

CITY OF DARIEN

Memorandum

TO: Mayor, City Council, Clerk, and Treasurer
 FROM: Bryon D. Vana, City Administrator
 DATE: March 4, 2016
 RE: Draft Budget- FYE (Fiscal Year Ending) 4-30-2017 to 4-30-2019

In preparation for Monday night's budget discussion, I wanted to provide the Council with the updated information from the budget meetings and list the items that will be discussed. The discussion will include answering any remaining questions from last week's meeting, reviewing the revised budget numbers, and determining new revenues needed to fund capital projects in accordance with the *CAPITAL IMPROVEMENTS PLAN GUIDELINES* previously adopted by the Council.

Attached documents/Updated information:

Exhibit 1 -- General Fund Summary with revisions: There have been a number of budget changes since the draft document was discussed. This exhibit shows the original numbers and the revised numbers. Based on the revisions, I was able to increase the transfer to the Capital Projects Fund as shown on the document.

Exhibit 2 – FYE 17 General Fund revenue and expense changes: This shows the budget changes by individual account numbers for FYE 17. Note: Any changes to the current year estimated actual expense as well as changes to FYE 18 and FYE 19 are not listed in this exhibit but reflected in Exhibit 1.

Since the Council has concluded discussions on the Capital Projects, budget staff has reviewed new revenue options for Council consideration. I previously distributed revenue estimates for increasing property taxes and establishing taxes for local gasoline and food/beverages. In summary, I prepared budget estimates showing:

Revenue Source	New Revenue	Description
Property taxes	n/a	No increase to the City's portion of property taxes
Local gasoline tax	\$500,000	\$0.05 added to each gallon of gas sold from Darien Gas stations
Local food/beverage tax	\$800,000	2% added on food and beverages (alcoholic and non-alcoholic), which can be consumed on the premises where purchased.
Total New Revenue	\$1,300,000	New annual revenue beginning with FYE 17

Exhibit 3 – General Fund Summary Option: This is the optional General Fund Summary showing new revenue and a revised transfer to the Capital Projects Funds if the new revenues are approved.

Exhibit 4 – Capital Projects Fund Budget Option: This is the optional Capital Projects Fund budget showing increased transfers from the General Fund if the new revenues are approved. This exhibit also shows an additional 2 years of budget forecast, through FYE 21.

Staff will review these documents Monday evening. Please feel free to contact me prior to Monday night's meeting with any questions you may have.

Exhibit 1
With Revisions

City of Darien

3/4/2016

GENERAL FUND SUMMARY FYE 17

ACCOUNT	Original FYE '16 EST ACT	Revised FYE '16 EST ACT	Original FYE '17 REQUEST	Revised FYE '17 REQUEST	Original FYE '18 FORECAST	Revised FYE '18 FORECAST	Original FYE '19 FORECAST	Revised FYE '19 FORECAST
GENERAL FUND REVENUE	\$ 14,010,906	\$ 14,060,865	13,854,341	13,898,941	\$ 13,954,556	\$ 13,998,756	\$ 13,980,337	\$ 14,024,337
TOTAL REVENUE	\$ 14,010,906	\$ 14,060,865	\$ 13,854,341	\$ 13,898,941	\$ 13,954,556	\$ 13,998,756	\$ 13,980,337	\$ 14,024,337
DEPT. EXPENDITURES								
CITY COUNCIL	76,599	76,599	64,289	64,289	64,457	64,457	64,527	64,527
ADMINISTRATION	965,591	962,594	966,070	954,050	1,031,036	1,019,123	994,995	983,193
COMMUNITY DEV	737,650	735,362	812,900	812,900	837,195	840,795	877,639	881,239
POLICE	7,012,379	6,995,492	7,638,261	7,500,844	8,208,482	8,105,977	8,537,195	8,417,081
PW/STREETS	2,168,417	2,147,878	2,498,241	2,536,839	1,971,369	1,984,950	2,079,832	2,091,986
DEBT SERVICE								
Water Fund Reimb								
TOTAL EXPENDITURES	\$ 10,960,636	\$ 10,917,925	\$ 11,979,761	\$ 11,868,922	\$ 12,112,539	\$ 12,015,302	\$ 12,554,188	\$ 12,438,026
FISCAL YEAR BAL	\$ 3,050,270	\$ 3,142,940	\$ 1,874,580	\$ 2,030,019	\$ 1,842,017	\$ 1,983,454	\$ 1,426,149	\$ 1,586,311
BEGINNING FUND BAL	\$ 2,649,500	\$ 2,649,500	\$ 3,687,112	\$ 3,779,782	\$ 2,736,692	\$ 2,707,401	\$ 2,728,709	\$ 2,740,855
ENDING FUND BAL	\$ 5,699,770	\$ 5,792,440	\$ 5,561,692	\$ 5,809,801	\$ 4,578,709	\$ 4,690,855	\$ 4,154,858	\$ 4,327,166
TRANSFER TO CAP.	2,012,658	2,012,658	2,825,000	3,100,000	1,850,000	1,950,000	1,425,000	1,600,000
TRANSFER TO DEBT FD	0	0	-					
ENDING FUND BAL	\$ 3,687,112	\$ 3,779,782	\$ 2,736,692	\$ 2,709,801	\$ 2,728,709	\$ 2,740,855	\$ 2,729,858	\$ 2,727,166

Additional Transfer to Capital	
FYE 17	\$275,000
FYE 18	\$100,000
FYE 19	\$175,000
TOTAL	\$550,000

City of Darien
 General Fund Budget Changes
 for the FYE 17 Budget

Dept.	Acct code	Acct Description	Original Budget	Change	Revised Budget	Fund Balance Impact
00	3244	Cable Franchise Fee	\$ 364,000.00	\$ 44,000.00	\$ 408,000.00	\$ 44,000.00
00	3275	Dev. Contrib/Impact	\$ -	\$ 600.00	600	\$ 600.00
		Revenue Increases		\$ 44,600.00		\$ 44,600.00
10	4120	Medical Ins	\$ 60,377.00	\$ 10,830.00	\$ 71,207.00	\$ (10,830.00) Re-Calculated Health Ins. Lynn had single, Dorothy has family
10	4213	Dues/Subs	\$ 4,090.00	\$ (900.00)	\$ 3,190.00	\$ 900.00 Books/Pubs
10	4223	Maint. Bldg	\$ 2,850.00	\$ (2,850.00)	\$ -	\$ 2,850.00 Fire Alarm/Sprinkler Monitoring
10	4225	Maint. Equipt	\$ 9,750.00	\$ (1,500.00)	\$ 8,250.00	\$ 1,500.00 Generator Maintenance Fuel
10	4239	Public Relations	\$ 40,500.00	\$ (12,600.00)	\$ 27,900.00	\$ 12,600.00 Neighbors (4,600) Fireworks (8000)
10	4267	Telephone	\$ 60,500.00	\$ (5,000.00)	\$ 55,500.00	\$ 5,000.00 Call One
		Admin Department Reductions		\$ (12,020.00)		\$ 12,020.00
40	4030	O/T	\$ 480,000.00	\$ (17,500.00)	\$ 462,500.00	\$ 17,500.00 Cancel Darien Fest and 4th of July Parade
40	4111	Medicare Tax	\$ 64,273.00	\$ (253.00)	\$ 64,020.00	\$ 253.00 Reduction in O/T
40	4120	Medical Ins	\$ 510,336.00	\$ (85,404.00)	\$ 424,932.00	\$ 85,404.00 Less family coverage from new employees
40	4239	Public Relations	\$ 7,000.00	\$ (3,500.00)	\$ 3,500.00	\$ 3,500.00 Duplicate entry
40	4243	Rent - Equipt.	\$ 7,300.00	\$ (1,800.00)	\$ 5,500.00	\$ 1,800.00 Darien Fest Camera
40	4815	Equipment	\$ 103,909.00	\$ (28,909.00)	\$ 75,000.00	\$ 28,909.00 Tasers and Furniture taken out-forfeiture money
		Police Department Reductions		\$ (137,366.00)		\$ 137,366.00
30	4010	Salaries	\$ 548,912.00	\$ 55,000.00	\$ 603,912.00	\$ (55,000.00) To allocate properly to MFT for salaries and benefits -55000
30	4110	Soc Sec	\$ 34,033.00	\$ 3,410.00	\$ 37,443.00	\$ (3,410.00)
30	4111	Medicare	\$ 7,959.00	\$ 798.00	\$ 8,757.00	\$ (798.00)
30	4115	IMRF	\$ 117,248.00	\$ (5,346.00)	\$ 111,902.00	\$ 5,346.00 Double entry - part to MFT Fund
30	4120	Medical/Life	\$ 148,509.00	\$ (22,698.00)	\$ 125,811.00	\$ 22,698.00 Adjusted according to actual lives on insurance
30	4223	Maint. Bldg	\$ 119,653.00	\$ (5,000.00)	\$ 114,653.00	\$ 5,000.00 Removal of bench seating and trash receptacles at Darien Pointe Park \$ 23,836.00
30	4257	Supplies - Other	\$ 64,040.00	\$ (1,975.00)	\$ 62,065.00	\$ 1,975.00
30	4350	Forestry	\$ 93,920.00	\$ (2,970.00)	\$ 90,950.00	\$ 2,970.00
30	4359	Street Lght Op/M	\$ 116,000.00	\$ (7,000.00)	\$ 109,000.00	\$ 7,000.00 Removed Street light requests
30	4373	Street Sweeping	\$ 42,485.00	\$ (6,710.00)	\$ 35,775.00	\$ 6,710.00 Eliminated one sweeping
30	4374	Drainage Projects	\$ 52,000.00	\$ 29,300.00	\$ 81,300.00	\$ (29,300.00) Eliminated one sweeping \$ (5,645.00)
30	4815	Equipment	\$ 608,025.00	\$ 2,150.00	\$ 610,175.00	\$ (2,150.00) Reduced per quote -2150
		Streets Department Increases		\$ 38,959.00		\$ (38,959.00)
		Net Increase in Fund Balance		\$ 155,027.00		-38959

City of Darien

3/4/2016

GENERAL FUND SUMMARY FYE 17

ACCOUNT	FYE '15 ACTUAL	FYE '16 BUDGET	FYE '16 EST ACT	FYE '17 REQUEST	DEPT MAINT BUDGET REQUEST	COUNCIL DISCRETIONARY EXPENDITURES	FYE '18 FORECAST	FYE '19 FORECAST
GENERAL FUND REVENUE	\$ 13,665,550	\$ 13,526,252	\$ 14,060,865	15,198,941	\$ 13,898,941	\$ 1,300,000	\$ 15,298,756	\$ 15,334,337
TOTAL REVENUE	\$ 13,665,550	\$ 13,526,252	\$ 14,060,865	\$ 15,198,941	\$ 13,898,941	\$ 1,300,000	\$ 15,298,756	\$ 15,334,337
DEPT. EXPENDITURES								
CITY COUNCIL	82,867	101,799	76,599	64,289	55,739	8,550	64,457	64,527
ADMINISTRATION	984,329	1,034,538	962,594	954,050	903,860	50,190	1,019,123	983,193
COMMUNITY DEV	584,817	858,445	735,362	812,900	811,600	1,300	840,795	881,239
POLICE	7,020,111	7,318,204	6,995,492	7,500,894	7,391,744	109,150	8,105,977	8,417,081
PW/STREETS	1,986,472	2,235,040	2,147,878	2,539,189	1,611,364	927,825	1,984,950	2,091,986
DEBT SERVICE								
Water Fund Reimb	(250,000)							
TOTAL EXPENDITURES	\$ 10,408,596	\$ 11,548,026	\$ 10,917,925	\$ 11,871,322	\$ 10,774,307	\$ 1,097,015	\$ 12,015,302	\$ 12,438,026
FISCAL YEAR BAL	3,093,478	1,978,226	\$ 3,142,940	\$ 3,327,619	\$ 3,124,634	\$ 202,985	\$ 3,283,454	\$ 2,896,311
BEGINNING FUND BAL	3,871,945	3,623,477	\$ 2,649,500	\$ 3,779,782	\$ 3,779,782		\$ 2,750,000	\$ 2,758,454
ENDING FUND BAL	\$ 6,965,423	5,601,703	\$ 5,792,440	\$ 7,107,401	\$ 6,904,416		\$ 6,033,454	\$ 5,654,765
TRANSFER TO CAP.	2,947,611	2,012,658	2,012,658	4,357,401	4,357,401	-	3,275,000	2,911,000
TRANSFER TO DEBT FD	1376938	889045	0	-	-			
ENDING FUND BAL	\$ 2,649,500	\$ 2,700,000	\$ 3,779,782	\$ 2,750,000			\$ 2,758,454	\$ 2,743,765

City of Darien

CAPITAL PROJECTS FUND BUDGET
FOR THE YEAR 2016-2017

ACCOUNT	FYE 16	DEPT	NCIL	FYE 19 FORECAST	FYE 20 FORECAST	FYE 21 FORECAST
	STIMATED ACTUAL	FYE 17 REQUEST	FYE 18 FORECAST			
REVENUE						
TRANSFER FROM GEN FUND	2,012,658	4,357,401	3,275,000	2,911,000	2,600,000	2300000
MISC REV	-	-	-	-	-	-
PROPERTY TAXES	203,950	207,570	207,564	205,362	205000	205000
GRANTS/REIMBURSEMENTS	114,074	172,000	-	-	-	-
SALE OF PROPERTY	-	-	-	-	-	-
BONDS	-	-	-	-	-	-
INTEREST INCOME	25,000	20,000	17,000	15,000	13000	10000
TOTAL REVENUES	\$ 2,355,682	\$ 4,756,971	\$ 3,499,564	\$ 3,131,362	\$ 2,818,000	\$ 2,515,000
CAPITAL						
DITCH/DRAINAGE PROJECT	1,178,319	1,011,800	1,321,700	1,080,000	1,100,000	1,100,000
SIDEWALK REPLACEMENT	75,945	73,475	76,750	87,188	77,000	77,000
CRACK SEAL PROGRAM	183,750	183,750	183,750	183,750	185,000	185,000
CURB & GUTTER PROGRAM	209,750	352,203	354,056	361,236	325,000	325,000
CAPITAL IMPROVEMENTS						
EQUIPMENT/OTHER PROJE	311,999	731,181	200,000	0	100,000	100,000
STREET RECONSTRUCTION	1,256,857	1,771,580	1,575,000	1,620,000	1,650,000	1,675,000
STREET RECON-REIMB						
BOND PAYMENT	203,006	207,570	206,564	205,362	205,000	205,000
CONSULTING/PROF SERVICE	55,000	46,200	46,200	46,200	47,000	47,000
CONSULTING/PROF SERVICE	0	0	0	0		
SUB-TOTAL	3,474,626	4,377,759	3,964,020	3,583,736	3,689,000	3,714,000
TOTAL EXPENDITURES	3,474,626	4,377,759	3,964,020	3,583,736	3,689,000	3,714,000
FISCAL YEAR CHANGE	-1,118,944	379,212	-464,456	-452,374	-871,000	-1,199,000
BEG FUND BALANCE	5,687,456	4,568,512	4,447,724	3,983,268	3,530,895	2,659,895
NET FISCAL YEAR CHANGE	-1,118,944	379,212	-464,456	-452,374	-871,000	-1,199,000
ENDING FUND BALANCE	4,568,512	4,947,724	3,983,268	3,530,895	2,659,895	1,460,895
RESERVE BALANCE		-500,000				
Available balance	4,568,512	4,447,724	3,983,268	3,530,895	2,659,895	1,460,895
				orig transfer	updated trans	updated w new rev
			fye 17	\$2,825,000	\$3,100,000	\$4,357,401
			fye 18	\$1,850,000	\$1,950,000	3,275,000
			fye19	\$1,425,000	\$1,600,000	2,911,000
			total	\$6,100,000	\$6,650,000	\$10,543,401
			difference		\$550,000	\$3,893,401