

BUDGET FOOTNOTES
VILLAGE MANAGER'S OFFICE – FY 11/12

1. **Salaries: (\$557,700)** In FY08/09, salaries and related benefits for the Assistant to the Village Manager – HR position were reassigned from the Finance Department to the Village Manager's Office budget, where this position has traditionally reported. In FY10/11, the part-time Administrative Clerk position, formerly assigned to the Village Board & Clerk budget, was reassigned to a part-time Administrative Services Coordinator and reported in the Village Manager's Office budget. Also introduced to this budget in FY11/12 is the salary for a part-time Administrative Intern as well as that of the part-time Multimedia Specialist.
2. **Exceptional Performance Awards: (\$0)** A small pool of funds has typically been provided in the past 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 the Village management team. This cost has been removed from this year's budget due to constraints.
3. **Village Commissions: (\$21,000)** This item was moved from the Special Programs Fund to the Village Manager's Office in FY 11/12. It provides funding for the fourth phase of the architectural resources survey (\$20,000). An additional grant is anticipated with respect to this project and will result in a 70% federal funding component (\$14,000), resulting in the Village's net cost of this phase of the project at \$6,000. Also funded is \$1,000 for the Environmental Commission's Rain Barrel Reimbursement Program. These costs were previously allocated within the Special Programs Fund.
4. **Community Grants: (\$30,000)** This item was moved from the Special Programs Fund to the Village Manager's Office in FY 11/12. It provides funding for various community groups. Past groups that received grants included the Glen Ellyn Fourth of July Committee, the Glen Ellyn Children's Resource Center and the Glen Ellyn Historical Society.
5. **Recognition / Awards: (\$4,600)** This line provides funding for the annual staff recognition event and holiday reception. Funds for this item previously were allocated in the General Services Fund. In FY 09/10, these costs were reallocated to the Village Manager's Office budget and the Village Board and Clerk budget.
6. **Dues/Subscriptions/Registrations: (\$6,600)** Dues and subscriptions for the Assistant to the Village Manager – HR were added to this line item in FY 09/10. They previously were accounted for in the Finance Department Budget. Funds in this line item are budgeted as follows:

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	<u>FY10/11</u>	<u>FY11/12</u>
ICMA/IAMMA dues for management staff	1,400	1,500
ILCMA dues for management staff	200	400
IAMMA Meetings	300	500
IPELRA dues	300	300
Employment Alert	200	200
HR.BLR.com	900	900
IPMA	400	400
CityTech	400	400
Miscellaneous publications, seminars, and functions	<u>1,000</u>	<u>2,000</u>
TOTAL	<u>\$5,100</u>	<u>\$6,600</u>

7. **Recruiting and Testing: (\$10,000)** These costs were reassigned to the Village Manager's Office budget from the Finance Department to more accurately reflect the Department which has primary oversight over these expenditures.

8. **Employee Education:**

	<u>FY10/11</u>	<u>FY11/12</u>
ICMA Conference	1,000	0
ILCMA Conferences – Summer, Winter	500	500
Catalyst Training	3,000	0
Miscellaneous Employee Education	<u>1,000</u>	<u>1,000</u>
TOTAL	<u>\$5,500</u>	<u>\$1,500</u>

9. **Professional Services / Legal: (\$200,000)** 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, special projects) are budgeted in the departments/funds incurring the expense. This expenditure previously was accounted for in the General Services Fund and has been moved to reflect the Department that has primary oversight of these expenditures.

10. **Postage: (\$9,000)** Postage costs for the mailing of the quarterly (formerly bi-monthly) Village newsletters.

11. **Printing: (\$13,800)** Provides funds for the printing of the quarterly (formerly bi-monthly) Village newsletters. For FY11/12, due to continued revenue shortages, no annual Village Calendar will be produced.

12. **Communications/Equipment: (\$5,600)** Beginning in FY 11/12 these expenditures were reassigned from the Special Programs Fund. These expenditures relate to the Multimedia

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Specialist position and therefore for the daily management of the Village website and TV station, as well as broadcasting of Village Board Workshops and Meetings.

13. **Maintenance/Equipment: (\$11,000)** This item pays for maintenance agreements and copier supplies for Civic Center second floor high-volume copiers. These previously were paid for out of the General Services Fund.
14. **Professional Services/Other: (FY 10/11: \$82,000)** The FY 10/11 expenditures were comprised of funding for a pay and classification study, conducted every decade or so to ensure the Village's compensation plan is appropriate for our marketplace, as well as independent contractor assistance provided in the Village Manager's Office.

Professional Services/Other: (\$11,000) Beginning in FY11/12 these expenditures were reassigned from the Special Programs Fund to the Village Manager's Office budget. These expenditures provide funds for the layout, writing and other professional services for the quarterly (formerly bi-monthly) Village newsletter and the service charge for the Village email newsletter.

15. **Total Expenditures: (\$1,026,100)** Beginning in FY 11/12, the Special Programs Fund was dissolved and all related Administration Department expenditures were moved into the Village Manager's Office budget. Expenditures that were previously budgeted in the Special Programs Fund, but were moved to the Village Manager's Office budget, include the layout and design as well as the printing of quarterly Village newsletters, funding for the annual architectural resources survey and rain barrel reimbursement program, the Multimedia Specialist salary and all related equipment needs, and the annual fee for the weekly electronic newsletter. These new expenditures add \$143,700 to the Village Manager's Office budget.