

Leg # 160342

MEMORANDUM

TO: Scott Niehaus
Village Manager

FROM: Nicole P. Aranas
Assistant Village Manager

DATE: August 10, 2016

SUBJECT: PROPOSED LEGISLATIVE AND EXECUTIVE BUDGET CALENDAR YEAR 2017

Attached please find the proposed Legislative and Executive budgets that cover FY2017. Any substantive changes to these budgets as compared to FY2016 will be highlighted below.

Substantive Changes – The Legislative and Executive Budgets for FY2017 reflect multiple changes identified in the Long Range Plan:

- Phased elimination of taxi subsidy program;
- Elimination of existing vacant positions;
 - Human Resources Clerk part-time
 - Records Clerk part-time
 - Special Events Coordinator part-time
- Modifications to the Pride newsletter printing schedule reducing annual editions from bi-monthly to quarterly editions;
- Elimination of live greenery holiday décor outside of the downtown Lombard;
- Elimination of additional banner purchases and further expansion of the Village banner program;
- Wage and benefit general fund transfers to hotel/motel tax, water/sewer and liability funds

Other substantive changes not resulting from the Long Range plan include the reduction in fees for Village lobbyist services and elimination of professional service fees for departmental management and employee consultation and counseling.

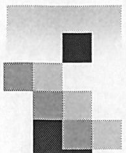
Areas of Increase – Areas of increase within the Legislative and Executive Budgets primarily reflect non-discretionary expenses related to contract wages, benefits and contractual increases.

Additions to the Budget – There are no substantive additions to the Legislative and Executive budgets for FY2017.



Calendar Year 2017 Budget Workshop

Lombard Legislative & Executive Budget



Legislative & Executive Budget Overview

The Legislative & Executive FY17 proposed budget for the all Funds is \$2,694,231 which is a decrease of \$171,859 (6%) compared to the FY16 budget.

- ☐ General Fund decrease \$147,899 (9%)
- ☐ Hotel/Motel Fund decrease \$64,560 (10%)
- ☐ Liability Risk Management Fund increase \$40,600 (7%)
- Legislative Dept. proposed budget overall decrease of \$69,739
- Executive Dept. proposed budget overall decrease of \$102,120
- Total overall budget decrease of \$171,859 when compared to FY16

Village of Lombard Legislative FY17 Budget Request Summary

	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE 2016	MANAGER PROPOSED 2017	\$ OVER/UNDER 2016 BUDGET
	2015	2016			
Legislative Department	508,310	612,700	570,040	542,961	-69,739
President & Board of Trustees	231,527	242,500	268,740	195,501	-46,999
Village Clerk & Records Admin	124,240	133,220	119,310	118,260	-14,960
Board of Fire & Police Commission	29,165	78,600	23,500	70,600	-8,000
Museum/Peck House/Main St Cemetery	123,378	158,380	158,490	158,600	220
Year to Year Increase		20.54%	-6.96%	-11.38%	
		Compares to 2015 Actual	Compares to 2016 Amended Budget	Compares to 2016 Amended Budget	

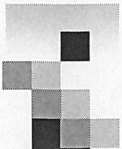


Significant Increase/Decreases:

- **Legislative Department** – Overall decrease of \$69,739 when compared to FY16
- **President and Board of Trustees**
 - Overall reduction of \$46,920
 - Misc. contractual obligations \$44,800 overall decrease reflecting lobbyist service fee reductions (\$24,000) and phased elimination of taxi subsidy program (\$20,000 in FY17)(additional \$20,000 anticipated FY18).
- Eliminated membership to National League of Cities reducing dues and subscriptions by \$3,120
- Classified advertising added into budget at \$1,500
- **Village Clerk and Records**
 - Overall reduction of \$14,960
 - Elimination of vacant Records Clerk position resulting in reduction of \$15,870 to part time wages
 - Training and travel reduced \$600 through elimination of IML Conference
 - Legistar annual maintenance increase of \$1,070 in computer service contracts line
- **Board of Fire & Police Commission**
 - Overall reduction of \$8,000
 - Overtime wages reduced by \$5,000
 - Classified advertising reduced by \$6,500
 - Professional/technical increased \$6,500 for promotions and entry testing
 - Classified advertising reduced by \$3,000
- **Museum/Peck House/Cemetery**
 - Overall increase of \$220
 - Misc. contractual obligations decrease of \$5,000 with elimination of insurance benefit for Director
 - Insurance benefit savings above transferred to training and travel for new Director at \$5,000

Village of Lombard Executive FY17 Budget Request Summary

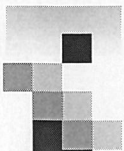
	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE 2016	MANAGER PROPOSED	\$ OVER/UNDER
	2015	2016		2017	2016 BUDGET
Executive Department	2,069,128	2,253,390	2,246,412	2,151,270	-102,120
Admin Management	463,403	471,690	472,210	416,270	-55,420
Human Resources	337,721	338,200	349,340	315,880	-22,320
Legal Services	364,843	401,000	400,800	400,800	-200
Communications	391,761	474,590	438,692	409,810	-64,780
Risk Management Admin	461,572	470,670	511,270	511,690	41,020
Employee Services	49,828	97,240	74,100	96,820	-420
Year to Year Increase		8.91%	-0.31%	-4.53%	
		<i>Compares to 2015 Actual</i>	<i>Compares to 2016 Amended Budget</i>	<i>Compares to 2016 Amended Budget</i>	



Significant Increase/Decreases:

Executive Department – Overall decrease of \$102,120 when compared to FY16

- **Legal Services**
 - Overall reduction of \$200
 - Operating supplies reduced by \$100
 - Books & literature reduced by \$100
- **Human Resources**
 - Overall reduction of \$22,320
 - Vacant Human Resources Clerk position eliminated for \$11,180 reduction to part-time wages
 - Employee recognition reduced by \$5,000 to reflect past expenditures
 - Professional technical services for management consulting and counseling eliminated at \$10,000
- **Administration**
 - Overall reduction of \$55,420
 - Fund transfers for Village Manager and Assistant Village Manager wages of \$36,580
 - Misc. contractual obligation reduction of \$1,600 towards Victim Services social services
- **Communications**
 - Overall reduction of \$49,450
 - Part-time wage reduction for elimination of Special Events Coordinator position at \$19,360
 - Operating supplies reduced \$30,000 through elimination of holiday decorations
 - Postage reduction of \$6,500 reflecting changes to Pride newsletter scheduled reduction
 - Printing and binding reduction of \$8,110 for Pride newsletter reduced publication
 - Misc. contractual obligations reduced \$41,500 to reflect no new banner program purchases and elimination of funding towards a mobile app
- **Liability Insurance Fund Administration**
 - Overall increase of \$41,020 for insurance premiums and funding of insurance claims
- **Employee Services**
 - Overall decrease of \$420 for annual exams, drug random, vaccinations and lab testing



Legislative & Executive Challenges:

- Implementation and communications relating to program changes and reductions approved as part of the Long Range Plan and FY2017 budget.
- Records and document management as well as increasing number and complexity of document requests through the Freedom of Information Act
- Enhance and modify Village employee wellness program to match program criteria of insurance cooperative and provider specifications
- Continue to control expenses to prevent future deficits and prepare for potential local revenue cuts by the State of Illinois