



**SPECIAL MEETING – BUDGET WORKSHOP
MAYOR & BOARD OF TRUSTEES
VILLAGE OF BURR RIDGE**

AGENDA

**January 27, 2020
7:30 P.M.**

- 1. CALL TO ORDER AND ROLL CALL**
- 2. GENERAL FUND STATUS AND UPDATE**
 - A. Revenues and Expenditures for Fiscal Year 2019-20
 - B. Revenues and Expenditures for Fiscal Year 2020-21
- 3. REVIEW OF BUDGET GOALS FOR FISCAL YEAR 2020-21**
- 4. PUBLIC COMMENTS**
- 5. ADJOURNMENT**



TO: Mayor and Board of Trustees
FROM: Village Administrator Doug Pollock and
Finance Director Jerry Sapp
SUBJECT: Budget Workshop Meeting of January 27, 2020
DATE: January 23, 2020

2. GENERAL FUND STATUS AND UPDATE

A. Revenues and Expenditures for Fiscal Year 2019-20

B. Revenues and Expenditures for Fiscal Year 2020-21

Please find attached a report prepared by the Finance Department summarizing revenues and expenditures for the current fiscal year (FY) and for the next fiscal year. The report includes:

- A comparison of the estimated actual revenues and expenditures for the current fiscal year. At this time, straight-line projections indicate that expenditures will exceed revenues by \$46,408. The increase in expenditures is primarily due to unbudgeted, costs related to Sterigenics (legal fees, lobbying, and air testing). Staff will monitor expenditures for the rest of the fiscal year with the intent of reducing spending and balancing the budget for the current fiscal year.
- A preliminary estimate of revenues and expenditures for FY 2020-21.

All of these numbers represent a starting point in the ongoing budget review and preparation. During the month of February, we will meet with each Department head and review expenditures for the remainder of the fiscal year and for FY 2020-21. In March, we will schedule one or more budget workshops with the Board to review the updated budget numbers.

3. REVIEW OF BUDGET GOALS FOR FISCAL YEAR 2020-21

Attached are the preliminary budget goals for fiscal year 2020-21. This comprehensive list has been prepared independent of the revenue and expenditure estimates. At the budget workshop on Monday, staff will review the list with the Board. Based on input from the Board and as we move into the detailed budget review in February, we will likely remove items from the budget goals that either are not a priority of the Board or for which funding is not available. Budget goals related to personnel are not included. Those will be reviewed separately at a subsequent meeting.

**General Fund
Preliminary Overview
Fiscal Years 2019-20 & 2020-21
January 27, 2020**



BURR RIDGE
FINANCE DEPARTMENT

Jerry Sapp
Finance Director

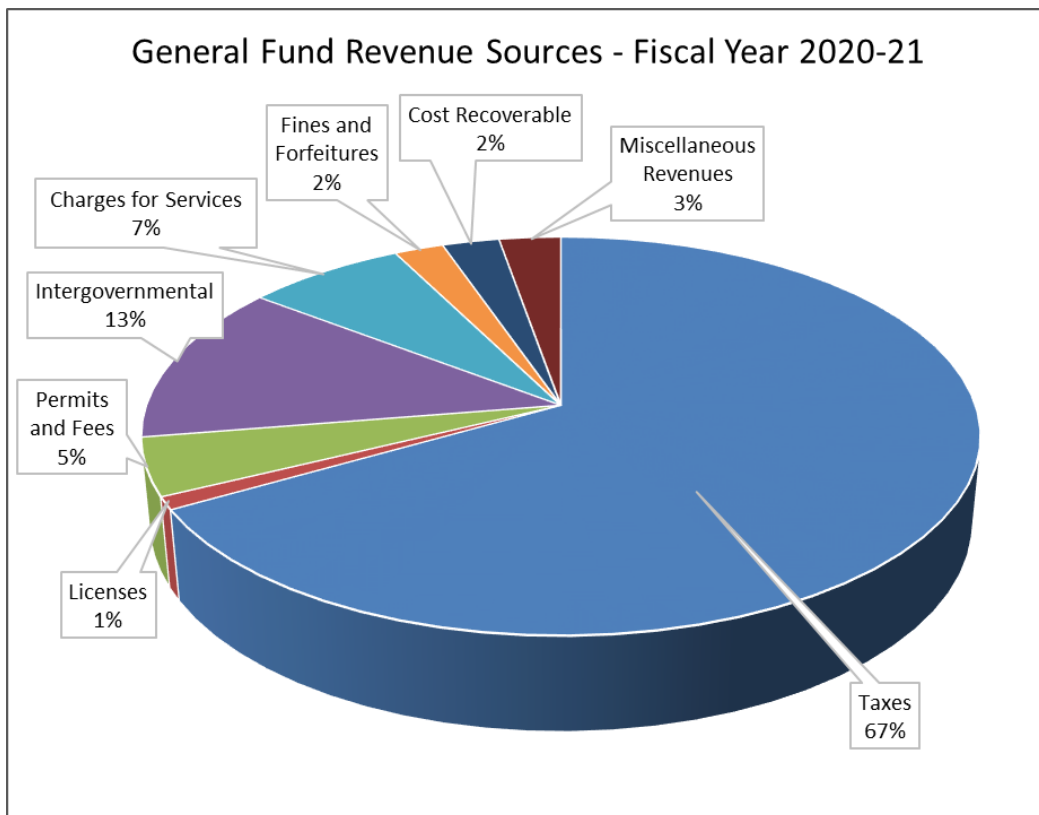
Amy Nelson, CPA
Assistant Finance Director

Amy Sullivan
Accounting Analyst

General Fund Summary of Operations

Below is a summary snapshot of the General Fund’s preliminary estimated revenues and expenditures for Fiscal Year 2019-20 compared to budget, as well as Fiscal Year 2020-21 projected budget. The Department Heads have submitted current year estimates and next year’s projections along with major goals for Fiscal Year 2020-21. Departments will be meeting with the Administrator in February to finalize Fiscal Year 2019-20 estimated actual amounts and Fiscal Year 2020-21 budget projections.

	2019-20 Est. Actual	2019-20 Budget	2020-21 Budget
Revenues	\$9,000,997	\$8,976,380	\$9,393,018
Expenditures	\$9,047,405	\$8,933,405	\$9,201,407
Surplus (Deficit)	(\$46,408)	\$42,975	\$191,611



General Fund Highlights

FY 2019-20 Estimated Actual Preliminary Highlights

- The Fiscal Year 2019-20 budget was developed with a \$42,975 surplus.
- Preliminary review is projecting a \$46,408 deficit.

Revenues

- In total, Fiscal Year 2019-20 General Fund revenues are currently projecting to exceed budgeted amounts by approximately \$25,000.
 - The following Revenue categories that have **exceeded** original budget estimates to date:
 - **Sales Tax** – exceeding estimates by **\$33k**. Total Sales Tax dollars is estimated at \$2,496,640 vs. \$2,463,370 budget.
 - **Building Permit Fees** – exceeding estimates by **\$100k** due to increased building activity, especially in the area of large projects.
 - **Gas Utility Tax** – exceeding estimates by **\$40k**.
 - **State Income and Corporate Replacement Tax** –an additional **\$20k** is anticipated.
 - **Places of Eating Tax** –revenues are coming in slightly above budget by approximately **\$7k**.
 - The following Revenue categories that have shown a **decline** compared to original budget estimates to date are as follows:
 - **Telecommunication Tax** – trending below estimates by **(\$100K)**. As seen in previous years, trend downward is due to continuing change in telephone services.
 - **Cable Franchise Fees** – estimates down **(\$20k)**. Original budgeted revenues are \$294,290, however estimated actual is tracking at \$277,080 through the first two quarters of FY19-20. Similar to Telecom Tax above, changes in the cable industry related to Internet options and streaming services are affecting local revenues.

Expenditures

- Fiscal Year 2019-20 Expenditures are pending review as meetings with Department Heads will be held in the coming weeks.
- Currently we are projecting expenditures to be higher than anticipated due to the following departmental variances:
 - **\$18K** – Boards & Commissions – legal fees due to Sterigenics.
 - **\$45K** – Boards & Commissions – testing and lobbying services due to Sterigenics.
 - **\$29K** – Police – overtime due to staff shortages and not at full authorized strength.
 - **\$22K** – Buildings & Grounds – various repairs and maintenance issues at Village facilities.

FY 2020-21 Budget Preliminary Highlights

Revenues

- In total, Fiscal Year 2020-21 General Fund revenues are currently projected at \$9,393,018, which is a 4.6% (\$416k) increase over the prior fiscal year.
 - Contributing to the increase is:
 - **\$143k** – State Income Tax and Corporate Replacement Tax with the anticipation of population growth in the 2020 census.
 - **\$131k** – Sales tax projected to increase 5.3% over prior year budget based on current trends.
 - **\$75k** – expected growth in Court Fines attributed to the Village establishing Adjudication.
 - **\$45k** - attributed to Business Licenses effective May 1, 2020

Expenditures

- Fiscal Year 2020-21 Budgeted Expenditures and Goals are pending review as meetings with Department Heads will be held in the coming weeks.

Financial data preliminary and subject to change. The budget process is still underway with final numbers presented at the beginning of March when the proposed budget is submitted to the Village Board.



MEMORANDUM

TO: Mayor Grasso and Board of Trustees
FROM: Doug Pollock, AICP, Village Administrator
DATE: January 23, 2020
RE: FY 20-21 Budget Goals

The following are the preliminary budget goals for fiscal year 2020-21.

Account	Description	Est. Cost
10-1010 BOARDS AND COMMISSIONS		
	Village-Wide Ordinance Adjudication Program; Section 65 of the Illinois Compiled Statutes allows municipalities to conduct administrative adjudication of certain municipal ordinance violations. The statute allows for in-house adjudication of building code violations, health code violations, nuisance laws, cannabis violations, curfew, and juvenile status offenses. The program will also implement and adjudicate vehicle tow and impoundment fees on arrestees as well as an arrest-booking fee for each person processed in the BRPD lockup (total cost for first year is \$32,450 with additional funds in Information Technology Fund).	
50-5015	Prosecutor Services; An additional cost for the Village Prosecutor to attend adjudication hearings; estimated at 2 hours per month at \$200 per hour	\$4,800
50-5050	Adjudication Judge; A new line item for payment of the adjudication judge; estimated at 2 hours per month at \$200 per hour	\$4,800
80-8040	Other Commissions (new line item); Support for 2020 Census Complete Count Committee.	\$2,500
80-8040	Other Commissions (new line item); Support for ongoing Bicycle Committee goals and policies.	\$5,000
80-8010	Public/Employee Relations: Employee recognition fund. Used for team-building activities, such as a pizza lunch, recognize the good work of individuals through the purchase of small gifts, such as a gift card, as needed and at the discretion of the department head.	\$2,500
50-5010	Legal Services: Additional cost for creation of a Burr Ridge 5013c non-profit foundation for the acceptance of donations.	\$5,000
10-4020 CENTRAL SERVICES		
90-9071	Transfer to Police Pension Fund: While the Village continues to look at options for funding the Police Pension Fund, this new line item has been added as a placeholder pending further analysis.	\$100,000

10-5010 POLICE		
70-7000	<p>Equipment: AXON Body Cameras, & TASER Devices. Numerous law enforcement agencies in DuPage County recognize the need for police body cameras in an effort to meet societal demands and promote transparency in police – community relations. The cost of the program includes an AXON body camera for each patrol officer, six TASER devices, unlimited data storage, licenses, warranty, and related equipment. The price listed is for year one. Years two through five are a subscription at \$43,944 annually. Similar to our current TASER Assurance Program, TASER Inc. will replace the body cameras every 2.5 years and TASER devices every 5 years.</p>	\$49,684
70-7000	<p>AXON Fleet Mobile Video Camera System. The AXON mobile cameras integrate with the body cameras. The camera video storage is also cloud based thus eliminating the need for an in-house server system. The price for AXON Fleet is separate from the body camera proposal. The price listed is for year one. Years two through five are a subscription at \$15,480 annually. <i>Purchase of the AXON Mobile system eliminates the need to purchase three replacement SF patrol vehicle video systems and replacement network video server at a cost of \$32,400.</i></p>	\$44,480
70-7000	<p>Equipment: Thermal Imaging Monocular (2); Forward Looking Infrared devices (FLIR) are thermal imaging sensors that are used in both daylight and night to locate heat signatures on objects. Said objects can be persons, vehicles, and even heat transferred onto pavement. FLIR is used by law enforcement to locate persons in darkness and differentiate between a recently used vehicle in a full parking lot. The cost of each FLIR Breach PTQ136 Monocular is \$2,500.</p>	\$5,000
70-7000	<p>Equipment: Ballistic Shields; The police department currently has three (3) ballistic shields, one in each supervisor patrol vehicle. We would like to increase the number and quality of shields in all vehicles assigned to patrol. These shields are lifesaving equipment in active shooter incidents. The cost of the ballistic shields is \$5,605 each. Police staff is requesting to purchase four (4) shields in FY 20-21, four (4) in FY 21-22, and four (4) in FY 22-23.</p>	\$22,420
70-7020	<p>Vehicles: Leasing or Purchase of Replacement Patrol Vehicles; An analysis is underway to determine if leasing of patrol vehicles is a better option. Pending finalization of a leasing proposal, the budget goals assume purchase of replacement vehicles. For FY 20-21, three (3) patrol vehicles will reach the mileage replacement threshold. As of the submission of this document, Ford has not released updated pricing for the 2020 Interceptor Utility. The cost listed is an estimate based on information received by our equipment up-fitter.</p>	\$120,450

10-6010 PUBLIC WORKS		
50-5095	Other Contractual Services: Natural Chemicals for Mosquito Abatement in DuPage County; As an environmentally friendly alternative to conventional chemical insecticides, Clarke offers its EarthRight program for mosquito control. Products used in this program are made from naturally-derived ingredients and have equal effectiveness to the chemical alternative, with adulticide applications showing an increased level of effectiveness. Additionally, these are applied using earth-friendly methods, such as bicycles and all- electric sprayers.	\$ 8,000
70-7000	Equipment: Liquid Chloride Tank, Pump, and Dispenser; The Department has fully incorporated liquid chlorides into its snow and ice control operations to maintain roads in the best condition possible while also reducing salt use, operational costs, and environmental impacts. Pre-wetting and anti-icing applications should use different liquid blends to optimize effectiveness; therefore, a second liquid tank is necessary.	\$11,000
70-7000	Equipment: Plow Extensions for 1-Ton Snow Plows; A wing extension installed on Units 18 and 31 would accelerate snow removal in cul-de-sacs and help to eliminate some of the complaints from homeowners experiencing larger-than-normal windrows of snow in their driveways.	\$4,800
70-7000	Equipment: Replace Pressure Washer for Public Works Garage; Parts are no longer available to repair the 15 year old pressure washer that is original to the PW building. This unit washes the Department’s fleet, especially removing dirt and corrosive deicing chemicals from the large trucks to prolong their life and maintain their appearance.	\$8,700
10-6020 BUILDINGS & GROUNDS		
50-5052	Maintenance – Buildings: Village Hall Sprinkler System Repairs; The dry pipe sprinkler system is experiencing leaks, which system is original to the building construction. Various sections of pipe, along with switches and gauges will be replaced to bring the system to current requirements.	\$6,100
23-7030 HOTEL/MOTEL FUND		
80-8050	Programs/Tourism Promotions: Support for BMW Championship, including cost coverage for events, marketing, security, etc.	\$5,000
80-8055	Hotel/Motel Marketing: Market study for downtown hotel development.	\$20,000

50-5075	Gateway Projects: Additional Lighting on Burr Ridge Parkway at County Line Road; There is a lack of street lights on the block between County Line Road and Bridewell Drive, for which six (6) new LED decorative assemblies are proposed to illuminate the road and pathways. Remaining light poles on Burr Ridge Parkway would be retrofit with new LED luminaires. ComEd energy efficiency grants are available if using LED (\$8,000-\$10,000).	\$126,000
50-5069	Maintenance - Gateway Landscaping: County Line Road and I-55 Landscaping Enhancements, Phase 1; Additional plantings in the terraces and tree trimming, tree removal, and scrub brush removal will improve overall aesthetics.	\$ 125,000
50-5075	Gateway Projects: County Line Road Corridor Enhancements Master Plan; North of the I-55 interchange are opportunities to improve this corridor's roadsides and medians.	\$ 45,000
31-8010 CAPITAL IMPROVEMENTS FUND		
70-7080	2020 Road Program: Devon Ridge Subdivision; Lake Ridge Subdivision; Erin Lane; Sealcoating Municipal Parking Lots; Misc. Crack Sealing, Pavement Marking, Pavement Patching Material Testing	\$ 754,100
70-7010	Improvements: Elm Street Culvert Replacement Project; This crossing of the 63 rd Street Ditch near Elm School has overtopped with floodwater several times and the metal pipe is failing. It is recommended to replace the culvert to address the drainage and life safety issues. <i>{Construction: \$275,000; Construction Engineering: \$52,000}</i>	\$ 327,000
70-7010	Improvements: North Frontage Road Guardrail Replacement; Numerous sections of rusted and broken guardrail that protect the adjacent pathway and roadside hazards are beyond repair and repainting, and should be replaced.	\$ 36,000
70-7055	Village Facility Improvements: Village Hall HVAC Controls Replacement and Efficiency Upgrades; The outdated pneumatic control system experiences frequent failures, often resulting in uncomfortable conditions in the Board meeting room and staff areas. The system is original to the 1986 building construction, and failures result in our new chiller and boiler to operate inefficiently. Replacing the controls, sensors, and valves will provide an efficient, automated system, reduce the load on the boiler and chiller, allow complete day-of-week programming, and substantially reduce our natural gas bill and electric usage. ComEd energy efficiency grants of \$5,000-\$10,000 are available for this scope of work.	\$175,000
70-7055	Village Facility Improvements: Village Hall Foyer, Bathroom, and Security Upgrades (DEFERRED FROM FY19-20); An architect has been selected to remodel the VH foyer and bathrooms, and incorporate a grant from the federal UASI program for security upgrades to doors and reception area. Cost estimate should be available by March 1, 2020.	TBD

70-7055	Village Facility Improvements: Village Hall Window Replacement, Phase 2; Wood windows are being replaced in phases throughout Village Hall. This last phase would replace windows in the front-facing Finance wing, lunchroom, and copy room.	\$ 40,000
70-7055	Village Facility Improvements: Public Works Garage LED Lighting Conversion; Fluorescent fixtures in the Public Works main garage and office area must be replaced; however, replacement T8 and T12 fluorescent bulbs are becoming scarce as DOE regulations phase out these commercial light bulbs. Substantial ComEd rebates are available for our building at this time, such that 60% of the cost will be refunded by ComEd. This rebate makes the Village portion to be equivalent to a 2- year payback if replacing the fluorescent fixtures and bulbs, energy savings notwithstanding.	\$24,000
32-8020 SIDEWALK/PATHWAY FUND		
70-7053	Sidewalk/Pathway Maintenance Project: Retaining Wall Replacement at County Line Rd & 87th St (DEFERRED FROM FY19-20); Block wall constructed as part of pathway improvement has failed and the pathway is closed. A designed retaining wall and guardrail replacement is necessary.	\$68,000
70-7053	Sidewalk/Pathway Maintenance Project: 79th Street and 81st Street Asphalt Pathway Replacement; Asphalt pathways provided with original subdivision construction are beginning to show significant cracking and tree root heaving. These various locations will be replaced in a multi-year period, beginning on 81 st Street near Garfield Ave and the south side of 79 th Street from Burr Oaks Lane to east of Bucktrail Drive.	\$ 140,000
70-7053	Sidewalk/Pathway Maintenance Project: Pedestrian Bridge Painting; Pathway bridges on Grant Street and 91st Street would be sandblasted and painted. \$11,000 Grant St.; \$7,500 for 91st St.	\$ 18,500
33-8030 EQUIPMENT REPLACEMENT FUND		
70-7020	Annual Leasing Payment; A budget goal for both the Public Works and Police is to determine if leasing vehicles and equipment is a better option than purchasing. Budget goals below assume continuation of current purchase policy. As analysis continues, staff will provide a recommendation and the numbers below may change.	TBD
70-7020	Vehicles: #23: 5-Ton Plow truck, Replace 2002 Navistar 4900 Dump Truck and Plow; Unit #23 repairs have totaled over \$16,000 in the past three years on this 18-year-old truck. Its replacement was deferred from FY18-19 when another truck required immediate replacement and #23 dump body could be refurbished. Land & Forestry Division is proposing more in-house tree removals and less reliance on contractors; therefore, the truck will be upfitted with a chipper box. This is also the last frontline plow truck without newer salt pre-wetting equipment. Cost includes a stainless steel body, pre-wetting, and plow equipment.	\$ 212,000

70-7020	Vehicles: Replacement Floor Scrubber; Without floor drains in the Public Works garage, the 1995 Tennant floor scrubber is the only method to remove snowmelt, truck wash water, salt, sediment, and petroleum from the concrete floor. A replacement unit has been deferred since 2010, but parts are no longer available for the 25-year-old unit. The proposed unit would be a riding type to prevent slips and falls as has been recommended by IRMA.	\$ 34,700
70-7020	Vehicles: Replacement Brush Chipper; The 2009 wood chipper has reached the end of its useful life. The proposed wood chipper has a larger 18” opening (current has 14” opening) allowing staff to process more tree removals in-house with less reliance on contractors.	\$ 96,000
51-6030 WATER FUND		
70-7020	Vehicles: Unit 25: Pickup Truck w/Plow, Replacement of 2005 Ford F150 Pickup Truck; Unit #25 is the Water & Wastewater Division’s primary vehicle for transporting equipment to main break repairs, meter replacements, and customer service appointments. This 15- year-old vehicle does not have excessive mileage (63,000 miles); however, its repair costs are increasing with its age, which costs have exceeded \$2,000 in the last 2 years. The new truck will include a snowplow for emergency snow removal.	\$ 56,600
70-7000	Equipment: Flagger illumination for emergency operations; Abiding by federal standards, during nighttime operations for water main break repairs, the flagger(s) controlling the traffic require illumination. An illuminated SLOW-STOP paddle will supplement the work zone, tower lighting.	\$ 5,500
70-7010	Improvements: Water Main Replacements: Carriage Way Sub. Phase 2; This project would complete the replacement of 56-year-old small-diameter water mains in the subdivision that experiences typically four to six breaks per year. <i>{Engineering: \$110,000, Construction: \$1,600,000}</i>	\$1,710,000
70-7010	Improvements: KLM Park Water Main Connection’ For critical redundancy to the aging water main network in Burr Ridge Meadows subdivision and King Bruwaert properties, a bypass main should be constructed through KLM Park between Gregford Rd and K-B property. <i>{Engineering: \$60,000, Construction: \$325,000}</i>	\$ 385,000
70-7010	Improvements: Water Transmission Main Interconnect with WSWC (DEFERRED FROM FY19-20, GRANT OBTAINED); With a grant from the federal UASI program, the Burr Ridge water transmission main would be interconnected to the West Suburban Water Commission main near the I-294 Mile Long Bridge. This is a supplemental connection for the two agencies to strengthen resiliency.	\$55,000
50-5020	Professional Services: Water Distribution System Model and Security Assessment (DEFERRED FROM FY19-20, pending CMAP LTA grant); Network modeling and system analysis could combine with an AWIA Risk & Resiliency Assessment (required in 2020). A CMAP LTA Grant application is pending review in April 2020.	\$ 75,000

50-5067	Maintenance – Distribution System: North Water Tower (2MG) Inspection & Design Engineering; The north water tower was inspected in 2019 and is showing signs of exterior deterioration and interior coating deficiencies. The preparation of estimates and bid documents would coincide with antennae owners’ relocation. The painting and rehabilitation will be deferred to Spring 2021, pending I-294 Mile-Long Bridge completion.	\$ 58,000
50-5067	Maintenance – Distribution System: Fire Hydrant Painting Annual Contract; Old hydrants are functional but have faded paint and rusted coatings. 10 DuPage County municipalities have a shared- services contract for advantageous pricing. 300 hydrants would be painted each year, to complete all in 5 years, beginning with Village thoroughfares and Road Program streets.	\$ 29,000
50-5067	Maintenance – Distribution System; Pump Center Reservoir Outside Hatches Repair/Replacement(DEFERRED FROM FY18-19, GRANT OBTAINED); Incorporating a grant from the federal UASI program, this project replaces corroded hatches and adds fencing to secure the Pump Center and its reservoir.	\$22,000
50-5067	Maintenance – Distribution System; Pump Center Reservoir Inspection and Cleaning; Required to be on a 5-year inspection cycle, this is the primary reservoir for our water distribution system.	\$ 16,000
52-6040 SEWER FUND		
70-7010	Improvements: Sanitary Sewer Rehabilitation Project: Phase 1; The first of several anticipated annual sewer rehabilitation and pipe lining projects will be identified by the inflow and infiltration control program studies currently underway { <i>Engineering:\$50,000, Construction: \$125,000</i> }	\$ 175,000
70-7000	Equipment: Replace 30 kW Sanitary Lift Station Generator; In power outages, two sanitary lift stations must be connected to a large, trailer-mounted portable generator to continue their critical operations. The existing unit was recycled from an old installation at Chasemoor, which unit is more than 25 years old and parts are no longer available for its repair. A 30 kW unit that is factory-installed on a new trailer is recommended.	\$ 37,000
61-4040 INFORMATION TECHNOLOGY FUND		
50-5061	Data Processing Services: Annual subscription to MuniCode. Automates much of the current ordinance preparation and codification processes.	\$3,700
50-5061	Data Processing Services: Annual subscription to Municode Meetings. Automated management solution that provides an automated system for the creation of agendas and packets.	\$4,000
50-5020	Other Professional Services: Outsourcing the Audio Visual and Broadcast production with a permanent, professional A/V consultant.	\$30,000

FY 20-21 Budget Goals
January 23, 2020

50-5061	Data Processing Services: In house administrative adjudication of certain municipal ordinance violations. Adjudication Management Software (\$17,940), Training (\$3,000), Mobile Interface Setup (\$2,000)	\$22,940
70-7000	Equipment: Police Facility Surveillance Security that encompasses a video recording system, cameras inside and outside the buildings, and integrated control systems.	\$120,000
70-7000	Equipment: Access Control systems that provide controlled security access to all areas of the building.	\$20,000
70-7000	Equipment Tablet Upgrades for Trustees, Department Heads, and various field personnel.	\$20,000
70-7000	Equipment: Server, backup and data protection platform upgrades. Additional Host (\$5,000), VMWare software upgrade (\$1,500) Network Storage Expansion (\$5,000).	\$11,500
50-5061	Data Processing Services: Cyber Security Detection & Response System	\$8,600
50-5061	Data Processing Services: Cyber Security Awareness Training	\$3,600
70-7000	Equipment: Core Network Switch Replacement for all three facilities to increase bandwidth capabilities.	\$20,000
70-7000	Equipment: Boardroom and Broadcast Upgrade	\$50,000