

## **BUDGET FOOTNOTES GENERAL SERVICES**

- 1     **Exceptional Performance Awards: (\$30,000)** A small pool of funds is provided here for the potential payment of one-time lump-sum bonuses to staff members who have demonstrated exceptional performance during the year as determined by various criteria and the recommendation of a group of supervisory staff.
  
- 2     **Pickwick Place Sales Tax Rebate: (FY04/05 Actual - \$450,000)** See Corporate Reserve Fund for additional information.
  
- 3     **Recognition / Awards: (\$26,000)** This line item provides funding for the annual Village Board and Commission appreciation dinner as well as an annual staff recognition event and annual holiday reception.
  
- 4     **IML Fire Tax: (\$27,000)** Each year, state statutes (65 ILCS 5/11-10-1) require insurance companies incorporated outside of Illinois who provide fire insurance coverage within municipal fire department (or district) boundaries to pay 2% of the premiums they receive to each municipal fire department (or district) within Illinois. The Illinois Municipal League (IML) collects these taxes and remits them to municipalities annually. This remittance for Glen Ellyn is estimated to be \$27,000 next year and is recorded as “Other Revenue” in the General Fund. A corresponding payment is then made to the Glen Ellyn Volunteer Fire Company as required in the statute.
  
- 5     **Glen Ellyn Public Library (PPRT): (\$30,800)** This represents the library’s 18.9% share of the State distribution of Personal Property Replacement Tax. Total taxes received from this source are recognized as General Fund revenue and the Library’s portion is shown here as an expenditure in the General Services budget.
  
- 6     **Employee Education: (\$12,000)** Funds are allocated for management training programs for newer supervisory staff and bi-annual Village Board and staff planning retreat.
  
- 7     **State Unemployment Claims: (\$10,000)** Due to the escalating cost of the State-imposed Unemployment Tax, the Village, in January, 2006 entered into an agreement with the State whereby the Village would reimburse the State the actual cost of unemployment payments made on behalf of former Glen Ellyn employees, rather than paying an ongoing payroll tax to fund State-wide unemployment benefits.

The cost of the unemployment tax was previously paid from the Insurance Fund (\$134,200 in calendar year 2005). Under the new system, unemployment claims are now charged to the Village fund incurring the unemployment claim expense.

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This change has resulted in a first year cost savings of \$100,000 to the Village for calendar year 2006.

8 **Professional Services / Legal: (\$100,000)** These expenditures represent general counsel fees provided by the consultant Village Attorney as they pertain to General Fund matters. Additional attorney fees (e.g. prosecutorial, labor, special projects) are budgeted in the departments / funds incurring the expense.

9 **Postage: (\$30,000)** This account pays for all general outgoing Village postage metered at the Civic Center. Postage costs related to specific projects or funds (i.e. newsletter mailing – Special Programs Fund and water bill mailings – Water and Sanitary Sewer Fund) are charged to the specific fund incurring the expense.

10 **Maintenance / Equipment: (\$8,000)**

Copiers, Fax Machines	\$4,200
Postage Meter Rental and Maintenance	2,800
Copier Supplies	<u>1,000</u>
Total	<u><b>\$8,000</b></u>

11 **Professional Services / Other: (FY06/07 Estimated Actual - \$62,000)**  
Expenditures in FY06/07 related primarily to recruitment and consulting services associated with the hiring of a new Village Manager (\$24,000) which was completed in July, 2006 and a management training and teambuilding exercise.

**(FY07/08 Budget - \$60,000)** A review and update of the Village's Comprehensive Plan is planned for FY07/08 (\$50,000) as well as an emergency training and planning exercise (\$10,000).

12 **Telecommunications: (\$44,000)** This line item pays for the main Village phone service (\$28,000). Additional items include maintenance contracts on Civic Center and Reno Center telephone infrastructure and voice mail system (\$4,800), and DSL internet service (\$3,400). Maintenance and upgrade to the computer systems which run the phone system ("PBX") are planned for FY07/08 (\$7,800). This is the first upgrade since the system was put in place in 2000.

13 **IFT / Capital Projects Fund: (\$200,000)** Funds are transferred annually from the Motor Fuel Tax Fund as a revenue into the General Fund for reimbursement of IDOT approved general maintenance uses, mostly in our Street/Forestry Division. \$200,000 of this transfer is reallocated to the Capital Projects Fund for street and storm sewer capital projects.

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- 14     **IFT / Facilities Maintenance Reserve Fund: (\$175,000)** This transfer represents the General Fund's share of funding for the future replacement of building components at the Civic Center, Reno Center, two Fire Stations, Stacy's Museum, and the History Center building. The transfer is based on a 1998 consultant study (which was updated in 2002) that was performed to determine annual funding levels needed to maintain building components in good condition in the future.