

**BUDGET FOOTNOTES**  
**FACILITIES MAINTENANCE – FY05/06**

1. **Salaries: (\$302,000)** The Civic Center, Reno Center and two Fire Stations are cleaned and maintained by the Facilities Maintenance Staff. Staff also cleans the sidewalk adjacent to the train station. Twenty hours are dedicated to (and reimbursed by) the Glenbard Wastewater Facility. Also, please note that the Special Programs Fund budget includes \$6,000 for cleaning & maintenance at Stacy’s Tavern & History Center.

2. **Employee Education: (\$3,000)**

- Staff spot awards	\$500
- Seminars	1,500
- Continuing education	<u>1,000</u>
Total	<b>\$3,000</b>

3. **Maintenance – Buildings and Grounds: (\$53,000)** This line item includes funds for regular maintenance activities at the Civic Center, Reno Center, and both Fire Stations. Items noted by a ❖ are periodic or rarely incurred expenses, not yearly expenses. Maintenance activities planned for this year include:

	<u>FY04/05</u>	<u>FY05/06</u>
- Contingency cost for outsourced maintenance worker	\$9,500	\$9,500
- Contingency for repairs of overhead doors -all buildings	2,500	1,750
- Contingency for repairs to HVAC systems -all buildings	10,000	10,000
- Contingency for repair of fire detection & sprinkler systems	2,000	2,000
- Contingency for repairs of Generators -all buildings	2,500	2,000
- Retrofit 3 <sup>rd</sup> floor CC Men’s Room HVAC zone	3,000	0
❖ Replacement thermopane glass in FS1 overhead doors	0	2,500
❖ Install ballistic shielding- Police Dept. & Board Room	0	3,500
❖ Retrofit PD floor tile in CC washrooms- all floors	0	8,500
❖ Retrofit CC front vestibule tile with walk-off matting	0	3,000
- Additional/other, ongoing maintenance	<u>10,500</u>	<u>10,250</u>
Total	<b><u>\$40,000</u></b>	<b><u>\$53,000</u></b>

4. **Professional Services: (\$6,700)** This line item includes funds for consultant assistance related to regular, annual maintenance of roofs. The line also includes funds for the pagers and phones used by Facilities Maintenance Staff.

- Pager & phone service	\$1,800
- Roof inspection for all buildings	2,200
- Village fire and elevator inspections	500
- DPSI Preventative Maintenance & Key-Z software support & upgrade	1,200
- Artwork for Civic Center	<u>1,000</u>
Total	<b>\$6,700</b>

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5. **Contract Maintenance Services-Yearly Contracts: (\$17,500)**

- Elevator preventive maintenance (PM) - Civic Center	\$ 2,000
- PM & minor repairs to overhead doors - all buildings	1,100
- Exterminator service at all buildings	1,700
- PM & minor repairs for fire extinguishers- all buildings	1,000
- Preventive maintenance of RPZ water “valves”- all buildings	1,300
- P.M./service contract HVAC equipment-CC & Reno (partial)	4,000
- Testing & minor repairs for fire sprinkler & detection systems- all blds.	2,400
- PM & minor repairs for the back-up generator systems- all blds.	<u>4,000</u>
Total	<b>\$17,500</b>

6. **Utilities: (\$40,000)** Natural gas, diesel fuel and the Village of Glen Ellyn (water/ sanitary sewer) are paid from this line item for the Civic Center, Reno Center, FS1 & FS2. Electricity is provided “free” to Village government according to its franchise agreement with Commonwealth Edison. An additional allowance is provided in FY06 for Commonwealth Edison “Rider 28” charges for various utility undergrounding projects authorized by the Village Board.

7. **IFT / Insurance – General: (\$17,200)** This line item represents a transfer to the Insurance Fund for general, property, liability, automobile, and workers compensation insurance coverages provided through the Village’s participation in the Municipal Insurance Cooperative Agency (MICA). Also included are State unemployment taxes paid to the Illinois Department of Employment Security.

In FY06, the amount of these transfers have increased across most departments due to the following:

1. In FY05, the Insurance Fund budgeted the use of cash reserves by using a portion of rebates received from the IRMA to reduce contributions needed from Village departments. No such use of cash is recommended in the FY06 Insurance Fund budget.
2. The Village’s required State unemployment tax has risen dramatically over the past few years.

For additional details concerning this line item, please refer to the Insurance Fund budget found in the “Finance” section of this budget.

8. **OPERATING SUPPLIES: (\$29,000)** Annual cost of consumables, such as cleaning supplies, paper products, coffee supplies, hardware, HVAC filters, boiler chemicals, small tools, and floor matting for FS1, FS2, Stacy’s Tavern Museum, 800 N. Main, CC and Reno.

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9. **EQUIPMENT:** (\$3,000)

Funds for the purchase of the following items:

- 100 Replacement Chairs	\$2,000
- Replacement 8'and Card tables	<u>1,000</u>
Total	<b>\$3,000</b>

Note: See also Facilities Maintenance Reserve Fund in the Capital Improvement section of the budget.