160	\$1,500
	75220	Recordings/Archiving	\$3,293	\$3,000	\$5,000	\$10,700	\$3,000
	75350	Other Prof/Tech Services	\$47,304	\$54,650	\$81,975	\$63,730	\$63,730
	75740	Equipment Maintenance	\$0	\$370	\$370	\$370	\$370
	75910	Reimbursable Expenses	\$802	\$1,560	\$1,170	\$1,000	\$1,000
	76010	Trfr to Fleet Services O&M	\$11,983	\$11,180	\$11,180	\$8,770	\$8,770
	76011	Trfr to Fleet Services Reserve	\$1,500	\$2,410	\$2,410	\$2,080	\$2,080
	Total: 30 - Contractual Services		\$69,602	\$79,490	\$108,425	\$94,210	\$85,850
	Cost Center Total: 260 - Building		\$719,035	\$733,070	\$707,785	\$632,240	\$622,880
Cost Center: 265 - Private Engineering Services							
10 - Personal Services							
	71110	Regular Wages	\$162,048	\$152,960	\$151,720	\$151,720	\$151,720
	71140	Overtime Wages	\$526	\$0	\$30	\$0	\$0
	71210	PPO-Health Insurance	\$0	\$9,160	\$7,290	\$8,020	\$8,020
	71240	Blue Advantage-Health Insurance	\$12,723	\$7,860	\$6,310	\$6,940	\$6,940

Account Number	Description	2012A Actual	2013		2014 Budget - DPT	2014 Budget - MGR
			Amended Budget	Estimated Amount		
71410	Life Insurance	\$360	\$360	\$360	\$360	\$360
71420	Social Security	\$9,801	\$9,480	\$9,410	\$9,410	\$9,410
71430	Medicare	\$2,292	\$2,220	\$2,200	\$2,200	\$2,200
71440	Employer Pension Contribution-IMRF	\$22,690	\$22,420	\$23,440	\$22,930	\$22,930
Total: 10 - Personal Services		\$210,440	\$204,460	\$200,760	\$201,580	\$201,580
20 - Commodities						
73110	Operating Supplies	\$496	\$800	\$600	\$800	\$600
73120	Uniforms	\$0	\$150	\$150	\$400	\$400
Total: 20 - Commodities		\$496	\$950	\$750	\$1,200	\$1,000
30 - Contractual Services						
75010	Training & Travel	\$0	\$1,000	\$1,000	\$1,050	\$1,000
75020	Dues & Subscriptions	\$194	\$200	\$290	\$290	\$290
75410	Engineering Services	\$33	\$50	\$50	\$1,500	\$250
76010	Trfr to Fleet Services O&M	\$2,180	\$1,730	\$1,730	\$1,540	\$1,540
76011	Trfr to Fleet Services Reserve	\$1,404	\$1,120	\$1,120	\$1,120	\$1,120
Total: 30 - Contractual Services		\$3,811	\$4,100	\$4,190	\$5,500	\$4,200
Cost Center Total: 265 - Private Engineering Services		\$214,747	\$209,510	\$205,700	\$208,280	\$206,780