

VILLAGE OF BARTLETT

COMMITTEE AGENDA

SEPTEMBER 5, 2017

PLANNING & ZONING, Chairman Hopkins

1. Zoning Ordinance Update – Chapters 3 & 5

FINANCE & GOLF, Chairman Deyne

1. Potential General Fund Cost Reductions and Sales Tax Review



Agenda Item Executive Summary

Item Name Zoning Ordinance Update - Chapters 3 & 5 Committee or Board Committee

BUDGET IMPACT

Amount: N/A Budgeted N/A

List what fund N/A

EXECUTIVE SUMMARY

Chapter 5 - OR Office/Research District

- Condensed from 6 pages to 3 with the utilization of charts.

Policy Issues:

- Churches/Religious Institutions/Places of Assembly have been incorporated into this updated OR Office/Research Zoning District similar to what was approved in the Residential Zoning Districts regarding size and whether it is a permitted or special use.

Chapter 3 - Accessory Uses, Buildings and Structures

Housekeeping Issues- Section 10-3-5 (REGULATIONS FOR SPECIFIC STRUCTURES AND USES)

- A modification and deletion of repeated language regarding commercial vehicles which was updated as part of Chapter 4A (Residential Districts)

ATTACHMENTS (PLEASE LIST)

CD Memo and Updated Chapters 3 and 5 of the Zoning Ordinance

ACTION REQUESTED

- For Discussion Only - To forward on to the Zoning Board of Appeals for further review and to conduct the public hearing.
- Resolution
- Ordinance
- Motion

Staff: Jim Plonczynski, Com Dev Director Date: 8/25/2017

COMMUNITY DEVELOPMENT MEMORANDUM
17-163

DATE: August 25, 2017

TO: Paula Schumacher, Village Administrator

FROM: Jim Plonczynski, Community Development Director

RE: **Zoning Ordinance Updates – Chapter 5 – OR Office/Research District
Chapter 3 – Accessory Uses, Buildings
and Structures (Housekeeping)**

CHAPTER 5 – OR OFFICE/RESEARCH DISTRICT

Attached for your review is the updated Chapter 5 of the Zoning Ordinance. **The previous chapter was 6 pages in length; the revised Chapter 5 has been condensed to just 3 pages.** Charts are now being utilized to be more user friendly and categories are being condensed, thereby simplifying the Ordinance.

POLICY ISSUES

Staff updated this Section to match the regulations regarding Places of Assembly, Religious Institutions and Lodges (fraternal and civic) within the Residential Zoning Districts previously approved by the Zoning Board of Appeals and Village Board.

In this revised ordinance, Places of Assembly, Religious Institutions, Lodges (fraternal and civic), equal or less than 10,000 sq. ft. would be permitted by right in the OR Office/Research Zoning District, and as a Special Use if greater than 10,000 sq. feet,

Staff believes this revised ordinance more closely meets the Religious Land Use and Institutionalized Persons Act requirements.

CHAPTER 3- ACCESSORY USES, BUILDINGS AND STRUCTURES

HOUSKEEPING ISSUES- Section 10-3-5 (REGULATIONS FOR SPECIFIC STRUCTURES AND USES)

Chapter 4A (Residential Zoning Districts) was approved by Ordinance #2017-24 (An Ordinance Amending the Bartlett Zoning Ordinance Chapter 4A: Residential Districts and Chapter 2: Rules and Definitions) on March 21, 2017, however two sections in Chapter 3 regarding Commercial Vehicles need to be officially modified and repealed by an Ordinance for codification purposes.

The following is to be **modified** from Section 10-3-5.E.14:

14. Any commercial vehicle in connection with the home occupation which is stored or parked on the lot must be in accordance with ~~subsection L of this section.~~ **the regulations in Chapter 4A of this title.**

The following is to **be deleted** from Section 10-3-5.L of the Zoning Ordinance:

- ~~L. Vehicles, Commercial: Commercial vehicles, including those that contain equipment racks to carry commercial equipment and those that have signage and lettering on any side, front or rear of the vehicle, may be parked or stored on a residential zoning lot if located within a fully enclosed garage; or if visible from adjacent rights of way or properties, shall meet all of the following requirements:~~
- ~~1. The commercial vehicle must display an A, B or D license plate; provided, however, a commercial vehicle with a D license plate shall not exceed a height of eight feet six inches (8'6") tall measured from the existing grade to the top of the vehicle roof;~~
 - ~~2. The commercial vehicle must be parked on a paved surface at least ten feet (10') from the side or rear property line of the zoning lot;~~
 - ~~3. The equipment and materials stored in the bed of a pickup or flatbed truck must be covered by a commercially manufactured bed cap, cover (e.g., tonneau cover) or tarp; and~~
 - ~~4. The commercial vehicle must be owned or legally controlled by one of the owners or occupants of the principal use.~~

RECOMMENDATION

The Staff recommends forwarding the updated Zoning Ordinance Chapters 5 and 3 on to the Zoning Board of Appeals for further review and to conduct the public hearing.

CHAPTER 5 ~~Article A~~ ARTICLE A.: O-R OR OFFICE/RESEARCH DISTRICT

Organization:

- 10-5-1: Uses in the OR Office/Research District
- 10-5-2: Additional Development Standards for Specific Uses
- 10-5-3: Special Requirements in the OR Office/Research District
- 10-5-4: Area, Bulk, Density and Setback Requirements

10-5-1: USES IN THE OR OFFICE/RESEARCH DISTRICT:

A. Permitted Uses:

Uses identified with a “P” in Table 5-1 are permitted as of right in the OR Office/Research District, provided that uses comply with all other applicable standards of this Ordinance. No building or premises improved or unimproved shall be used, and no building shall be hereafter erected, converted, enlarged, reconstructed, or structurally altered, except for a purpose permitted in the district in which the building or land use is located as shown in Table 5-1, except for: Uses lawfully established prior to the effective date of this Ordinance or in accordance with Chapter 10, Nonconforming Lots, Buildings and Uses, of this Ordinance.

B. Special Uses: Uses identified with an “S” in Table 5-1 are considered special uses and may be permitted in the subject district only after review and approval in accordance with Chapter 13 (Administration and Enforcement) of this Ordinance.

C. Prohibited Uses: Uses listed in Table 5-1 and not identified with a “P” or “S” are expressly prohibited in the subject district. Uses not listed in Table 5-1 are also prohibited; however, the Village Board, upon recommendation from the Plan Commission, may permit a use that is not listed in accordance with Section 10-1-3.F of this Ordinance.

D. Accessory Uses: Accessory Uses are permitted in the OR Office/Research District as regulated in Chapter 3 (Accessory Uses, Buildings and Structures) of this Ordinance.

**TABLE 5-1
USES IN THE OR OFFICE/RESEARCH DISTRICT**

USE	OR	Additional Standards
RESIDENTIAL USES		
Community Residence	S	10-5-2
Residential Rehab/ Personal Care Facility	S	
Residential uses on the second floor & above	P	
Senior Housing	S	
NONRESIDENTIAL USES		
Day Care, Center (Adult or Child)	S	
Financial institutions	P	
Fitness/Recreation facilities	S	
Hospitals	S	
Medical and dental clinics	P	
Motor Vehicle service stations	S	10-5-2

USE	OR	Additional Standards
Offices, business and professional, including research facilities and tech centers or laboratories	P	
Places of Assembly, Religious Institutions, Lodge (fraternal and civic) equal or less than 10,000 sq. ft.	P	
Places of Assembly, Religious Institutions, Lodge (fraternal and civic) greater than 10,000 sq.ft.	S	10-5-2
Public/Government Facility	P	
Restaurants (including outdoor seating)	P	
Restaurants with Liquor	S	
Schools (Professional, colleges or universities) Private or Public (Nonboarding)	P	
Urgent Care Facilities	P	
MISCELLANEOUS USES		
Accessory Uses/Structures	P	10-5-2
Planned Unit Development (Plan)	S	10-9
Utilities (Private), Cellular Tower	S	

10-5-2: ADDITIONAL DEVELOPMENT STANDARDS FOR SPECIFIC USES IN THE OR OFFICE/RESEARCH DISTRICT:

A. Community Residence:

1. A Community Residence shall have a maximum of eight (8) unrelated persons residing in it, with a minimum of one but not more than three (3) paid professional support staff provided by the sponsoring agency, either living with the residents on a twenty four (24) hour basis, or present whenever residents are present at the dwelling to provide supervision and support.
2. The Community Residence is located at least (1,200') feet, measured in all directions, from any other building used as a Community Residence pursuant to this Title, or a "Community Residence " as defined pursuant to any adjacent jurisdiction's Zoning Ordinance.
3. Services, including, but not limited to, counseling and other treatment shall be provided for only persons residing at the Community Residence.

B. Gasoline-Motor Vehicle Service Stations:

1. No major repair, body and fender work.
2. No painting of vehicles.
3. No storage of vehicles.
4. No rental of cars, trucks or trailers.
5. All work shall be conducted within a completely enclosed building.

C. Places of Assembly, Religious Institutions and Lodges (Fraternal and Civic):

A Traffic Impact Study shall be required for all places of assembly, religious institutions, lodges (fraternal and civic) greater than 10,000 square feet.

10-5-3: SPECIAL REQUIREMENTS IN THE OR OFFICE/RESEARCH DISTRICT:

- A. Enclosure of Operations: Office/Research Uses:** All business, servicing and uses, including storage, shall be conducted within completely enclosed buildings, unless otherwise stated in this Title.

- B. **Underground Utilities Utility Facilities:** All ~~utilities~~ utility lines, including electric power and telephone lines, shall be located underground.
- C. **Traffic/Access Systems Traffic Analysis:** ~~The number and location of access points to be provided for any O-R development~~ If required, the traffic analysis shall be determined by a traffic study prepared by a qualified traffic engineer and subject to review and approval by the Village Board.
- D. **Site Plan Review:** A Site Plan approved according to ~~Review or Administrative Site Plan Review and approval in accordance with~~ the regulations in Chapter 13 of this Title shall be required prior to the approval of a building permit for any property in the O-R OR District, or prior to the rezoning of property to an O-R OR District. (~~Ord. 78-40, 5-16-1978~~)
- E. All uses shall conform to the applicable requirements set forth in this Title.

10-5-4: AREA, BULK, DENSITY AND SETBACK REQUIREMENTS:

Scope and Applicability of Requirements: Except as may be provided elsewhere in this Ordinance, the provisions of this Chapter shall establish the minimum and maximum requirements of area, bulk, density, and setbacks for the OR Office/Research District. No building or structures shall be erected, converted, enlarged, reconstructed, or structurally altered in violation of the requirements of this Chapter.

**TABLE 5-2
OR OFFICE/RESEARCH DISTRICT BULK REGULATIONS**

Minimum Contiguous Area		2 Acres
Minimum Lot Area		Sufficient Area to Accommodate the Use
Minimum Lot Width		60'
Maximum Building Height		50' ⁽¹⁾
Maximum Lot Coverage (including accessory buildings)		30%
Maximum Floor Area Ratio		0.5
Required Yards	Front Yard	30'
	Side Yard	15'
	Corner Side Yard	30'
	Side Yard adjacent to a Residential District	30'
	Rear Yard	30'
Parking Setbacks	Front Yard	20'
	Side Yard	10'
	Corner Side Yard	20'
	Rear Yard	15'
Open Space Requirement		20%
⁽¹⁾ Any structure exceeding the height shall require a Special Use Permit.		

Organization:

- ~~10-5A-1: RESERVED:~~
- ~~10-5A-2: USE, LOT AND BULK REGULATIONS:~~
- ~~10-5A-3: PERMITTED USES:~~
- ~~10-5A-4: SPECIAL USES:~~
- ~~10-5A-5: ACCESSORY USES:~~
- ~~10-5A-6: PROHIBITED USES:~~
- ~~10-5A-7: SITE AND STRUCTURE PROVISIONS:~~

~~10-5A-1: RESERVED:~~

~~(Ord. 2013-45, 6-4-2013)~~

~~10-5A-2: USE, LOT AND BULK REGULATIONS:~~

~~Use, lot and bulk regulations applying specifically to the O-R office/research district are set forth in the sections which follow. Also applying to the O-R district are regulations set forth in other chapters of this title as follows:~~

- ~~Chapter 1—General Zoning Provisions~~
- ~~Chapter 2—Rules and definitions~~
- ~~Chapter 9—Planned Unit Developments~~
- ~~Chapter 10—Nonconforming lots, buildings and uses~~
- ~~Chapter 11—Off street parking and loading~~
- ~~Chapter 11A—Landscaping, screening and tree preservation~~
- ~~Chapter 12—Signs~~
- ~~Chapter 13—Administration and enforcement~~

~~(Ord. 78-40, 5-16-1978; amd. Ord. 91-26, 4-16-1991)~~

~~10-5A-3: PERMITTED USES:~~

~~Uses of land or buildings, as hereinafter listed, shall be permitted in accord with the conditions specified. Unless otherwise specifically set forth, wherever a permitted use is named as a major category, it shall be deemed to include only those itemized uses listed under the said category. No building or zoning lot in the O-R district shall be devoted to any use other than a use permitted in the O-R district and no building or structure in an O-R district shall be erected, altered, enlarged or occupied except for a permitted use in the O-R district unless otherwise specifically allowed by this title.~~

~~Uses lawfully established on the effective date of this Title and rendered nonconforming by the provisions thereof shall be subject to the regulations of Chapter 10 of this Title.~~

~~The following uses are permitted in the O-R District.~~

- ~~A.—Offices, business and professional, including research facilities.~~

- B. ~~Medical and dental clinics.~~
- C. ~~Professional schools, including:~~
 - 1. ~~Commercial art~~
 - 2. ~~Cosmetology~~
 - 3. ~~Barber~~
 - 4. ~~Correspondence and stenographic~~
 - 5. ~~Business~~
 - 6. ~~Data processing~~
 - 7. ~~Electronics and electricity~~
 - 8. ~~Machine tabulation~~
 - 9. ~~Trade schools~~
- D. ~~Laboratories, including:~~
 - 1. ~~Analytical and chemical~~
 - 2. ~~Commercial analytical~~
 - 3. ~~Scientific, experimental and research~~
 - 4. ~~Medical and dental~~
 - 5. ~~Optical~~
- E. ~~Radio and television broadcasting studios.~~
- F. ~~Financial institutions and offices.~~
- G. ~~Public land and buildings exclusive of maintenance shops. (Ord. 78-40, 5-16-1978)~~
- H. ~~Residential uses on the second floor in zoning lots fifteen thousand (15,000) square feet or less in existence prior to 1978. (Ord. 86-18, 3-18-1986)~~

10-5A-4: SPECIAL USES:

~~Special uses, as hereinafter listed, may be allowed subject to the issuance of special use permits in accordance with the provisions of Chapter 13 of this Title. Unless otherwise specifically set forth, wherever a special use is named as a major category, it shall be deemed to include all and only those itemized uses listed under the said major category.~~

~~The following uses are special uses in the O-R District.~~

~~Buildings in excess of fifty feet (50') in height used for a permitted or special use as set forth above.~~

~~Convention and/or exhibition halls and centers.~~

~~Gasoline service stations, but not including major repair, body and fender work and/or painting, the storage and/or rental of cars, trucks or trailers.~~

~~Health clubs and recreational facilities, such as swim and racquet clubs, stadia, etc.~~

~~Heliports.~~

~~Hospitals, nursing homes, sheltered care homes, intermediate care facilities, homes for the aged.~~

~~Planned unit developments.~~

~~Public utility and service uses.~~

~~Restaurants with accessory cocktail lounges incidental to and designed primarily for the use by tenants of an office complex. (Ord. 78-40, 5-16-1978)~~

~~10-5A-5: ACCESSORY USES:~~

~~Accessory uses, buildings or other structures customarily incidental to and commonly associated with a permitted or special use may be permitted provided they are operated and maintained under the same ownership and on the same lot as the permitted use, do not include structures or structural features inconsistent with the permitted use.~~

~~Accessory uses may include the following:~~

~~Cafeterias, candy shops and health facilities for employees of the company or companies on the premises provided no exterior advertising of such facilities is provided.~~

~~Garages, carports, and parking spaces for lawful occupants or users of permitted or special uses on the same premises.~~

~~Signs, as regulated in Chapter 12 of this Title.~~

~~Tool houses, sheds, etc. for storage of supplies. (Ord. 78-40, 5-16-1978)~~

~~10-5A-6: PROHIBITED USES:~~

~~All uses not expressly authorized under "Permitted, Special or Accessory Uses" are expressly prohibited.~~

~~The following, and uses similar to the following, illustrate prohibited uses: (Ord. 78-40, 5-16-1978)~~

~~Adult bookstores.~~

~~Adult cabarets.~~

~~Adult entertainment establishments.~~

~~Adult mini motion picture theaters.~~

~~Adult motion picture theaters. (Ord. 96-4, 2-6-1996)~~

~~Commercial and business uses except as permitted above.~~

~~Industrial and manufacturing uses. (Ord. 78-40, 5-16-1978)~~

~~Monoash landfills, transfer stations, balefills, hazardous waste landfills, incinerators, garbage dumps, sanitary and solid waste landfills, and uses accessory to or related to said uses. (Ord. 88-67, 7-19-1988)~~

~~Residential uses including single family or multi-family, except as permitted in subsection 10-5A-3H of this Article. (Ord. 86-18, 3-18-1986)~~

~~Other uses, including such other uses as deemed by the Village Board to be incompatible with the intended character of the O-R Office/Research District. (Ord. 78-40, 5-16-1978)~~

~~10-5A-7: SITE AND STRUCTURE PROVISIONS:~~

- F. ~~Minimum Contiguous Area: The minimum contiguous area for any land zoned in accordance with the O-R District shall be ten (10) acres.~~
- G. ~~Minimum Lot Area: A ground area of not less than two (2) acres shall be designated, provided and continuously maintained for each principal structure, except as allowed in planned unit developments.~~
- H. ~~Minimum Lot Width: A minimum lot width of not less than two hundred feet (200') shall be provided for each lot used for a permitted use.~~
- I. ~~Required Yards: Required yards shall be provided and maintained in the Office/Research District as described below:~~
- ~~1. Required Front Yard: A required front yard of fifty feet (50') or one and one-half (1¹/₂) times the height of the principal structure, whichever is greater, shall be provided and maintained.~~
 - ~~2. Required Side Yards: Required side yards of thirty feet (30') shall be provided and maintained.~~
- ~~On a corner side yard, a required side yard shall be provided and maintained at a depth equal to the required front yard.~~
- ~~Structures in excess of three (3) stories in height shall require interior side yards equal to the height of the structure.~~
- ~~Property adjoining a residential district shall require a side yard adjacent to the residential district equal in depth to the required front yard.~~
- ~~3. Required Rear Yard: A required rear yard shall be provided and maintained equal in depth to the required front yard.~~
- J. ~~Building Height: No structure or portion thereof excluding a mechanical penthouse shall exceed a height of fifty feet (50'). However, taller buildings may be permitted as special uses.~~
- K. ~~Maximum Building Coverage: No principal building or structure with its accessory buildings shall occupy in excess of thirty percent (30%) of the area of the lot.~~
- L. ~~Floor Area Ratio: The maximum floor area ratio (FAR) for all structures shall be 0.5 except for special uses where the FAR may be increased to a maximum of 0.8.~~
- M. ~~Special Requirements: Uses in the O-R Office/Research District shall conform to the following requirements:~~

1. ~~Parking and Loading Requirements: All uses shall conform to the applicable requirements set forth in Chapter 11 of this Title.~~

~~Parking or loading spaces shall not be located nearer than twenty feet (20') from a front or corner side lot line, ten feet (10') from an interior side lot line or fifteen feet (15') from a rear lot line. (Ord. 78-40, 5-16-1978)~~

~~All garage doors and loading areas shall be fully screened in accordance with the provisions in subsection 10-11A-4E1c of this Title. (Ord. 91-26, 4-16-1991)~~

2. ~~Sign Requirements: All uses shall conform to the applicable requirements set forth in Chapter 12 of this Title.~~

3. ~~Trucks: The parking of trucks as an accessory use, when used in the conduct of a permitted business listed in the B-2 District, shall be limited to vehicles of not over one and one half (1^{1/2}) tons' capacity when located within one hundred fifty feet (150') of a residence district boundary line. (Ord. 78-40, 5-16-1978)~~

4. ~~Refuse Areas: All refuse areas shall be screened in accordance with provisions in subsection 10-11A-4E1a of this Title. (Ord. 91-26, 4-16-1991)~~

5. ~~Required Screening and Landscaped Open Space: The minimum area to be devoted to landscaped open space shall be equal to twenty percent (20%) of the gross area of the site. (Ord. 78-40, 5-16-1978)~~

~~All office/research developments shall provide screening and landscaping in accordance with provisions in Chapter 10-11A of this Title. (Ord. 91-26, 4-16-1991)~~

6. ~~Office/Research Use Requirements:~~

- a. ~~Enclosure of Operations: All business, servicing and storage shall be conducted within completely enclosed buildings.~~
- b. ~~Underground Utility Facilities: All utility lines, including electric power and telephone lines, shall be located underground.~~
- c. ~~Lighting: All exterior lighting, including lighting of buildings, interior street lighting and landscape lighting, shall be directed away from adjacent highways, streets and properties.~~
- d. ~~Performance Standards: All uses shall comply with the performance standards for noise, odor, dust, smoke and vibration established in the I-1 Limited Industrial District.~~
- e. ~~Traffic/Access Systems: The number and location of access points to be provided for any O-R development shall be~~

~~determined by a traffic study prepared by a qualified traffic engineer and subject to review and approval by the Village Board.~~

- N. ~~Site Plan Review: A site plan approved according to the regulations in Chapter 13 of this Title shall be required prior to the approval of a building permit for any property in the O-R District, or prior to the rezoning of property to an O-R District. (Ord. 78-40, 5-16-1978)~~



Agenda Item Executive Summary

Item Name	Potential General Fund Cost Reductions	Committee or Board	Committee
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BUDGET IMPACT

Amount: \$800,000

Budgeted N/A

List what
fund General Fund

EXECUTIVE SUMMARY

At the August 15th Committee of the Whole meeting, the staff was asked to show what an \$800,000 reduction of revenue to the General Fund would look like. The General Fund accounts for Police, Streets, Administration, Finance, Building, Community Development departments, as well as Professional Services. Included in the attached memos are options to reduce costs to balance the projected \$800,000 budget shortfall.

ATTACHMENTS (PLEASE LIST)

Admin Department Memo
Finance Department Memo
Police Department Memo
Past Finance Department Memos on home-rule sales tax

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

Staff: Todd Dowden, Finance Director

Date: August 28, 2017

Memorandum

TO: Kevin Wallace, Village President and Board of Trustees

FROM: Paula Schumacher, Village Administrator

DATE: August 28, 2017

SUBJECT: Budget and Potential General Fund Cost Reductions

In our discussions about a home rule sales tax, Trustee Hopkins asked if I could give you a sense of what \$800,000 in budget cuts would mean for our service levels and ultimately our residents. This is a tricky order, because some of those cuts are felt gradually as their impact is felt over time, like the condition of streets, sidewalks, bike paths and other municipal facilities. The impact on the ability to retain and hire employees, negotiate with unions, and maintain service levels are also a cumulative result. We found it to be a valuable task, because often we are focused on the dollars and bottom line, and not on the overall impact. In that light, I've asked the staff to give me their "cuts and consequences" lists. Finance Director Todd Dowden summarizes those lists in his memo. We've also attached a memo from Police Chief Patrick Ullrich that provides more detail on the police department cuts.

Some things to keep in mind about our current budget:

- 53% of our current budget is dedicated to capital projects. These projects are mainly water and sewer projects that will dominate the capital budget for the next few years, through 2021. The police building will be the other major project through 2019. These capital projects are funded through water and sewer rates and/or loans and bonds.
- Core municipal services, Police and Public Works make up 32% of our total budget. We currently budget \$10,000 (with another \$10,000 from the park district) to maintain bike paths. The \$20,000 results in about 2,000 ft. of bike path resurfaced. **However, we have 75,000 ft. of path to maintain, which puts us on a 37 year cycle.** It really should be a 15-20 year cycle. We resurface paths with our in-house crews as time allows.

We increased our budget for sidewalk and curb repairs to \$60,000 but still have a backlog. The same is true for our storm sewer maintenance. We raised it to

\$50,000 this year. We are required to meet IEPA requirements for storm sewers and this is also the fund we use to assist residents with drainage issues.

We phased out the \$50.00 replacement tree this fall and will be returning to the 50/50 tree program.

- All other departments represent 10% and 5% of our budget is dedicated to debt service.
- Personnel – The number of employees per 1,000 residents is what we track because it takes into account the growth of community /demand for services. **Since 2008/09 that number has decreased by 4.69%.** We have decreased personnel mostly through attrition and combining or eliminating positions when they became vacant through separation or retirement. **Last year's budget eliminated 4 full time equivalent employees.**
- The General Corporate property tax levy has been reduced by \$625,000 since the 2011 levy and has been level since the 2014 levy.

Village of Bartlett

Finance Department Memo

2017 - 27

DATE: August 28, 2017

TO: Paula Schumacher, Village Administrator

FROM: Todd Dowden, Finance Director 

SUBJECT: Potential General Fund Cost Reductions

At the August 15th Committee of the Whole meeting, the staff was asked to show what an \$800,000 reduction of revenue to the General Fund would look like. The General Fund accounts for Police, Streets, Administration, Finance, Building, Community Development departments, as well as Professional Services. The Police Department costs are over 54% of the fund total and the Streets Department accounts for a little over 17%. The current fiscal year budget has an estimated shortfall of \$800,000 due to a planned use of fund balance at a little over \$400,000 and a reduction in state shared income tax.

Attached is a memo from the Chief of Police with potential cuts that could be made. The total cost savings amounted to \$232,075. These cuts included eliminating the National Night Out activities. Reducing positions through attrition would save from \$89,075 for a Police Officer to \$70,350 for a Records Clerk per year.

A list of Streets Department cuts that could be made is below:

- Brush pickup – two crews of two workers, 2,320 man hours plus the cost of two chippers and two trucks - \$106,000
- Bike path maintenance - \$10,000 annual budget
- Sidewalk and curb replacement - \$60,000 annual budget
- Stormwater maintenance - \$50,000 annual budget
- Tree replacements - \$150,000 annual budget, changing back to a 50/50 program with a limit of 300 trees will reduce the net cost to \$45,000
- Flower baskets - \$5,000 for the flowers and two hours watering each day and one day each weekend for a total cost of around \$10,000
- Holiday lights - \$20,000

Bike paths, sidewalks, curbs, and stormwater maintenance programs are already under funded. Village owned parking lots are also in need of being resurfaced. Snow plowing costs are a major cost in the Streets Department and fluctuate from year to year depending on the weather.

The Administration Department budget for 17/18 included \$20,710 towards civic organizations in addition to \$12,000 for the annual fireworks display. There was also a one-time donation to the Parks Foundation of \$40,000. The Finance Department has an Accountant position that has been open from the beginning of the year. Keeping this position open until May of 2018 would save a total of \$79,000. Community Development and Administration replaced the Health Inspector and a Code Enforcement Officer with one person for a savings of around \$50,000. Utility tax senior rebates could be reduced by \$30,000 to reflect the reduction in the tax rates.

The professional development and training budget for the year is \$157,000. The last two years have averaged \$123,890 in actual costs. Of this amount, \$80,000 was in the Police Department for the 16/17 year, which was down from \$106,000 the prior year. The 17/18 budget was increased to \$110,000 to get the police training back up to the level of training needed.

All of these reductions to costs total just over \$812,000.

POLICE DEPARTMENT MEMORANDUM

17-60

DATE: August 22, 2017
TO: Paula Schumacher, Village Administrator
FROM: Patrick Ullrich, Chief of Police
RE: Potential Cuts to Reduce Deficit

At the August 15, 2017 Village Board Meeting, Finance Director Todd Dowden briefed the Village President and Board of Trustees on the \$800,000 deficit the Village is facing. The Village Board directed staff to present some ideas for potential cuts that could be used to reduce the deficit. It is important to note these cuts are not a one-time solution. Without additional revenue sources, these cuts would effectively become permanent. While I recognize some of the potential cuts I am proposing will be unpopular with residents and staff, all or some of them may be necessary if we are unable to find a solution to provide additional revenues.

After consulting with some of my command staff, here are the potential cuts we have identified:

- Permanently cut school crossing guards. The budgeted amount in the FY 17/18 budget for school crossing guard payroll is \$125,000. **Total: \$125,000**
- Stop providing officers at the following community events at partial or no cost/reimbursement to the event organizers.
 - Apple Blossom Run: \$1,403 OT, \$404 salaries/pay, **Total: \$1,807**
 - Lions' Day Dash: \$2,408 OT, **Total: \$2,408**
 - Kickstand Classic: \$17,916 OT & salaries/pay, Village's share at 50%: \$8,958 **Total: \$8,958**
 - Easter Egg Hunt Eggstravaganza: \$850 OT, **Total: \$850**
 - Fourth of July Festival & Parade: \$30,437 OT, \$11,643 salaries/pay, **Total: \$42,080**
 - Bartlett High School Homecoming Parade: \$1,684 OT, **Total: \$1,684**
- Cease certain police/village sponsored public relations events & programs.
 - Mobile Outreach Program: \$3,685 OT, **Total: \$3,685**
 - DARE Fishing Derby: \$895 OT, **Total: \$895**
 - Police Department Open House: \$6,726 OT, \$1,941 rentals/expenses, **Total: \$8,667**
 - National Night Out (includes Picnic in the Park & all lead-in events): \$11,592 OT, \$24,449 rentals/supplies/vendors, **Total: \$36,041**

OR

 - National Night Out (lead-in events only): \$3,434 OT, **Total \$3,434**
- Cut positions through attrition. When employees retire or separate from the department we could hold those positions open or cut them entirely. Here are the approximate potential savings if someone from one of these positions was to retire or leave (Amounts are based on current figures and are not included in the total savings listed below): Police Officer: \$89,075, Records Clerk: \$70,350, CSO: \$76,884

While I am not in favor of making any of these cuts, without an additional revenue source to fill the \$800,000 gap, some or all of these cuts may become necessary. Unfortunately, making any of the cuts would be contrary to our culture of service to the community and would negatively impact our ability to continue building positive relationships with our residents and businesses.

If all of the cuts above were implemented, including the full cut to National Night Out, the Village could save approximately \$232,075.

If all of the above cuts were made, but with only the cut to the National Night Out lead-in events instead of the full National Night Out cut, the Village could save approximately \$199,468.

Village of Bartlett
Finance Department Memo
2017 - 25

DATE: August 4, 2017
TO: Paula Schumacher, Acting Village Administrator
FROM: Todd Dowden, Finance Director 
SUBJECT: Home-Rule Sales Tax

The 2017/18 Budget was approved on April 4th. The budget included the use of General Fund unassigned fund balance of just over \$400,000 and holding four additional positions unfilled for the year at a savings to the General Fund of over \$340,000. On July 6th the State passed their budget that reduced the amount of income tax shared with the Village by 10% or approximately \$410,000 for the coming year.

The Village currently receives a 1% tax on all general merchandise sales and qualifying food and drugs sold within the Village. The 2017/18 budgeted amount is \$2,400,000. The State collects these funds and distributes them to the Village. Most of the surrounding communities have a local sales tax in addition to the base sales tax. The local rates are listed on the next page. Rates must be in increments of 0.25%. An increase of 0.25% would add approximately \$400,000 in revenue. The additional tax would not apply to qualifying food and drug purchases. A home-rule sales tax approved before October 1 could be implemented January 1 with the Village receiving the first distribution in April. Added to the home rule sales tax rate chart is a comparison of Bartlett's utility tax rates with the surrounding communities. The last chart gives the rate history for the Village's electric and gas utility taxes along with the average annual tax per household. The 2017/18 budget for the electric tax is \$160,000 and the gas tax is \$500,000.

At the July 18th Committee of the Whole meeting, staff recommended implementing a 0.50% home rules sales tax. The estimated revenue generated would be \$800,000. This would cover the General Fund's current year use of fund balance and the reduced share of income tax from the State. A 0.50% tax would not cover filling positions that have been held open or increases in costs in the coming fiscal year.

Electric and gas utility taxes were also discussed during the July 18th Committee of the Whole meeting. The current annual budgeted amount of revenue from these taxes is \$660,000. Just over \$60,000 was rebated to seniors this summer leaving a net amount of \$600,000. An additional 0.25% home rule sales tax could be added to cover a \$400,000 reduction in these taxes and still have a total sales tax rate at or below most of our surrounding communities.

Tax Rate Comparisons

	Bartlett	Elgin	Hanover Park	Streamwood	Carol Stream	West Chicago	Bloomington
Home-Rule Sales Tax	0%	1.25%	0.75%	1%	0.75%	0.75%	0.50%
Elec Use Tax/kWh	.074¢	.628¢	.628¢	.462¢	.581¢	.572¢	0¢
Gas Use Tax/therm	2.5¢	3.0¢	1.5¢	3.25¢	2.5¢	2.5¢	0¢
Gas Sales Tax	0%	5.15%	0%	5.15%	0%	0%	0%

Estimated Revenue

Home-Rule Tax	0.25%	0.50%	0.75%	1.00%	1.25%
Estimated Revenue	\$400,000	\$800,000	\$1,200,000	\$1,600,000	\$2,000,000

Utility Tax Rate History

Bartlett History	Date	Rate	Avg/Yr	Date	Rate	Avg/Yr	Date	Rate	Avg/Yr
Gas Use Tax	6/1/12	5.0¢/therm	\$55	No Change			5/1/16	\$2.50/therm	\$27.50
Electric Use Tax	6/1/12	.294¢/kWh	\$30	5/1/15	.146¢/kWh	\$15	5/1/16	.074¢/kWh	\$7.50

Village of Bartlett

Finance Department Memo

2017 - 21

DATE: July 10, 2017

TO: Paula Schumacher, Acting Village Administrator

FROM: Todd Dowden, Finance Director *TD*

SUBJECT: Home-Rule Sales Tax

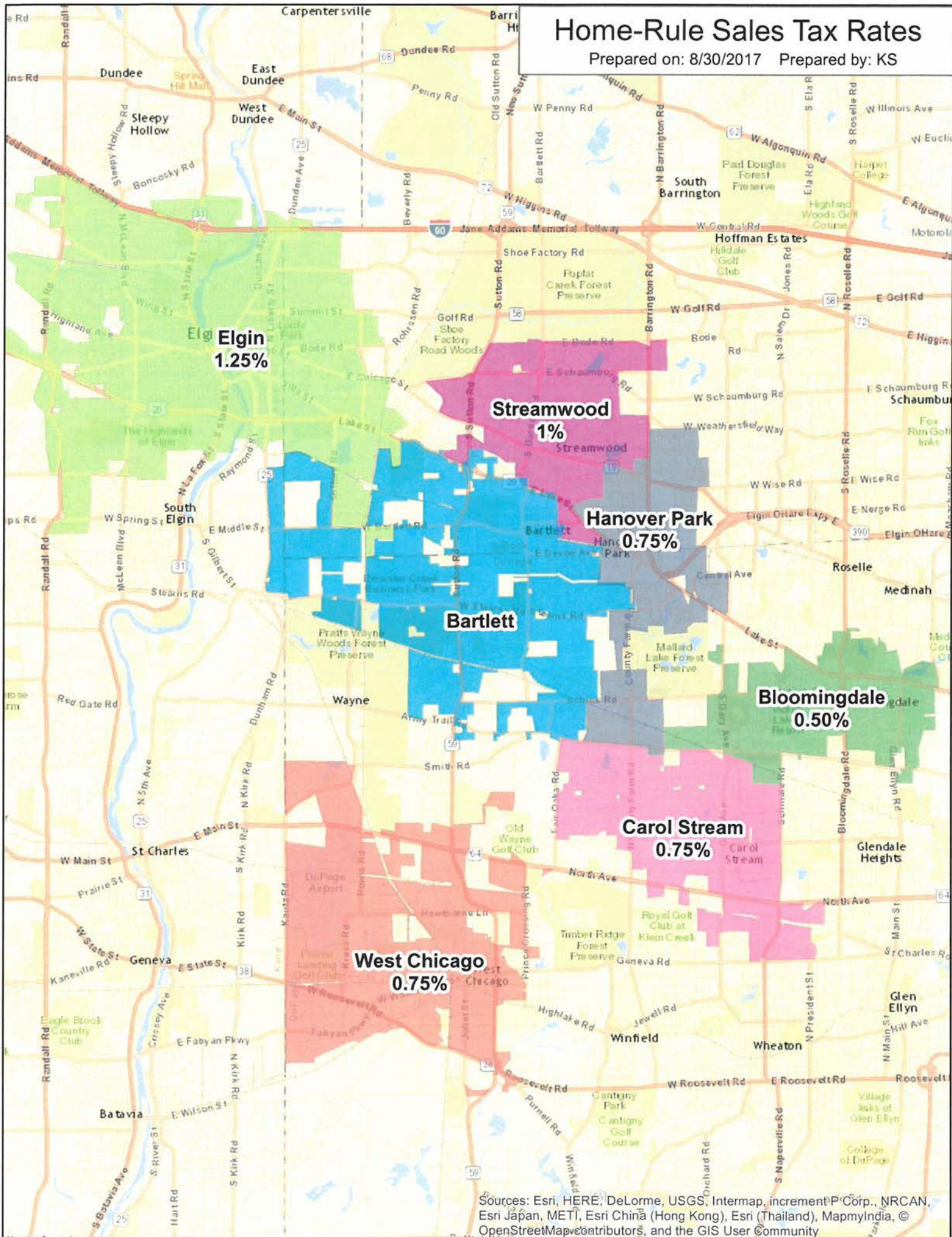
The 2017/18 Budget was approved on April 4th. The budget included the use of General Fund unassigned fund balance of just over \$400,000 and holding four additional positions unfilled for the year at a savings to the General Fund of over \$340,000. During the budget discussion, the staff was asked to look at revenue sources available to the Village that have the potential for growth. The options of adding a home-rule sales tax or a food & beverage tax were discussed at the May 2nd committee meeting. Due to the administration advantages and the broader range of sales taxed, the implementation of a home-rule sales tax was recommended over a food & beverage tax.

The Village currently receives a 1% tax on all general merchandise sales and qualifying food and drugs sold within the Village. The 2017/18 budgeted amount is \$2,400,000. The State collects these funds and distributes them to the Village. Most of the surrounding communities have a local sales tax in addition to the base sales tax. The local rates are listed below. With the addition of a 0.25% home-rule tax, the Village's total sales tax rate of 7.25% in DuPage County and 9.25% in Cook County would remain below the rates of our surrounding communities. An increase of 0.25% would add approximately \$400,000 in revenue. The additional tax would not apply to qualifying food and drug purchases. A home-rule sales tax approved before October 1 could be implemented January 1 with the Village receiving the first distribution in April.

	Bartlett	Elgin	Hanover Park	Streamwood	Carol Stream	West Chicago	Bloomingtondale
Local Sales Tax	0%	1.25%	0.75%	1%	0.75%	0.75%	0.50%
Food & Bev Tax	0%	3%	3%	2%	0%	0%	0%
Home-Rule Tax	0.25%	0.50%	0.75%	1.00%	1.25%		
Estimated Revenue	\$400,000	\$800,000	\$1,200,000	\$1,600,000	\$2,000,000		

Home-Rule Sales Tax Rates

Prepared on: 8/30/2017 Prepared by: KS



Sources: Esri, HERE, DeLorme, USGS, Intermap, incrementP Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), MapmyIndia, © OpenStreetMap contributors, and the GIS User Community