

AGENDA
ADMINISTRATIVE/FINANCE
COMMITTEE-OF-THE-WHOLE
February 28, 2017
6:30 P.M.
City Hall - Council Chambers

- 1. Call to Order**
- 2. Budget Review FYE 2018**
- 3. Next Meeting – March 7, 2017**
- 4. Adjournment**

City of Darien

2/24/2017

**MUNICIPAL SERVICES
MOTOR FUEL TAX BUDGET
FISCAL YEAR 2018**

ACCOUNT	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 EST ACTUAL	FYE 18 REQUESTED	DEPT MAINT BUDGET REQUEST	COUNCIL DISCRETIONARY EXPENDITURES	FYE 19 FORECAST	FYE 20 FORECAST
REVENUE								
MFT ALLOTMENT	564,935	552,150	\$565,402	565,402	\$565,402		\$565,402	\$565,402
MISC. INCOME	-	-	-	-				
INTEREST	1,416	1,000	1,000	1,000	1,000		1,000	1,000
TOTAL REVENUE	\$ 566,351	\$ 553,150	\$ 566,402	\$ 566,402	\$ 566,402	\$ -	\$ 566,402	\$ 566,402
EXPENDITURES								
OPERATING								
SALARIES	251,516	245,000	245,000	245,000	245,000	-	245,000	245,000
BENEFITS	44,591	51,965	51,965	51,965	51,965		51,965	51,965
ROAD MATERIAL	31,504	36,350	36,350	36,350	36,350	-	36,795	37,143
SALT	211,453	238,000	238,000	204,000	204,000	-	207,000	210,000
SUPPLIES-OTHER	12,895	15,000	15,000	18,500	18,500	-	18,500	18,500
SUB-TOTAL	551,959	586,315	586,315	555,815	555,815	-	559,260	562,607
CONTRACTUAL								
PAVEMENT STRIPING	12,967	13,000	13,000	14,500	14,500	-	14,500	14,500
CONSULTING/PROF. SERV.	15,000	15,000	15,000	5,000	5,000	-	2,000	2,000
SUB-TOTAL	27,967	28,000	28,000	19,500	19,500	-	16,500	16,500
CAPITAL OUTLAY								
STREET LIGHTS	-	-	-	-	-	-	-	-
STREET RECON/REHAB	-	-	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 579,926	\$ 614,315	\$ 614,315	\$ 575,315	\$ 575,315	\$ -	\$ 575,760	\$ 579,107
FISCAL YEAR BALANCE	\$ (13,575)	\$ (61,165)	\$ (47,913)	\$ (8,913)	\$ (8,913)	\$ -	\$ (9,358)	\$ (12,705)
BEG. FUND BALANCE	\$ 282,088	\$ 220,324	\$ 268,513	\$ 220,600	\$ 220,600	\$ 220,600	\$ 211,687	\$ 202,329
ENDING FUND BALANCE	\$ 268,513	\$ 159,160	\$ 220,600	\$ 211,687	\$ 211,687	\$ 220,600	\$ 202,329	\$ 189,623

MOTOR FUEL TAX SUMMARY

FYE 2018 BUDGET SUMMARY

	Maintenance	Discretionary
SALARIES	\$ 245,000	\$ -
BENEFITS	\$ 51,965	
OPERATING COSTS	\$ 258,850	
CONTRACTUAL	\$ 19,500	\$ -
CAPITAL	\$ -	\$ -
TOTAL	\$ 575,315	\$ -

Account #	Description	Department Maintenance Budget Request	City Council Discretionary Expenditures
MFT			
OPERATING			
60-4010	SALARY	\$ 245,000	\$ -
BENEFITS			
60-4110	SOCIAL SECURITY	\$ 15,190	\$ -
60-4111	MEDICARE	\$ 3,553	\$ -
60-4115	IMRF	\$ 33,222	\$ -
OPERATING COSTS			
60-4245	ROAD MATERIAL	\$ 36,350	\$ -
60-4249	SALT	\$ 204,000	\$ -
60-4257	SUPPLIES - OTHER	\$ 18,500	\$ -
CONTRACTUAL SERVICES			
60-4261	PAVEMENT STRIPING	\$ 14,500	\$ -
60-4325	CONSULTING/PROFESSIONAL SERVICES	\$ 5,000	\$ -
60-4376	DITCH PROJECTS	\$ -	

Account #	Description				Department Maintenance Budget Request		City Council Discretionary Expenditures
60-4815	EQUIPMENT				\$ -		\$ -
60-4375	TREE TRIMMING/REMOVAL				\$ -		\$ -
<u>CAPITAL PURCHASES</u>							
60-4840	STREET LIGHTS						
60-4855	STREET RECONSTRUCTION/REHABILITATION						

City of Darien

SPECIAL SERVICE AREA #1 FUND BUDGET FISCAL YEAR ENDING 2018

ACCOUNT	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 EST ACT	FYE 18 REQUEST	DEPT MAINT FYE 18 BUDGET REQUEST	COUNCIL DISCRETIONARY EXPENDITURES	FYE 19 FORECAST	FYE 20 FORECAST
REVENUE								
PROPERTY TAXES	\$ 5,071	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000
INTEREST	\$ 84	\$ -	-	-	-	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 5,155	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
EXPENDITURES								
PROFESSIONAL SERVICE	1,574	5,000	-	5,000	5,000	-	5000	5000
GENERAL MAINTENANCE		500	500	500	500	500	500	500
MAINTENANCE	-	1,000	1,000	1,000	1,000		1000	1000
CONTINGENCY		2,000	1,500	3,000	3,000	-	3,000	3,000
TOTAL EXPENDITURES	1,574	8,500	3,000	9,500	9,500	-	9,500	9,500
FISCAL YEAR BALANCE	\$ 3,581	\$ (3,500)	\$ 2,000	\$ (4,500)	\$ (4,500)	\$ -	\$ (4,500)	\$ (4,500)
BEG FUND BALANCE	\$ 10,597	\$ 14,178	\$ 14,178	\$ 16,178	\$ 11,678	\$ -	\$ 11,678	\$ 7,178
ENDING FUND BALANCE	\$ 14,178	\$ 10,678	\$ 16,178	\$ 11,678	\$ 7,178	\$ -	\$ 7,178	\$ 2,678

City of Darien

2/24/2017

STORMWATER MANAGEMENT BUDGET FISCAL YEAR 2017-2018

ACCOUNT	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED ACTUAL	FYE 18 REQUEST	DEPT MAINT BUDGET REQUEST	COUNCIL DISCRETIONARY EXPENDITURES	FYE 19 FORECAST	FYE 20 FORECAST
REVENUE								
CONTRIBUTIONS			77,630	-	-	-	-	-
INTEREST			34	-	-	-	-	-
SUB-TOTAL			77,664	-	-	-	-	-
OPERATING								
MAINTENANCE - BUILDING	-	-	0	25,000	-	25,000	-	-
SUB-TOTAL	-	-	0	25,000	-	25,000	-	-
TOTAL EXPENDITURES	\$ -	\$ -	0	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -

Storm Water Management Summary

2017-2018 BUDGET SUMMARY

	Maintenance	Discretionary
OPERATING	\$ -	\$ 25,000
TOTAL	<u>\$ -</u>	<u>\$ 25,000</u>

Account #	Description	Department Maintenance Budget Request	City Council Discretionary Expenditures
OPERATING			
	MAINTENANCE - BUILDING	\$ -	\$ 25,000
	Engineering-PD/CH		\$ 5,000
	PD Drainage Project		\$ 20,000
	Total	<u>\$ -</u>	<u>\$ 25,000</u>
		<u>\$ -</u>	<u>\$ 25,000</u>

Expansion Request is for: • Any new program/activity costing in excess of \$1,000; • Any new equipment (not replacement) costing in excess of \$1,000; • Any new employee; or • Any capital project.

BUDGET REQUEST FORM
Expansion Budget

Department: Municipal Services

Fund: BMP Funds 07

Project/Program Title: Create a mow free retention area fronting the Police Department

Description of proposed new program/activity/expenditure, including purpose and justification:

We would utilize some BMP funds to remove trees and create a deeper mow free retention area fronting the Police Department. This would give rain waters an additional place to go to hopefully improve drainage/flooding concerns at the PD. Funds for this project would be utilized from storm water fees on file. The funds may only be utilized for water quality projects such as the proposed.

Estimated Budget:

Account #	Account Name	Cost
<u>01-30-4223</u>	<u>Building Maintenance – PD/City</u>	<u>\$ 5,000.00</u>
	<u>Hall Base Maintenance - ENGR</u>	
	<u>BMP Enhancement</u>	<u>\$20,000.00</u>
		<u>\$0.00</u>
	TOTAL COST:	<u>\$25,000.00</u>

(COST SHOULD INCLUDE DELIVERY & ANY OTHER CHARGES)

Has this request been submitted before? Yes X No

If yes, how many times:

SUBMITTED BY: Kris Throm

Recommended by City Administrator: Yes No