Village of Glen Ellyn, Illinois

Fiscal Year 2012/13 Budget

May 1, 2012—April 30, 2013

Table of Contents

I. INTRODUCTION 5

Budget Transmittal Message 6

GFOA Budget Award 17

Financial Policies 19

II. FINANCIAL PLAN & BUDGET SUMMARIES 28

Organizational Chart 27

Budgetary Fund Structure 28

Major Fund Descriptions 29

Organizational Matrix 30

Budget Summaries

All Funds Summary 31

Budget at a Glance 32

Changes in Fund Balances – Governmental Funds 33

Changes in Fund Net Assets – Proprietary & Trust Funds 34

Total Revenue and Expense Graphics – by Category 35

Summary of Revenues and Other Financing Sources – by Fund 37

Summary of Expenditures and Other Financing Uses – by Fund 38

Summary of Revenues and Other Financing Sources – by Type 39

Summary of Expenditures and Other Financing Uses – by Function 39

Summary of Budgeted Capital Investment 40

General Fund Revenue & Expenditure Graphics–by Category 41

General Fund Revenue and Expenditure Budget 44

Detailed General Fund Revenues and Footnotes 45

Major Revenue Trends 54

Table of Contents

III. ADMINISTRATION DEPARTMENT 62

Organizational Chart 63

Administration Department Narrative 64

Village Board & Clerk Budget 68

Village Manager's Office Budget 71

Facilities Maintenance Budget 76

Senior Services Budget 82

History Park Budget 86

Economic Development 88

Residential Solid Waste Fund 90

Tax Increment Financing 95

IV. FINANCE DEPARTMENT 97

Organizational Chart 98

Finance Department Narrative 99

Finance Department Budget 103

Insurance Fund 107

V. PLANNING & DEVELOPMENT DEPARTMENT 110

Organizational Chart 111

Planning & Development Department Narrative 112

Planning & Development Department Budget 123

VI. POLICE DEPARTMENT 127

Organizational Chart 128

Police Department Narrative 129

Police Department Budget 137

Police Pension Fund 143

Table of Contents

VII. VOLUNTEER FIRE COMPANY 145

Volunteer Fire Company Budget 146

Volunteer Fire Company Service Area Graphic 149

Volunteer Fire Company Service Volume Data 150

VIII. PUBLIC WORKS DEPARTMENT 151

Organizational Chart 152

Public Works Department Narrative 153

Administration & Engineering Narrative 156

Administration & Engineering Budget 163

Operations Narrative 166

Operations Budget 171

Parking Fund 177

Water & Sanitary Sewer Fund Narrative 180

Water & Sanitary Sewer Fund Summary 183

Water & Sanitary Sewer Fund Revenues 184

Water Division Budget 189

Sanitary Sewer Division Budget 196

Equipment Services Fund Narrative 204

Equipment Services Fund Budget 208

Equipment Services Depreciation Schedule 215

IX. RECREATION DEPARTMENT 218

Organizational Chart 219

Recreation Department Narrative 220

Recreation Department Budget 227

Table of Contents

X. CAPITAL PROGRAM 249

Five Year Capital Improvement Plan 250

Capital Projects Fund Budget 255

Facilities Maintenance Reserve Fund 270

Corporate Reserve Fund 273

Debt Service Fund 278

Long-Term Debt History – Last 10 Years 280

Long-Term Debt – Future Debt Service 281

Motor Fuel Tax Fund 282

XI. APPENDIX 284

Community Information 285

Budget Process

Basis of Accounting and Budget Process 289

Budget Calendar 291

Village Strategic Goals (draft) 292

Five Year Forecast 297

Personnel Staffing and Salary Tables

Detailed Personnel Schedule – by Department 306

Full-Time Budgeted Personnel History 308

Job Classifications by Department 309

Salary Tables – May 1, 2012 through April 30, 2013 313

Summary of Village Employer Retirement Contributions 314

Interfund Transfer Recap 315

Regional Map 316

Glen Ellyn Street Map 317

Glossary of Terms 318

Acronym Glossary 324

April 30, 2012

Honorable President Pfefferman and Village Board of Trustees
Village of Glen Ellyn

Subject: Budget Transmittal for Fiscal Year 2012/13

Introduction

Transmitted with this letter is the adopted budget of the Village of Glen Ellyn for fiscal year 2012/13, which runs from May 1, 2012 through April 30, 2013. This document presents a comprehensive look at major financial and non-financial goals and priorities for the Village both from a near-term as well as a long-range perspective.

This financial road map for the coming fiscal year is the culmination of months of planning and prioritizing, which began last fall. During this process, we spent considerable time shaping and refining the budget plan to meet the community's demand for high quality services while delivering these services in an efficient and economical manner. Prior to final adoption on April 23, 2012, the budget was the subject of several public meetings including a formal public hearing conducted on April 9, 2012.

Budget Priorities and Issues

The principal issues facing Glen Ellyn in the development of the FY12/13 budget were:

1. Continued stagnation in a number of key revenues including state shared revenues (such as income taxes), utility taxes, and investment income. Although the economy apparently has hit the low point, these revenues continue to lag their peaks from 2007 to 2009.

2. Planning for current and future year unfunded expense mandates, particularly escalating pension funding costs in response to unprecedented investment losses in prior years. While investment returns of these pension systems have rebounded to some degree in the last two years, this continues to be an area of long-term concern.

3. Continuing a focus on the efficient delivery of core Village services to the community in light of revenue constraints.

4. Identification of new revenues, as appropriate, to ensure maintenance of core Village services and appropriate fund reserve levels. The Village Board reviewed fund balance goals and adjusted policies such as the Water Fund reserve fund was set at $2 M.

5. Planning for the timely replacement and rehabilitation of the Village's expansive network of infrastructure assets in conjunction with established long-range capital improvement plans. Management created a comprehensive Capital Improvements Plan (CIP) including capital plans for all funds and will continue to enhance these plans over the next year.

6. Maintaining a watchful eye on actions in Springfield which would further diminish Village revenues.

Funds and Fund Structure

The accounts of the Village are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that make up its assets, liabilities, fund equity, revenues and expenditures. Resources are allocated to and accounted for in individual funds based on the purposes for which they are to be spent and the means by which spending activities are controlled. The FY12/13 budget is composed of 14 individual funds, each of which can be classified into one of three categories: governmental funds, proprietary funds, and fiduciary funds. All Village funds are subject to appropriation and all budgeted funds are included in the audited financial statements.

1. ***Governmental Funds*** are generally used to account for functions, which are principally supported by taxes and intergovernmental revenues. We typically associate these functions with the core services provided to the general public at large including items such as public safety, roadway and storm sewer maintenance and replacement (and other public works related services), and general administration (including administration, finance, building and zoning). The FY12/13 budget includes 7 governmental funds:

    - General Fund
    - Corporate Reserve Fund
    - Motor Fuel Tax Fund
    - Debt Service Fund
    - Capital Projects Fund
    - Facilities Maintenance Reserve Fund
    - Central Business District Tax Increment Financing Fund (new)

2. ***Proprietary Funds***. The Village maintains two types of proprietary funds: enterprise funds and internal service funds. **Enterprise funds** are used to report functions, which are intended to recover most or all of its costs through the imposition of user fees and charges. These funds are accounted for in a manner much similar to private-sector businesses. The FY12/13 budget includes 4 enterprise funds:

    - Water and Sewer Fund
    - Parking Fund
    - Residential Solid Waste Fund
    - Recreation Fund

3. ***Internal Service Funds*** are an accounting mechanism designed to accumulate and allocate costs internally among other Village funds and other government customers. Revenues of internal service funds consist primarily of transfers in from other funds to accumulate financial resources to pay for items which benefit those funds. For example, the Village maintains an Insurance Fund to pay the costs of its employee health benefits plan and to provide liability and workers compensation insurance coverage. Each department/fund pays into the Insurance Fund, as an internal transfer, an amount calculated to provide coverage for its employees and its general insurance risk and experience. The FY12/13 budget includes 2 internal service funds:

    - Insurance Fund
    - Equipment Services Fund

4. ***Fiduciary Funds*** are used to account for resources accumulated for the benefit of parties outside of the primary Village government. The Village maintains one fiduciary fund, the Police Pension Fund. The structure and rules of the Police Pension Fund is established by State statute, and the fund is overseen by the Police Pension Board of Trustees, to collect and invest resources to pay the retirement benefits of Glen Ellyn police officers. These resources are accumulated through salary deductions made by police officers, investment income generated from the Police Pension Fund's portfolio of investments, and an annual contribution made by the Village based on an actuarial study. These assets are held in trust for the sole benefit of retired Glen Ellyn police officers and are not available for use by the Village.

    - Police Pension Fund

Budget Summary

- **Total adopted budget** (net of interfund transfers) is $43.5 million, about $1.2 million more than the FY11/12 adopted budget (a 3% increase).

- The FY12/13 proposed budget projects an overall net deficit of about $1.8 million overall. This is due to a planned use of cash reserves to fund capital programs, most notably investments to reconstruct Hawthorne Boulevard and construction of the west end of Taft Avenue to help facilitate development of this critical commercial area.

- **Village operations** make up 74% of the total net budget for FY12/13. Operating costs typically are associated with the provision of day-to-day basic Village services. This includes all staffing costs, various contract and consulting services, the purchase of a number of materials and commodities, and expenditures related to the maintenance of Village owned assets and rights of way. Some examples of Village operating expenses include:
    - Police and fire protection
    - Purchase of Lake Michigan Water
    - Economic development
    - Volunteer Fire Company Support
    - Golf course maintenance
    - Street sweeping
    - Tree planting, maintenance, removal
    - Parking facilities
    - Employment benefits
    - Police and fire dispatch services
    - Treatment of sanitary sewage by the Glenbard Wastewater Authority
    - Weekly garbage pick-up
    - General, liability, property and workers compensation insurance
    - Snow and ice control
    - Water and sewer system maintenance
    - Pavement patching, line striping, and roadway signage
    - Ambulance service
    - Retirement benefits administration (Police Pension Fund)

- **The total authorized staff level** for the Village will increase slightly (0.25 FTE) in FY12/13 due to bringing part time economic development and stormwater engineer employees in-house. This follows staff reductions, both voluntary and involuntary, over the past four years in which the Village's full time equivalent employees have fallen from about 184 to 159. The other change includes not filling a vacant full time position at the Village Links.

- **Personnel costs**, including retirement and health benefits, make up 29% of total budgeted operating costs for FY12/13.

- **Pension costs** for FY12/13 will actually decrease by 0.7% due to a change in state law, which lengthens the amortization period of our current unfunded liability in the Police Pension Fund. Over time, more financial resources will be diverted away from other services so that we can meet our required pension obligations. The Village is statutorily required to participate in (and make actuarially determined contributions to) the Glen Ellyn Police Pension Fund for sworn police officers, and the Illinois Municipal Retirement Fund for all other employees working more than 1,000 per year. In FY12/13, contributions to the Illinois Municipal Retirement Fund will grow by 6.1%, and contributions to the Glen Ellyn Police Pension Fund will decline by 6.5%. The Police Pension contribution is expected to again grow next year and future years.

- **Total capital investment** for next year is higher, up by $2.7 million from $10.5 million in the current year (revised FY11/12 budget) to $11.2 million proposed for FY12/13. This component makes up 26% of the proposed FY12/13 budget compared to 21% of the approved FY11/12 approved budget. This year, the largest capital project is the Hawthorne Boulevard reconstruction, which includes water and sewer infrastructure improvements, budgeted for a total of $4.7 million.

General Fund

The General Fund includes the day-to-day expenses of operating the Village of Glen Ellyn and therefore is the primary discussion topic during budget reviews. As with other municipalities, the General Fund is dominated by the largest departments of Police and Public Works as well as providing services to the Volunteer Fire Company including ambulance services (73% of General Fund expenditures). The expenses in our General Fund are dominated by salaries, pensions, and benefits (64%).

The Village of Glen Ellyn has a diverse revenue stream; however, much of the revenue base is derived from sales and home rule sales taxes, income tax, and property taxes (62%). The Village continues to proactively seek economic development opportunities to increase sales tax revenues and sees some improvements with the overall economy that could positively impact future budgets. However, the State of Illinois continues to mismanage their finances and this has a potential to impact local governments. Management will continue to monitor this situation closely and take action through the DMMC and IML as necessary.

Listed below are the most significant elements impacting the Village's General Fund budget for our coming fiscal year FY12/13.

- The General Fund pays most of the day-to-day operating costs of the Village and makes up 32% of the total expenditure budget.

- The adopted General Fund budget includes a $147,452 surplus with $16,401,600 in revenues and $16,254,148 in expenditures. Below is a comparison of the original FY11/12 budget compared to the adopted FY12/13 budget.

	FY2011/12 Budget (original)	**FY2012/13 Budget**	**Difference**	**Percent Change**
Revenues*	$16,109	$16,401	$292	1.8%
Expenditures*	$16,109	$16,254	$145	0.9%
Net*	$0	$147	$147	

**In thousands*

- The General Fund budget required a number of cuts in order to bring it into balance with projected revenues. At the time we developed our first revenue estimates and received our initial budget submissions from department directors, the preliminary General Fund budget was out of balance by approximately $385,000. By working with departments to decrease budgets and reviewing revenues, this budget gap was eliminated.

- Personnel costs included in the draft budget include a 1% General Wage Adjustment (GWA) and a 2% merit increase for those employees not already at the top of the range. In addition, the Village had a very good year in terms of health insurance and we are able to budget renewal rates of 1.0% for PPO and 3.6% for HMO for the 2012/13 year. The Village joined an insurance pool three years ago and over time, we have seen some positive trends in terms of costs.

- To meet the goal set by the Village Board last fall, this budget does transfer $50,000 to the Facilities Maintenance Reserve Fund for FY12/13. This fund pays for significant rehabilitations of municipally owned buildings and components. After three consecutive years, we are finally able to transfer additional funds to this important cause. The Village Board decided to defer the decision to dedicate additional revenues to the FM Reserve Fund the end of the fiscal year.

- Beginning last year, the Special Programs Fund was consolidated into the General Fund. The Finance Commission made this recommendation to the Village Board following a review of the Special Programs Fund budget process last year. The intent of merging the two funds was to eliminate inefficiencies within the budget process and to allow the Village Board to focus additional time on the rest of the Village budget. By eliminating the Special Programs Fund, the Village has reviewed many of the components of this fund and reduced expenditures to assist in balancing the budget. The Community Grant Program, History Park, and the Economic Development activities have seen cost reduction over the last few years.

- Three new General Fund divisions were created as part of the reallocation of Special Program Fund expenditures last year. The Economic Development, Senior Services and History Park divisions are included within the Administration Department. Economic Development functions were transitioned from the Economic Development Corporation to the Village in FY 12/13. A new Economic Development Coordinator will be hired to provide day to day economic development services. The Village Manager, with assistance of the Planning and Development Department and in conjunction with the Chamber of Commerce and Downtown Alliance of Glen Ellyn, will work closely with the Economic Development Coordinator to attract new businesses, retain existing businesses, and continue to promote Glen Ellyn as a place to locate and operate your business.

- The General Fund budget includes the full-funding of required employer pension costs to both the IMRF and the Police Pension Fund. This includes a 12% increase in our budgeted contribution to IMRF (from 12.73% to 12.09% of payroll), and a 6.5% decrease in our annual contribution to fund the Glen Ellyn Police Pension Fund (from $1,036,000 to $969,000). The drop in contribution to the Police Pension Fund results from legislative changes that extend the amortization period to pay for our unfunded liability. After this year, we expect the police pension contributions to resume annual increases.

Capital Projects Fund

- The Capital Projects Fund is now receiving $1.66 million in property tax revenue previously utilized for debt service payments and now used to support our capital program. This is following the Capital Improvements Commission's 2008 recommendation and Village Board approved decision to transition to a pay-as-you-go program over the next several years as our remaining infrastructure debt is paid off.

- Other key revenues in this Fund, primarily utility taxes, are showing little sign of growth and will likely continue to remain stable at best. Real estate transfer taxes are remaining low, with a modest recovery expected.

- The FY12/13 budget includes a more comprehensive five year capital improvement plan that will enable us to better plan and fund important infrastructure and facility improvements. The 12/13 FY budget includes a number of critical improvement projects, the largest being the reconstruction of Hawthorne Boulevard. The Capital Improvement Commission is scheduled to review and update our long term capital street program to align current project needs with available resources and evaluate other major components of the five-year plan.

Facilities Maintenance Reserve Fund

- After three years of no funding, the Facilities Maintenance Reserve Fund budget includes a contribution of $50,000 from the General Fund.

- Despite the small amount of funding, a few small high priority safety related projects have been included which will draw from fund reserves.

Water and Sanitary Sewer Fund

- Water consumption continues to decline and costs are projected to increase for both purchasing water from the DuPage Water Commission and for wastewater treatment by the Glenbard Wastewater Authority. Following sizeable rate increases from the City of Chicago, the DuPage Water Commission raised its rate on water by 30%. Each January 1 from 2013 through 2015, the Village's cost for water will increase 20%, 18%, and 17% respectively, for a total 4 year increase of 115%.

- The Water/Sewer Fund continues to include capital replacement of infrastructure assets. This capital investment is closely correlated to the level of street infrastructure improvements funded through the Capital Projects Fund.

- Proposed for January 1, 2013 are customer rate increases of 9.5% for water and 9.5% for sewer. This fund has relied on cash reserves for several years and the rate increases are recommended to bring the fund into balance, continue restoring cash reserves, and prevent future larger spikes in rates.

Residential Solid Waste Fund

- We have utilized recycling rebates for customer price stability and did not increase rates to customers in the first four years of the initial five year solid waste hauler contract. A 5% rate increase was implemented in both FY09/10 and FY10/11 to counter the sudden collapse of the recyclables market and elimination of rebates.

- Recycling rebates have recovered during FY10/11 and FY11/12; our use of cash reserves will likely be half of what we originally projected in the adopted FY11/12 budget.

- Our current waste hauling contract extension is up for renewal as of August 2012. The Village is examining contract proposals and will bring a contract and recommendations to the Village Board.

Strategic Planning

The Village of Glen Ellyn Village Leadership worked through a strategy planning process in the fall of 2011. The plan consisted of three separate take home exercises, two leadership retreats, and much follow up to complete a preliminary strategic plan. The goal of this process is to develop a series of strategic issues and corresponding goals and objectives that the Village Board and staff can refer to when determining an appropriate course of action for the city over the next few years.

In undertaking this planning effort, the Village Board is committing itself to an assessment of the strategic issues that affect the progress of the village. A strategic plan provides a vision and mission for the community, identifies the strategic issues that impact the achievement of that vision, and then sets goals and objectives for addressing those issues. The following strategic issues were identified as follows:

STRATEGIC ISSUE #1: How do we commit to a Village-wide philosophy of quality customer service?
STRATEGIC ISSUE #2: How do we maintain and improve our infrastructure?
STRATEGIC ISSUE #3: How do we enhance partnerships with intergovernmental groups.
STRATEGIC ISSUE #4: How do we recruit and retain quality businesses?
STRATEGIC ISSUE #5: How do we best implement the goals of the approved downtown plan?
STRATEGIC ISSUE #6: How do capitalize on our greatest resource, employees?
STRATEGIC ISSUE #7: How are we going to provide services in a new revenue environment?

The corresponding goals are included in the appendix of this document.

Economic Factors and Looking Ahead

Over the past 5 years, the local, national and world economies have suffered dramatically. There are indicators that the local economy is rebounding with accelerating home sales (still well below peak levels) and strong non-vehicle sales tax and home rule sales tax revenues. In 2009, the Village established a Finance Commission, made up of resident expert in various fields relating to business and government finance. The Finance Commission has spearheaded efforts to compare Glen Ellyn to area peer communities (Financial Scorecard) and has developed a five year forecast (recently updated using FY2011/12 budget data, included in the appendix of this document.) These planning and comparison tools have helped guide local policy decisions and have highlighted the need for a significant emphasis on economic development to shore up our revenue base.

The Village has responded in many ways, including traditional approaches to lower staffing levels and use available new revenue sources (such as the home rule sales tax) to maintain appropriate levels of service. While some economic indicators are not as strong as we would hope, there are

signs of an economic recovery. In Illinois, the state-wide income tax revenues appear to be on the rebound. Housing based transactions remain slow, resulting in few real estate transfers, and the prices have dipped.

The Village has increased its focus on economic development. A new tax increment financing district has been established in the central business district. We have hired an economic development coordinator, and are aggressively pursuing redevelopment projects along Roosevelt Road, our critical commercial corridor.

The five year forecast (February 2012) provided projections for all government funds to assess the impact of tax supported funds as a whole. Tax supported operations are projected to see total deficits over 5 years of about $8 million. This projection included a capital improvement plan that is nearing the end of its planning period; the capital budget expenditures have not been revised and aligned with current revenues. This led to a shortfall of $5.1 million in capital funds, which is unlikely to materialize as the capital plan is scheduled to be revised with current revenue estimates, updated cost estimates, and adjusting project scheduling to assure an ongoing, sustainable program.

These five year projections are concerning, but we have proved to be agile enough to avoid any long term deficits in the past. In fact, over the last two years, the Village is projected to increase its cash position in the General Fund by almost $500,000. A thorough five-year forecast exercise ensures that the Village is looking long term and provides advance warning of financial concerns arise and adapt to these conditions.

Conclusion

The recent recession has resulted in a combination of tighter money supply, increase in unemployment, decrease in spending, and a general lack of confidence. Furthermore, the State of Illinois is confronting one of the largest budget deficits of any state in the Country. Given these factors, balancing the level of services and appropriate funding is always difficult but was even more difficult in recent years. The Village takes a collaborative approach to budget development. Management begins with a thorough analysis of revenues which provides the foundation for discussions on what expenses the Village can undertake. The Village continues to have the lowest number of full time employees of any community in DuPage County and strives to find ways to control costs without negatively impacting the overall quality of services.

Recession concerns aside, Glen Ellyn enjoys some special advantages. We have a very talented and resourceful community with substantial assets. Glen Ellyn is geographically located within transportation to the interstate expressway system, Chicago airports, and train access. The tax base is diversified with no one major industry or employer dominating the Village's tax base. Our goal is to help maintain the community's advantages while protecting its public assets. Even with a solid base and wonderful achievements of the past, we must confront new challenges. The staff has been and will continue to diligently pursue the most economical uses of the Village's valuable but limited resources.

The development of the fiscal year 2012-13 budget could not take place without the commitment and cooperation of many Village employees. Many management employees actively participate in developing and reviewing budget information which leads to an award-winning budget document for the last 3 years. Many thanks go out to these employees for their cooperation and sincere diligence in looking at ways to reduce expenditures, and at the same time provide the highest quality of services to the residents and businesses of Glen Ellyn.

I would also like to thank the Village Board for their responsible and progressive manner in which it conducts the fiscal affairs of the Village. Difficult budget decisions are made each year during the budget process but those decisions are critical in that they provide a game plan for what level of municipal service the Village can provide. The understanding, cooperation and resourcefulness of everyone helped to strengthen this year's budget process. We look forward to working with the Village Board in implementing the initiatives outlined in this budget.

Respectfully submitted,

Mark Franz
Village Manager

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Glen Ellyn, Illinois for the Annual Budget beginning May 1, 2011. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Village of Glen Ellyn

Illinois

For the Fiscal Year Beginning

May 1, 2011

President | Executive Director

The annual budget is built upon a series of basic financial policies and guiding principles as established by the Village Board and Management. Although these policies are fundamental in nature, they have contributed significantly to the historical financial strength of the Village and demonstrate the Village's ongoing commitment to being a responsible steward of the public's finances.

These policies have served the Village well, not just in good economic times, but particularly in periods of sustained economic downturn and uncertainty. Adherence to these principles help to maintain a position that ensures the Village is able to deliver uninterrupted basic government services on both a near-term and long-term basis. Further, well established and thoughtful policy development contribute toward ensuring services are delivered in a cost-effective manner, maintaining a well-diversified community and economic base, and distributing the cost of government fairly across those it serves.

A. General

The Village of Glen Ellyn embraces a tradition of sound financial management in the conduct of its financial affairs. The annual Village budget is founded on a set of fundamental policies and principles which contribute toward maintaining an organization with a strong financial condition and a proactive approach to serving the needs of its residents.

B. Budget

1. A balanced budget shall be defined (at each individual fund level) as a budget where projected revenues are equal to budgeted expenditures within the current fiscal period. The adopted budget, on an individual fund basis, may or may not be balanced, depending on the availability and appropriateness of utilizing cash reserves. Use of cash reserves are generally determined to be acceptable for one-time or capital expenditures after minimum reserve levels are observed.

2. The Village shall publish an annual budget which serves as a communications tool which demonstrates the government's accountability for the sources and uses of public funds. Expansive narrative discussion should be included to communicate the organization's policies and objectives as well as detailed descriptions of revenue and expenditure line items. The budget should also serve as an operations guide to assist personnel in the responsible management and application of Village resources.

3. The Village desires to annually participate in the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Awards Program.

4. The Village shall approach the annual budget process in a spirit of openness which encourages public information and participation. To that end, the annual budget shall be provided in its entirety on the Village's web-site, and the Village will annually exceed statutory requirements for public discussion and deliberation on the budget.

5. Interim financial reports shall be distributed and reviewed with the Village Board on at least a quarterly basis which track actual experience against budgeted revenues and expenditures in the current fiscal period.

C. Revenue

1. The Village endeavors to maintain a diverse and stable revenue base to protect operations from short-term fluctuations in any one revenue source. The mix of various revenues employed will include both elastic and inelastic revenue sources to minimize to the extent possible the effects of economic downturn.

2. The Village will employ, where appropriate, various available economic development incentive tools, which will add to long-term revenue stability and growth.

3. The Village will monitor changes in key revenues on, at a minimum, a quarterly basis, and report on significant changes in collections or emerging trends.

4. The Village will oppose State and/or Federal legislation that would result in unfunded expense mandates to units of local government without providing for compensating authority to increase available revenues to offset such mandates.

5. Village enterprise funds (e.g. Water and Sanitary Sewer, Recreation, Parking, Residential Solid Waste) shall have fees set in such a manner which fully support all direct and indirect (depreciation of capital) costs associated with providing the service.

6. The Village will avoid the use of one-time or otherwise intermittent revenues to support continuing operating expenses.

7. The Village will explore to the extent practicable the award of various local, State and/or Federal grants to support one-time capital or non-recurring expenditures. Consideration of grant opportunities shall include an evaluation of required local matching funds and possible on-going operating costs associated with accepting grant funding.

D. Expenditure

1. The Village shall maintain a level of expenditures which will provide for the public well being and the safety of the residents of the community.

2. The Village shall pay for current operating expenses from available operating revenues where possible.

3. The Village should avoid budget practices which balance current costs at the expense or detriment of future years, such as deferring or postponing necessary expenses.

4. The Village should avoid the implementation of new programs or services without the identification of a dedicated revenue stream to pay for them.

5. The Village annual budget shall provide a systematic approach for the replacement of municipal equipment and facilities which includes funding replacement of these assets over their anticipated useful life.

6. The Village shall provide for the responsible and timely funding of required employee pension plans.

7. The Village shall prepare a long-term financial forecast for the systematic replacement of its public infrastructure assets.

E. Debt Administration

1. It is the objective of the Village's debt policies that:
    a. The Village will issue debt only when necessary.
    b. The process of identifying the amount and timing of debt issuance is conducted as efficiently as possible, and
    c. The most favorable interest rate and other costs be obtained

2. The Village will seek the assistance and expertise of a qualified Financial Advisor when considering debt issuance. Selection of a Financial Advisor may be achieved through a request for proposals process.

3. Long-term debt obligations will be used to finance significant capital projects or improvements, not for operational purposes.

4. The duration of long-term debt obligations will not extend beyond the anticipated useful life of the projects financed.

5. Level or declining debt service shall be employed unless operational matters dictate otherwise, or unless to achieve overall level debt service considering other outstanding obligations.

6. The Village shall be mindful of the potential benefits of bank qualification and will strive to limit its annual issuances of debt to $10 million or less when such estimated benefits are greater than exceeding the benefits of exceeding the bank qualification limit.

7. When feasible and economical, obligations shall be issued through competitive versus negotiated sale. When circumstances dictate that a negotiated issuance take place, the reasons for such action shall be disclosed in a public meeting.

8. The criteria to select an underwriter in a competitive sale shall be the true interest cost.

9. The Village shall consider refunding debt whenever an analysis indicates the potential for present value savings in excess of 2% of the principal being refunded.

10. The Village shall strive to conduct its financial affairs in a manner which would maintain or improve its bond rating.

11. When a general obligation bond is issued, the Village will receive a rating from at least one national rating agency.

12. The Village will fully comply with all continuing disclosure requirements as established by SEC Rule 15c2-12 and shall upon completion of each year's audited financial statements, submit required continuing disclosures to all Nationally Recognized Municipal Information Repositories (NRMSIRs) and to any required State Information Depositories (SIDs).

F. Reserve Policy

Definitions

Fund Balance – the difference between assets and liabilities in a Governmental Fund.

Nonspendable Fund Balance – the portion of a Governmental Fund's fund balances that are not available to be spent, either short term or long term, in either form (e.g., prepaid assets) or through legal restrictions (e.g., endowments).

Restricted Fund Balance - the portion of a Governmental Fund's fund balances that are subject to external enforceable legal restrictions as to what the fund balance can be spent on.

Committed Fund Balance - the portion of a Governmental Fund's fund balances with self-imposed constraints or limitations that have been placed by formal action at the highest level of decision making.

Assigned Fund Balance - the portion of a Governmental Fund's fund balances to denote an intended use of resources.

Unassigned Fund Balance - available expendable financial resources in a governmental fund that are not the object of tentative management plan (i.e. assignments). (Only in the General Fund, unless negative.)

Note: In non-governmental funds, management may decide to "assign" funds for a specific purpose. This will be done as an internal budgeting procedure rather than as a formal accounting entry. Creating a governmental fund automatically assigns fund balance in that fund to the purpose of the fund.

1. The Village will maintain adequate cash reserves (unassigned fund balance) in its operating funds (General Fund) in an amount equal to or greater than 25% of the current year fund operating expense budget (excluding capital) for FY2012/13. In following years, the target amount of cash reserves will increase by 1 percentage point growing to 35% of current year fund operating expense budget (excluding capital).

Adequate reserve balances are maintained to:

   a. offset unexpected changes in operating revenues,
   b. provide sufficient cash flow for daily transaction volumes, and
   c. provide a buffer for unexpected or emergency expenditures.

2. The Village will spend the most restricted dollars before less restricted, in the following order:

      1. Restricted,
      2. Committed,
      3. Assigned,
      4. Unassigned.

3. The Finance Director will determine if a portion of fund balance should be assigned and will document said assignment by a memorandum to the Village Manager and appropriate disclosure in the audited financial statements.

4. ENTERPRISE FUNDS CASH RESERVES:

    a. The Village will maintain $2,000,000 in cash reserves in the Water and Sanitary Sewer Fund for FY2011/12, increased annually by the 12-month change in the CPI-U (December before the beginning of the fiscal year) or 3%, whichever is less. [For FY2012/13, the 12 month change in the CPI-U for December 2011 was 3%. Therefore, the amount of required cash reserves will be $2,060.000.]

    b. The Village will maintain adequate cash reserves in the Parking Fund, Residential Solid Waste Fund, and Recreation Fund in an amount equal to or greater than 25% of the current year fund operating expense budget (excluding capital) for FY2012/13. In following years, the target amount of cash reserves will increase by 1 percentage point growing to 35% of current year fund operating expense budget (excluding capital).

G. Cash Management

1. The Village shall invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village and conforming to all state statutes governing the investment of public funds.

2. In order to maximize interest earnings, the Village comingles the cash of all funds (excluding those legally required to be kept separate – e.g. Police Pension Fund). Interest revenue derived from comingled cash accounts is allocated to the participating funds monthly based on the relative cash balance of each fund.

3. Criteria for investment of funds, in the order of priority are as follows:

    a. **Safety** of principal is the foremost objective of the investment program. Investments of the Village of Glen Ellyn shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio.

    b. The investment portfolio shall remain sufficiently **liquid** to meet all operating requirements that may be reasonably anticipated.

c. The investment portfolio shall be designed with the objective of attaining a market **rate of return** throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

H. Accounting, Auditing and Financial Reporting

1. The Village shall establish and maintain a high standard of accounting practices in conformance with Generally Accepted Accounting Principles (GAAP) for governmental entities as promulgated by the Governmental Accounting Standards Board (GASB).

2. The Village shall select a qualified firm of Certified Public Accountants to perform an annual audit in accordance with Generally Accepted Auditing Standards (GAAS) and issue an opinion on the financial statements.

3. The Village shall annually prepare a Comprehensive Annual Financial Report (CAFR) and submit it to the Government Finance Officers Association (GFOA) for consideration of a Certificate of Achievement for Excellence in Financial Reporting award.

4. The Village will utilize the modified accrual basis of accounting for its governmental funds (general, special revenue, capital projects and debt service funds). Revenues are recognized in the accounting period in which they become measurable and available. Expenditures are recognized in the accounting period in which the liability is incurred.

5. The Village will utilize the accrual basis of accounting for its proprietary funds (enterprise and internal service funds). Revenues are recognized in the accounting period in which they are earned. Expenses are recognized in the accounting period in which the liability is incurred.

Table of Contents

II. FINANCIAL PLAN & BUDGET SUMMARIES

Organizational Chart 27

Budgetary Fund Structure 28

Major Fund Descriptions 29

Organizational Matrix 30

Budget Summaries

All Funds Summary 31

Budget at a Glance 32

Changes in Fund Balances – Governmental Funds 33

Changes in Fund Net Assets – Proprietary & Trust Funds 34

Total Revenue and Expense Graphics – by Category 35

Summary of Revenues and Other Financing Sources – by Fund 37

Summary of Expenditures and Other Financing Uses – by Fund 38

Summary of Revenues and Other Financing Sources – by Type 39

Summary of Expenditures and Other Financing Uses – by Function 39

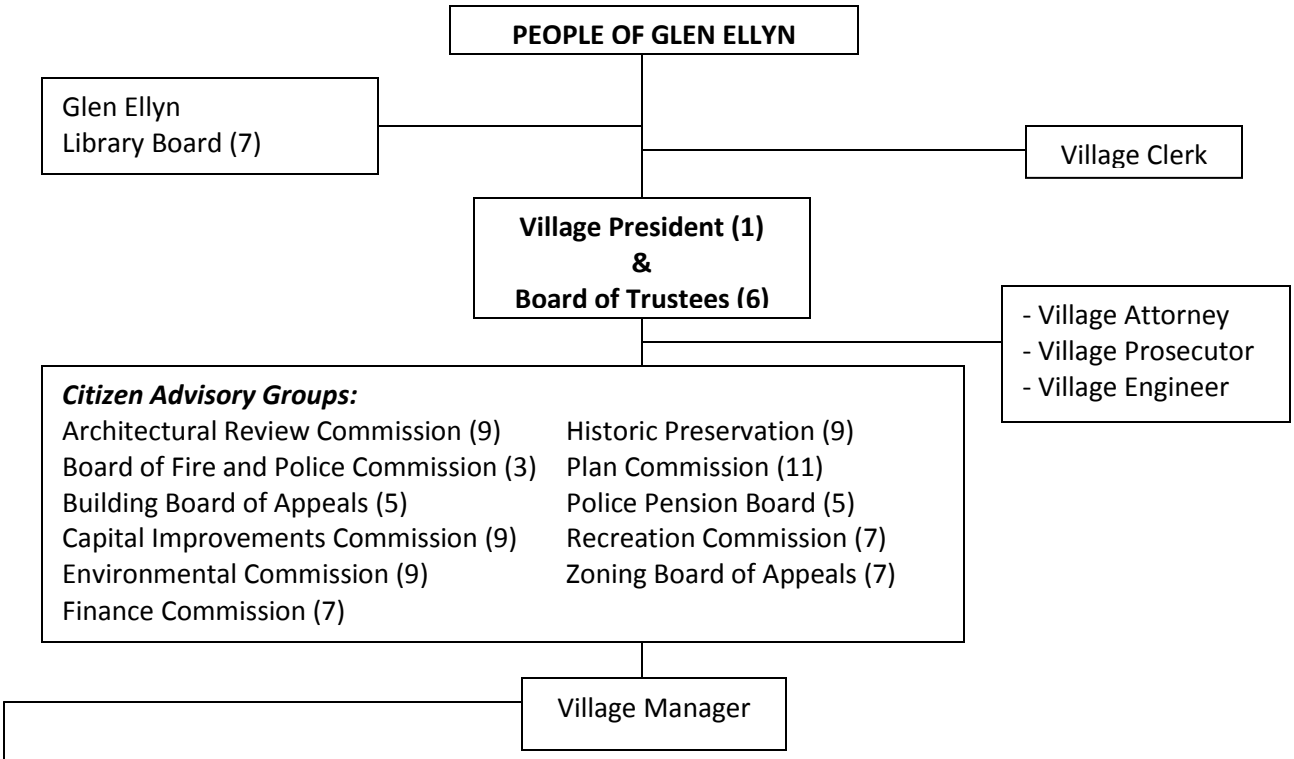
Summary of Budgeted Capital Investment 40

General Fund Revenue & Expenditure Graphics–by Category 41

General Fund Revenue and Expenditure Budget 44

Detailed General Fund Revenues and Footnotes 45

Major Revenue Trends 54



Administration
4 + 9.10 FTE

Board & Village Clerk
Village Manager's Office
Personnel
Facilities Maintenance
Historv Park
Economic Development
Risk Management
Cable Television
Senior Services

Finance
5 + 5.20 FTE

Cashier's Office
Payroll
Accounts Payable
Investments
Utility Billing
Information Technology

Planning & Development
7 + 4.75 FTE

Planning
Zoning
Code Inspection
Building Permits

Recreation
7 + 32.00 FTE

Village Links
Club House
Pro Shop / Restaurant
Lambert Lake Park
Panfish Park
Maintenance

Police
51 + 4.45 FTE

Administration
Records
Crossing Guards

Operations
Patrol
Service Calls
Accidents
Investigations
Parking Control
Traffic Control

Public Works
28 + 1.80 FTE

Administration
Water Distribution
Sanitary Sewers
Streets & Storm Sewers
Equipment Services
Parking (downtown area)
Forestry
Glenbard Wastewater Authority

Volunteer Fire Company

Approx. 60 Volunteers
Approx. 1,400 Alarms per Year
Self-Governing
Non-Profit Corporation

FY12/13 Budget	Employee Count	FTE
Full Time Personnel	102	102.0
Part-Time Personnel	161	57.3
Total Employees / FTEs	263	159.3

(FTE = Full-Time Equivalent)

Village of Glen Ellyn
Budgetary Fund Structure

Governmental Funds

General Fund	Special Revenue Funds	Debt Service Fund	Capital Projects Funds
General **(Major)**	Motor Fuel Tax Central Business District (CBD) Tax Increment Financing	Debt Service **(Major)**	Capital Projects **(Major)** Facilities Maintenance Res. Corporate Reserve

Proprietary Funds

Enterprise Funds	Internal Service Funds
Water & Sanitary Sewer **(Major)** Recreation **(Major)** Parking Residential Solid Waste	Insurance Equipment Services

Fiduciary Funds

Fiduciary Fund
Police Pension

All Village funds are subject to appropriation. All budgeted funds are included in the audited financial statements.

Descriptions of major funds are found on the following page.

Village of Glen Ellyn
Major Fund Descriptions

Major Governmental Funds

General Fund – The General Fund is the Village's primary operating fund. It accounts for all financial resources of the general government, except for those which are required to be accounted for in another fund.

Debt Service – The Debt Service Fund is used to accumulate monies for the payment of principal and interest on the Village's governmental debt obligations.

Capital Projects Fund – The Capital Projects Fund is used to account for the financing of general street and infrastructure projects.

Major Proprietary Funds

Water and Sanitary Sewer Fund – The Water and Sanitary Sewer Fund accounts for the provision of water and sanitary sewer services to residents of the Village and other non-resident customers. All activities necessary to provide such services are accounted for within this fund, including, but not limited to, administration, operations, maintenance, financing and related debt services and billing and collection.

Recreation Fund – The Recreation Fund accounts for the operation and maintenance, including debt service, of the Village Links Golf Course and other Village-owned parks and recreation areas.

Village of Glen Ellyn

Organizational Matrix - Department/Function Assignment by Fund

FUND

DEPARTMENT	General	Corporate Reserve	Motor Fuel Tax	Debt Service	CBD TIF	Capital Projects	Facilities Maintenance Reserve	Water/Sewer	Parking	Residential Solid Waste	Recreation	Insurance	Equipment Services	Police Pension
Village Board & Clerk	✓													
Village Managers Office	✓				✓		✓			✓		✓		
Facilities Maintenance	✓						✓							
Finance	✓	✓		✓	✓			✓	✓	✓		✓		✓
Planning & Development	✓													
Police	✓													
Public Works														
Administration & Eng.	✓		✓			✓		✓	✓					
Operations	✓		✓			✓		✓	✓					
Equipment Services													✓	
Recreation											✓			

Village of Glen Ellyn

All Funds Summary

(in $1,000s)

	FY11 Actual	FY12 Revised Budget	FY12 Prelim. Actual	FY13 Proposed
REVENUES				
Property Tax	$ 6,390	$ 6,556	$ 6,519	$ 6,766
Other Fees/Taxes	12,361	12,422	12,630	12,451
Licenses & Permits	1,337	1,147	1,087	1,119
Charges For Services	21,529	22,752	23,180	24,330
Interest Income	662	560	107	558
All Other	3,064	2,435	2,826	3,188
Total Revenues	**$ 45,344**	**$ 45,872**	**$ 46,348**	**$ 48,411**
Less Interfund Transfers	(5,791)	(6,021)	(6,021)	(6,695)
Net Revenues	**$ 39,553**	**$ 39,851**	**$ 40,327**	**$ 41,717**
EXPENDITURES				
Personnel Services	$ 10,576	$ 11,076	$ 10,625	$ 11,373
Contractual Services	13,720	15,075	13,935	14,534
Commodities	3,130	3,462	3,342	4,329
Capital Outlay	8,902	10,558	5,840	11,160
Debt Service	2,618	2,095	2,093	2,098
Total Expenditures	**$ 38,946**	**$ 42,267**	**$ 35,835**	**$ 43,494**
Net Increase / (Decrease)	**607**	**(2,416)**	**4,492**	**(1,778)**

Note: There may be differences due to rounding.

VILLAGE OF GLEN ELLYN

PROPOSED FY 12/13 NET BUDGET - ALL FUNDS

AT A GLANCE

(dollar values presented in thousands)

	REVISED BUDGET FY11/12	PROPOSED BUDGET FY12/13	% of Total
Where the Money Comes From			
Water & Sanitary Sewer Billings	$ 10,736	$ 12,166	29.2%
Property Taxes	6,556	6,766	16.2%
Sales Taxes (Local & State)	5,260	5,455	13.1%
Recreation (Village Links)	3,433	3,170	7.6%
Utility Taxes (gas, electric, telecom)	2,475	2,450	5.9%
Income Taxes (State)	2,160	2,200	5.3%
Other Taxes	1,754	1,763	4.2%
Fees / Fines	1,659	1,649	4.0%
Reimbursements from Others	1,643	1,716	4.1%
Garbage / Branch Pickup	1,370	1,338	3.2%
Licenses & Permits	1,147	1,054	2.5%
Parking Revenues	332	332	0.8%
All Other	1,327	1,659	4.0%
Total Net Revenues	**$ 39,852**	**$ 41,718**	**100%**
Where the Money Goes			
Capital Improvements and Equipment	$ 10,558	$ 11,160	25.7%
Water & Sanitary Sewer - Daily Operations	7,069	7,960	18.3%
Police and Fire Protection	6,270	6,352	14.6%
Recreation (Village Links)	2,642	2,887	6.6%
Insurance (health, liability, fire, etc.)	2,933	2,819	6.5%
Public Works	2,259	2,061	4.7%
General Administration/Finance	2,014	2,052	4.7%
Debt Re-Payments	2,095	2,098	4.8%
Pension Payments	1,375	1,426	3.3%
Garbage /Branch Pickup	1,222	1,358	3.1%
Facility /Equipment Maintenance	1,199	1,256	2.9%
Planning & Development / Building Permits	1,041	1,102	2.5%
All Other	1,590	965	2.2%
Total Net Expenditures	**$ 42,267**	**$ 43,496**	**100%**
GAIN / (LOSS)	**$ (2,415)**	**$ (1,778)**	

Note: There may be differences due to rounding.

VILLAGE OF GLEN ELLYN
SCHEDULE OF PROJECTED CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS

Fiscal Year Ended April 30, 2012

	Audited Fund Balance 4/30/2011	Preliminary Increases (Revenues)	Preliminary Decreases (Expenditures)	Change in Fund Balance	Preliminary Fund Balance 4/30/2012	% Change	
MAJOR FUNDS							
General Fund	$ 5,971,264	$ 16,204,536	$ (15,768,896)	$ 435,640	$ 6,406,904	7%	
Debt Service Fund	22,901	1,657,552	(1,650,344)	7,208	30,109	31%	1
Capital Projects Fund	2,678,105	4,826,140	(4,090,012)	736,128	3,414,233	27%	2
Total Major Funds	8,672,270	22,688,228	(21,509,252)	1,178,976	9,851,246	14%	
NON-MAJOR FUNDS							
Corporate Reserve Fund	1,285,820	176,180	(181,682)	(5,502)	1,280,318	0%	
Tax Inc. Financing Fund	-	-	(58,782)	(58,782)	(58,782)		
Motor Fuel Tax Fund	241,945	810,083	(656,643)	153,440	395,385	63%	3
Special Programs Fund	-	-	-	-	-		
Facilities Maint Reserve Fund	1,041,260	2,570	(37,440)	(34,870)	1,006,390	-3%	
Total Non-Major Funds	2,569,025	988,833	(934,547)	54,286	2,623,311	2%	
TOTAL GOVERNMENTAL FUNDS	$11,241,295	$23,677,061	($22,443,799)	$1,233,262	$12,474,557	11%	

Fund Balance: The difference between fund assets and fund liabilities in a governmental fund.

1 The Debt Service Fund is designed to maintain a low fund balance as the property tax revenue goes towards required bond payments. Tax revenue slighly exceeds bond payments to ensure sufficent funds are available.
2 Planned use of cash reserves to complete infrastructure improvement projects.
3 Additional MFT disbursements were provided by the State during FY2011/12.

Fiscal Year Ended April 30, 2013

	Projected Fund Balance 4/30/2012	Projected Increases (Revenues)	Projected Decreases (Expenditures)	Change in Fund Balance	Projected Fund Balance 4/30/2013	% Change	
MAJOR FUNDS							
General Fund	$ 6,406,904	$ 16,401,200	$ (16,254,148)	$ 147,052	$ 6,553,956	2%	
Debt Service Fund	30,109	1,662,000	(1,654,600)	7,400	37,509	25%	1
Capital Projects Fund	3,414,233	5,901,500	(6,986,000)	(1,084,500)	2,329,733	-32%	2
Total Major Funds	9,851,246	23,964,700	(24,894,748)	(930,048)	8,921,198	-9%	
NON-MAJOR FUNDS							
Corporate Reserve Fund	1,280,318	187,900	(793,000)	(605,100)	675,218	-47%	3
Tax Inc. Financing Fund	(58,782)	-	(1,000)	(1,000)	(59,782)	2%	4
Motor Fuel Tax Fund	395,385	706,500	(831,000)	(124,500)	270,885	-31%	5
Facilities Maint Reserve Fund	1,006,390	52,500	(77,500)	(25,000)	981,390	-2%	
Total Non-Major Funds	2,623,311	946,900	(1,702,500)	(755,600)	1,867,711	-29%	
TOTAL GOVERNMENTAL FUNDS	$ 12,474,557	$24,911,600	($26,597,248)	($1,685,648)	$10,788,909	-14%	

Fund Balance: The difference between fund assets and fund liabilities in a governmental fund.

1 The Debt Service Fund is designed to maintain a low fund balance as the property tax revenue goes towards required bond payments. Tax revenue slighly exceeds bond payments to ensure sufficent funds are available.
2 Planned use of cash reserves to complete infrastructure improvement projects.
3 Expenditures relate to loaning dollars for Taft Avenue construction as part of an economic development project.
4 TIF start up costs to be reimbursed by future tax increment revenues.
5 Planned use of cash reserves to complete infrastructure improvement projects.

VILLAGE OF GLEN ELLYN
SCHEDULE OF PROJECTED CHANGES IN NET ASSETS
PROPRIETARY AND TRUST FUNDS

Fiscal Year Ended April 30, 2012

	Audited Net Assets 4/30/2011	Preliminary Increases (Revenues)	Preliminary Decreases (Expenditures)	Change in Net Assets	Preliminary Net Assets 4/30/2011	% Change	
MAJOR PROPRIETARY FUNDS							
Water & Sanitary Sewer Fund	$ 58,160,604	$ 11,452,942	$ (9,458,859)	$ 1,994,083	$ 60,154,687	3%	
Recreation Fund	19,399,667	3,339,697	(3,086,161)	253,536	19,653,203	1%	
Total Major Funds	77,560,271	14,792,639	(12,545,020)	2,247,619	79,807,890	3%	
NON-MAJOR PROPRIETARY FUNDS							
Parking Fund	2,194,725	348,522	(200,919)	147,603	2,342,328	7%	
Residential Solid Waste Fund	648,111	1,462,335	(1,384,463)	77,872	725,983	12%	1
Insurance Fund	1,689,029	2,952,323	(2,735,355)	216,968	1,905,997	13%	2
Equipment Services Fund	4,549,709	1,724,163	(1,109,600)	614,563	5,164,272	14%	3
Total Non-Major Funds	9,081,574	6,487,343	(5,430,337)	1,057,006	10,138,580	12%	
TOTAL PROPRIETARY FUNDS	$86,641,845	$21,279,982	($17,975,357)	$3,304,625	$89,946,470	4%	
TRUST FUNDS							
Police Pension Fund	$21,736,076	$1,391,208	($1,437,154)	($45,946)	$21,690,130	0%	4

Net Assets: The difference between total assets and total liabilities in a proprietary / trust fund.

1 Planned use of reserves to buffer increases in user rates.
2 Lower than budgeted cost for both health and general liability insurance.
3 Contributions for future vehicle and equipment replacement.
4 Excludes changes in market value of investments.

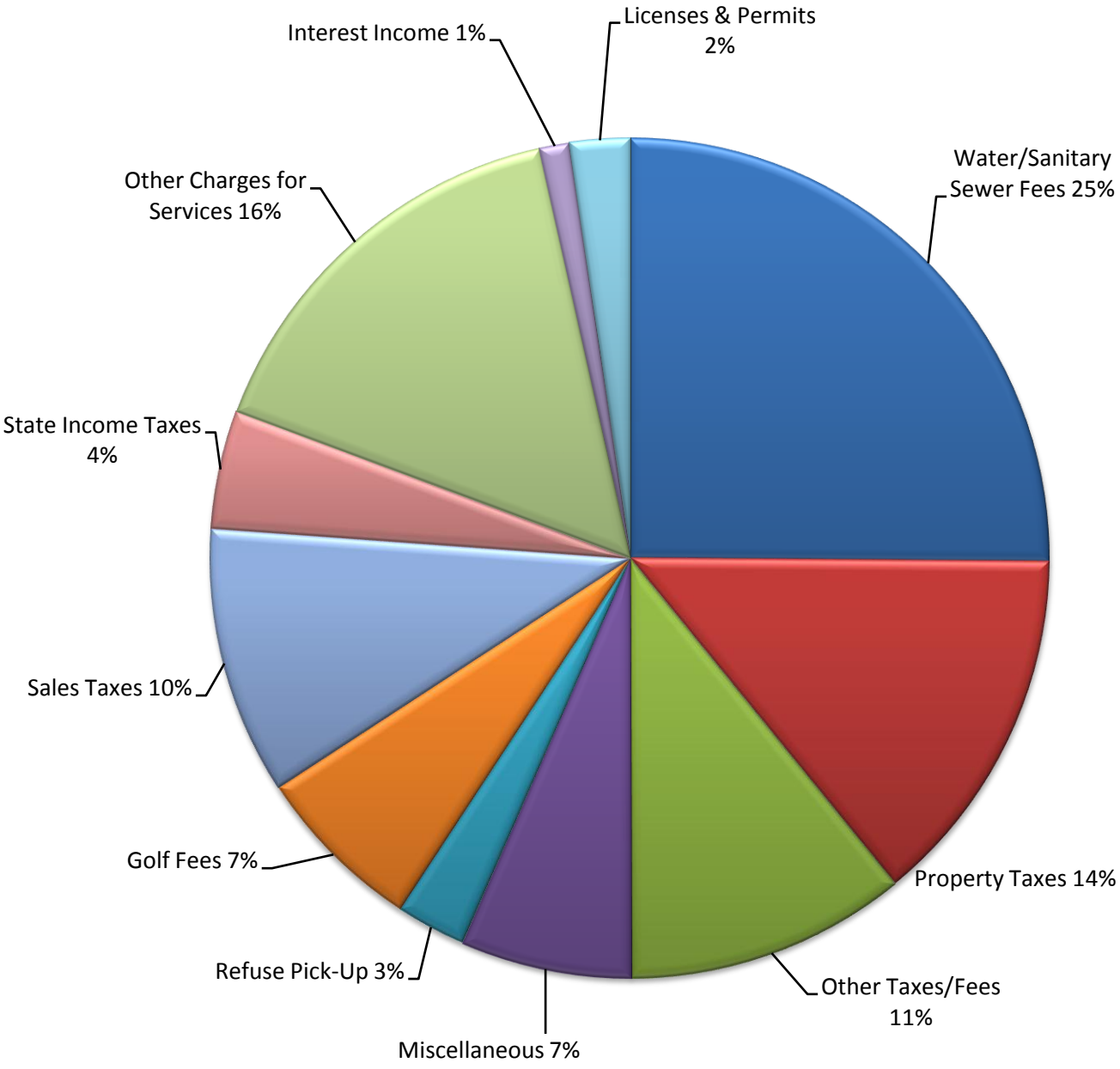
Fiscal Year Ended April 30, 2013

	Projected Net Assets 4/30/2011	Projected Increases (Revenues)	Projected Decreases (Expenditures)	Change in Net Assets	Projected Net Assets 4/30/2012	% Change	
MAJOR PROPRIETARY FUNDS							
Water & Sanitary Sewer Fund	$ 60,154,687	$ 12,291,500	$ (12,338,600)	$ (47,100)	$ 60,107,587	0%	
Recreation Fund	19,653,203	3,186,000	(3,221,400)	(35,400)	19,617,803	0%	
Total Major Funds	79,807,890	15,477,500	(15,560,000)	(82,500)	79,725,390	0%	
NON-MAJOR PROPRIETARY FUNDS							
Parking Fund	2,342,328	334,400	(409,300)	(74,900)	2,267,428	-3%	
Residential Solid Waste Fund	725,983	1,339,000	(1,484,900)	(145,900)	580,083	-20%	1
Insurance Fund	1,905,997	2,815,600	(2,819,000)	(3,400)	1,902,597	0%	
Equipment Services Fund	5,164,272	1,744,148	(1,808,250)	(64,102)	5,100,170	-1%	2
Total Non-Major Funds	10,138,580	6,233,148	(6,521,450)	(288,302)	9,850,278	-3%	
TOTAL PROPRIETARY FUNDS	$89,946,470	$21,710,648	($22,081,450)	($370,802)	$89,575,668	0%	
TRUST FUNDS							
Police Pension Fund	$21,690,130	$1,789,000	($1,510,100)	$278,900	$21,969,030	1%	

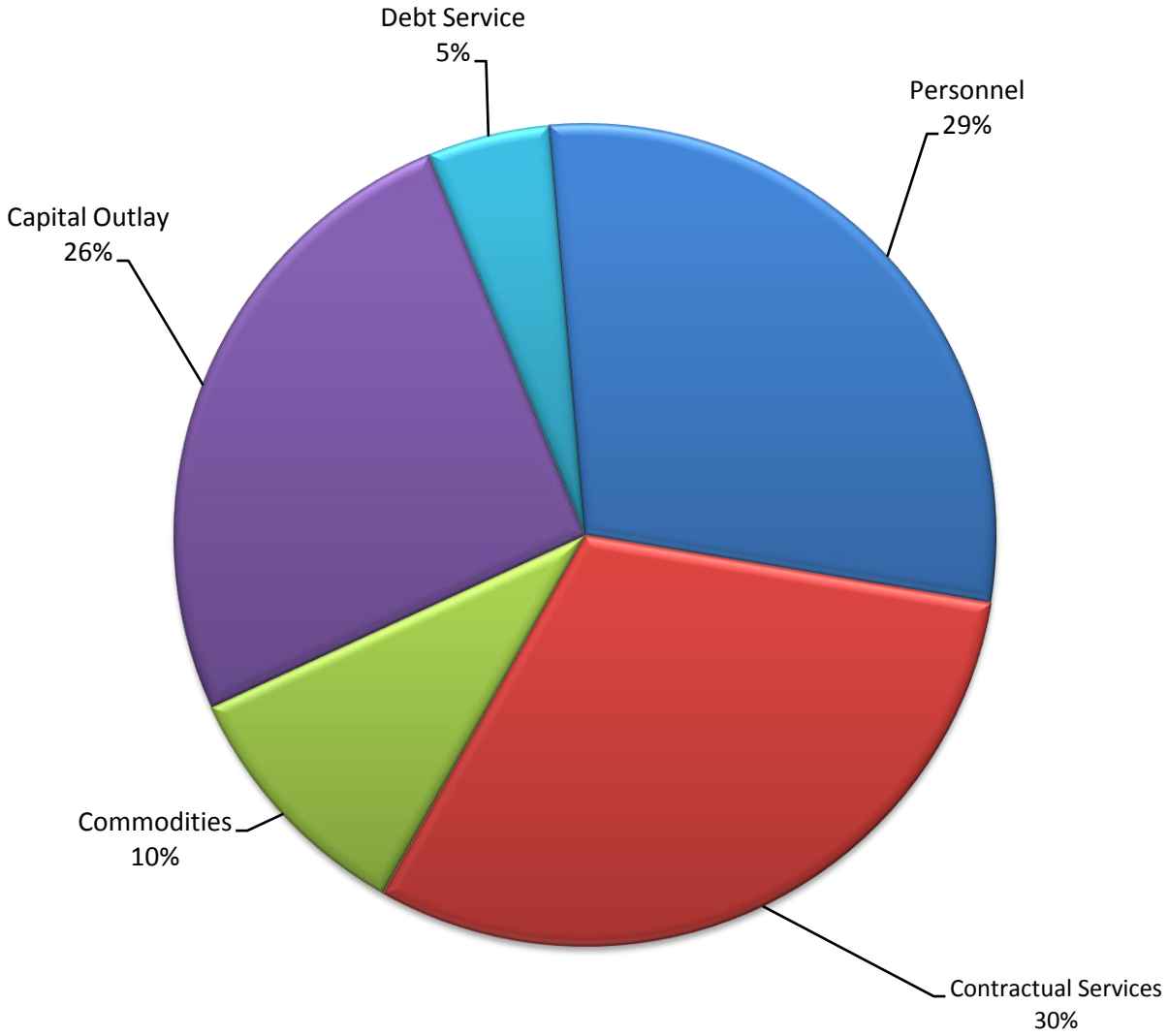
Net Assets: The difference between total assets and total liabilities in a proprietary / trust fund.

1 Current solid waste contract expires in early FY12/13. Budgeted revenues and expenses will be revised based on new contract.
2 The Equipment Services Fund is designed to periodically drawdown reserves for vehicles and equipment.

VILLAGE OF GLEN ELLYN
REVENUE BY CATEGORY
ALL FUNDS - FY12/13
TOTAL BUDGET: $48,411,248



VILLAGE OF GLEN ELLYN
EXPENDITURES BY CATEGORY
ALL FUNDS - FY12/13
TOTAL BUDGET: $50,188,798



VILLAGE OF GLEN ELLYN

SUMMARY OF REVENUES AND OTHER FINANCING SOURCES - BY FUND

REVENUE SOURCE	ACTUAL FY09/10	ACTUAL FY10/11	REVISED BUDGET FY 11/12	PRELIMINARY ACTUAL FY11/12	BUDGET FY12/13	
General Fund	$ 13,711,520	$ 15,271,076	$ 16,109,000	$ 16,204,536	$ 16,401,200	1
Corporate Reserve Fund	139,779	604,123	180,100	176,180	187,900	
Motor Fuel Tax Fund	693,980	820,223	706,500	810,083	706,500	
Special Programs Fund	708,613	792,797	-	-	-	1
Debt Service Fund	2,211,848	2,191,231	1,662,000	1,657,552	1,662,000	
CBD TIF Fund	-	-	-	-	-	2
Capital Projects Fund	4,208,424	4,311,816	4,737,000	4,826,140	5,901,500	
Facilities Maint Reserve Fund	4,928	2,816	2,500	2,570	52,500	
Water & Sanitary Sewer Fund	9,964,394	10,357,857	10,860,000	11,452,942	12,291,500	
Parking Fund	328,989	336,581	334,400	348,522	334,400	
Residential Solid Waste	1,271,201	1,363,115	1,371,000	1,462,335	1,339,000	
Recreation Fund	3,272,345	3,014,640	3,440,800	3,339,697	3,186,000	
Insurance Fund	2,251,004	2,804,959	2,937,500	2,952,323	2,815,600	
Equipment Services Fund	1,435,313	1,629,701	1,695,200	1,724,163	1,744,148	
Police Pension Fund	1,332,718	1,843,179	1,836,000	1,391,208	1,789,000	
TOTAL REVENUES	**$ 41,535,056**	**$ 45,344,114**	**$ 45,872,000**	**$ 46,348,251**	**$ 48,411,248**	
INTERFUND TRANSFERS	(4,909,995)	(5,791,313)	(6,021,000)	(6,021,000)	(6,694,648)	3
TOTAL NET BUDGET	**$ 36,625,061**	**$ 39,552,801**	**$ 39,851,000**	**$ 40,327,251**	**$ 41,716,600**	

1. In FY 11/12, the Special Programs Fund was consolidated into the General Fund following a recommendation from the Finance Commission. These revenues will be utilized to support additional General Fund expenditures previously allocated to the Special Programs Fund.

2. The Central Business District TIF was established during FY2011/12. No revenue will be generated until FY13/14 due to tax cycles.

3. Interfund Transfers are movements of money between various Village Funds. These are frequently used to serve a variety of needs. As one example, the Village maintains an Insurance Fund as a central cost center to pay the Village's health insurance benefit and general insurance costs. Other Village funds contribute funds to pay their "fair share" of total insurance costs. The contributing fund records an expense while the receiving fund records a revenue. The result of this transaction is no net change in cash between all Village funds. As a result, the total interfund transfers for a year are deducted from total Village-wide revenues and total Village-wide expenses to avoid over-statement.

VILLAGE OF GLEN ELLYN

SUMMARY OF EXPENDITURES AND OTHER FINANCING USES - BY FUND

	FY09/10 ACTUAL	FY10/11 ACTUAL	FY11/12 ADOPTED BUDGET	FY11/12 REVISED BUDGET	FY11/12 PRELIM. ACTUAL	FY12/13 BUDGET	
General Fund							
Board and Clerk	$ 71,360	$ 47,458	$ 53,000	$ 54,500	$ 49,735	$ 49,900	
Village Manager's Office	859,326	948,617	847,900	1,030,486	1,155,828	1,039,400	
Senior Services	-	-	-	118,200	83,645	117,550	*1*
History Park	-	-	-	64,051	53,894	53,400	*1*
Facilities Maintenance	384,127	366,031	400,700	402,700	349,969	454,200	
Finance	948,272	964,079	1,071,500	1,088,733	1,006,028	1,071,700	
Planning and Development	1,022,431	1,136,078	1,135,100	1,176,600	1,158,437	1,235,900	
Economic Development	-	-	-	427,841	351,089	378,850	*1*
Public Works - Admin/Eng	728,402	782,229	812,200	855,775	772,777	899,350	
Public Works - Operations	1,712,616	1,933,078	2,073,200	2,280,313	1,941,288	1,981,400	
Police	6,333,584	6,796,262	6,940,300	7,275,286	7,129,829	7,174,848	
Volunteer Fire Company	1,330,660	1,644,920	1,666,100	1,729,430	1,716,377	1,797,650	
Total General Fund	13,390,778	14,618,752	15,000,000	16,503,915	15,768,896	16,254,148	*1*
Corporate Reserve Fund	-	591,928	-	20,000	181,682	793,000	
Motor Fuel Tax Fund	1,248,126	748,771	705,000	756,000	656,643	831,000	
Special Programs Fund	648,071	736,628	744,000	-	-	-	*1*
Debt Service Fund	2,463,823	2,169,449	2,171,149	1,652,100	1,650,344	1,654,600	
CBD TIF Fund	-	-	-	-	58,782	1,000	
Capital Projects Fund	4,414,206	4,706,742	7,094,000	6,932,478	4,090,012	6,986,000	
Facilities Maint Reserve	358,760	7,490	-	30,000	37,440	77,500	
Water & Sanitary Sewer Fund							
Water Division	4,479,413	4,775,750	5,132,300	5,189,841	4,468,635	6,035,300	
Sanitary Sewer Division	5,876,947	5,883,321	6,321,300	6,396,223	4,990,224	6,303,300	
Total W&S Fund	10,356,360	10,659,071	11,453,600	11,586,064	9,458,859	12,338,600	
Parking Fund	352,358	340,473	224,000	386,385	200,919	409,300	
Residential Solid Waste Fund	1,700,485	1,380,887	1,385,000	1,354,000	1,384,463	1,484,900	
Recreation Fund	3,339,543	3,212,637	3,498,400	3,460,300	3,086,161	3,221,400	
Insurance Fund	2,606,471	2,606,067	2,843,000	2,933,000	2,735,355	2,819,000	
Equipment Services Fund	1,455,591	1,219,300	1,543,300	1,219,300	1,109,600	1,808,250	
Police Pension Fund	1,376,636	1,447,073	1,405,000	1,454,800	1,437,154	1,510,100	
TOTAL EXPENDITURES	**43,711,208**	**44,445,268**	**48,066,449**	**48,288,342**	**41,856,310**	**50,188,798**	
Interfund Transfers (IFTs)	(4,909,995)	(5,791,313)	(6,021,000)	(6,021,000)	(6,021,000)	(6,694,648)	*2*
NET EXPENDITURES	**$ 38,801,213**	**$ 38,653,955**	**$ 42,045,449**	**$ 42,267,342**	**$ 35,835,310**	**$ 43,494,150**	
NET REVENUES	**$ 36,625,061**	**$ 39,851,000**	**$ 39,851,000**	**$ 39,851,000**	**$ 40,327,251**	**$ 41,716,600**	
GAIN / (LOSS)	**$ (2,176,152)**	**$ 1,197,045**	**$ (2,194,449)**	**$ (2,416,342)**	**$ 4,491,941**	**$ (1,777,550)**	

1. In FY 11/12, the Special Programs Fund has been consolidated into the General Fund following a recommendation from the Finance Commission. These expenditures will be funded by additional General Fund revenues previously allocated to the Special Programs Fund. New General Fund cost centers are Senior Services, History Park, and Economic Development. Other expenditures are included in the Village Manager cost center.

2. Interfund Transfers are movements of money between various Village Funds. These are frequently used to serve a variety of needs. As one example, the Village maintains an Insurance Fund as a central cost center to pay the Village's health insurance benefit and general insurance costs. Other Village funds contribute funds to pay their "fair share" of total insurance costs. The contributing fund records an expense while the receiving fund records a revenue. The result of this transaction is no net change in cash between all Village funds. As a result, the total interfund transfers for a year are deducted from total Village-wide revenues and total Village-wide expenses to avoid over-statement.

VILLAGE OF GLEN ELLYN

FY 12/13 BUDGET SUMMARY OF REVENUES AND OTHER FINANCING SOURCES BY TYPE
ALL FUNDS

	PROPERTY TAXES	OTHER[1] FEES/TAXES	LICENSES & PERMITS	CHARGES[2] FOR SERVICES	INTEREST INCOME	MISC REVENUES	TOTAL
GENERAL FUND	$ 3,349,300	$ 8,349,500	$ 1,119,000	$ 2,809,000	$ 15,000	$ 759,400	$ 16,401,200
CORPORATE RESERVE	-	-	-	-	2,300	185,600	187,900
MOTOR FUEL TAX	-	706,000	-	-	500	-	706,500
DEBT SERVICE	1,660,000	-	-	-	2,000	-	1,662,000
CD TIF FUND	-	-	-	-	-	-	-
CAPITAL PROJECTS FUND	1,660,000	3,395,000	-	-	7,500	839,000	5,901,500
FACILITIES MAINT RESRV	-	-	-	50,000	2,500	-	52,500
* WATER DIVISION	-	-	-	5,517,000	4,500	15,000	5,536,500
* SANITARY SEWER DIVISION	97,000	-	-	6,649,000	4,000	5,000	6,755,000
* PARKING FUND	-	-	-	332,000	2,400	-	334,400
* RESIDENTIAL SOLID WASTE	-	-	-	1,308,000	1,000	30,000	1,339,000
* RECREATION FUND	-	-	-	3,178,000	8,000	-	3,186,000
INSURANCE	-	-	-	2,812,600	3,000	-	2,815,600
EQUIPMENT SERVICES	-	-	-	1,674,148	5,000	65,000	1,744,148
POLICE PENSION	-	-	-	-	500,000	1,289,000	1,789,000
TOTAL, ALL FUNDS	**$ 6,766,300**	**$ 12,450,500**	**$ 1,119,000**	**$ 24,329,748**	**$ 557,700**	**$ 3,188,000**	**$ 48,411,248**
						Less Interfund Transfers	(6,694,648)
							$ 41,716,600

* These funds are designated as Enterprise Funds. Costs associated with these funds are recovered through user charges to those receiving services.

1. Other Fees / Taxes - Includes items such as tax revenues distributed by the State (i.e. local 1% sales tax, State income tax, motor fuel tax, local use tax), cable franchise fees, utility taxes, real estate transfer taxes, etc.
2. Charges for Services - Includes costs associated with providing a particular product or service to an end user (i.e. resident, developer) or another Village department or fund (i.e. service charges and internal transfers allocating labor and overhead costs).

FY 12/13 SUMMARY OF EXPENDITURES AND OTHER FINANCING USES BY FUNCTION

	PERSONNEL SERVICES	CONTRACTUAL SERVICES	INTERFUND TRANSFERS	COMMODITIES	CAPITAL OUTLAY	DEBT SERVICE	TOTAL
GENERAL FUND							
Board and Clerk	10,800	34,800	-	1,500	2,800	-	49,900
Village Manager's Office	614,300	372,200	44,900	6,000	2,000	-	1,039,400
Senior Services	45,000	67,550	-	5,000	-	-	117,550
History Park	15,600	37,800	-	-	-	-	53,400
Facilities Maintenance	233,800	96,800	91,100	32,500	-	-	454,200
Finance	732,100	227,600	59,500	19,000	33,500	-	1,071,700
Public Works - Admin / Engineering	696,850	59,400	134,800	8,300	-	-	899,350
Public Works - Operations	705,600	539,400	675,400	51,300	9,700	-	1,981,400
Police	4,379,300	622,500	2,082,048	91,000	-	-	7,174,848
Volunteer Fire Company	-	1,233,850	538,800	25,000	-	-	1,797,650
Planning & Development	914,600	177,500	128,300	9,500	6,000	-	1,235,900
Economic Development	57,700	298,950	21,700	500	-	-	378,850
TOTAL GENERAL FUND	**$ 8,405,650**	**$ 3,768,350**	**$ 3,776,548**	**$ 249,600**	**$ 54,000**	**$ -**	**$ 16,254,148**
CORPORATE RESERVE FUND	-	-	793,000	-	-	-	793,000
MOTOR FUEL TAX FUND	-	156,000	400,000	150,000	125,000	-	831,000
DEBT SERVICE FUND	-	-	-	-	-	1,654,600	1,654,600
CAPITAL PROJECTS FUND	-	284,000	116,000	-	6,586,000	-	6,986,000
CBD TIF FUND	-	1,000	-	-	-	-	1,000
FACILITIES MAINTENANCE RESERVE	-	-	-	-	77,500	-	77,500
WATER DIVISION	588,200	536,600	498,400	2,897,600	1,514,500	-	6,035,300
SANITARY SEWER DIVISION	552,700	3,369,700	559,800	15,600	1,697,500	108,000	6,303,300
PARKING FUND	-	83,700	156,100	4,500	165,000	-	409,300
RESIDENTIAL SOLID WASTE FUND	-	1,399,800	77,100	-	8,000	-	1,484,900
RECREATION FUND	1,504,600	521,300	226,900	525,800	107,800	335,000	3,221,400
INSURANCE FUND	-	2,819,000	-	-	-	-	2,819,000
EQUIPMENT SERVICES FUND	322,200	84,000	90,800	486,200	**825,050**	-	1,808,250
POLICE PENSION FUND	-	1,510,100	-	-	-	-	1,510,100
TOTAL, ALL FUNDS	**$ 11,373,350**	**$ 14,533,550**	**$ 6,694,648**	**$ 4,329,300**	**$ 11,160,350**	**$ 2,097,600**	**$ 50,188,798**
					Less Interfund Transfers		(6,694,648)
					NET BUDGET		**$ 43,494,150**

Village of Glen Ellyn
FY12/13 Budget
Summary of Budgeted Capital Investment

	Fund[3]	FY12/13 Budget
General Public Infrastructure[1]		
Street Reconstruction/Resurfacing	CPF	$ 6,211,000
Sidewalk Program	CPF	375,000
Special Purpose Public Infrastructure[2] (user fee based)		
Water Distribution System		
Water Main - Repair/Replacement/Additions	W&S	1,514,500
Sanitary Sewer Collection System		
Sanitary Sewer Main - Repair/Replacement/Additions	W&S	1,697,500
Parking	Parking	165,000
Recreation (Village Links)	Recreation	107,800
Municipal Capital Facilities / Equipment		
Municipal Vehicle / Equipment Replacement	Equip. Serv.	825,050
Municipal Buildings	FACM - Res.	77,500
All Other Equipment	various	187,000
Total		$ 11,160,350
	Percentage of Total Budget	26%

1 Funding for these improvements is obtained from general tax revenues and other sources such as voter-approved capital improvement bonds and related property taxes, real estate transfer taxes, and utility taxes.

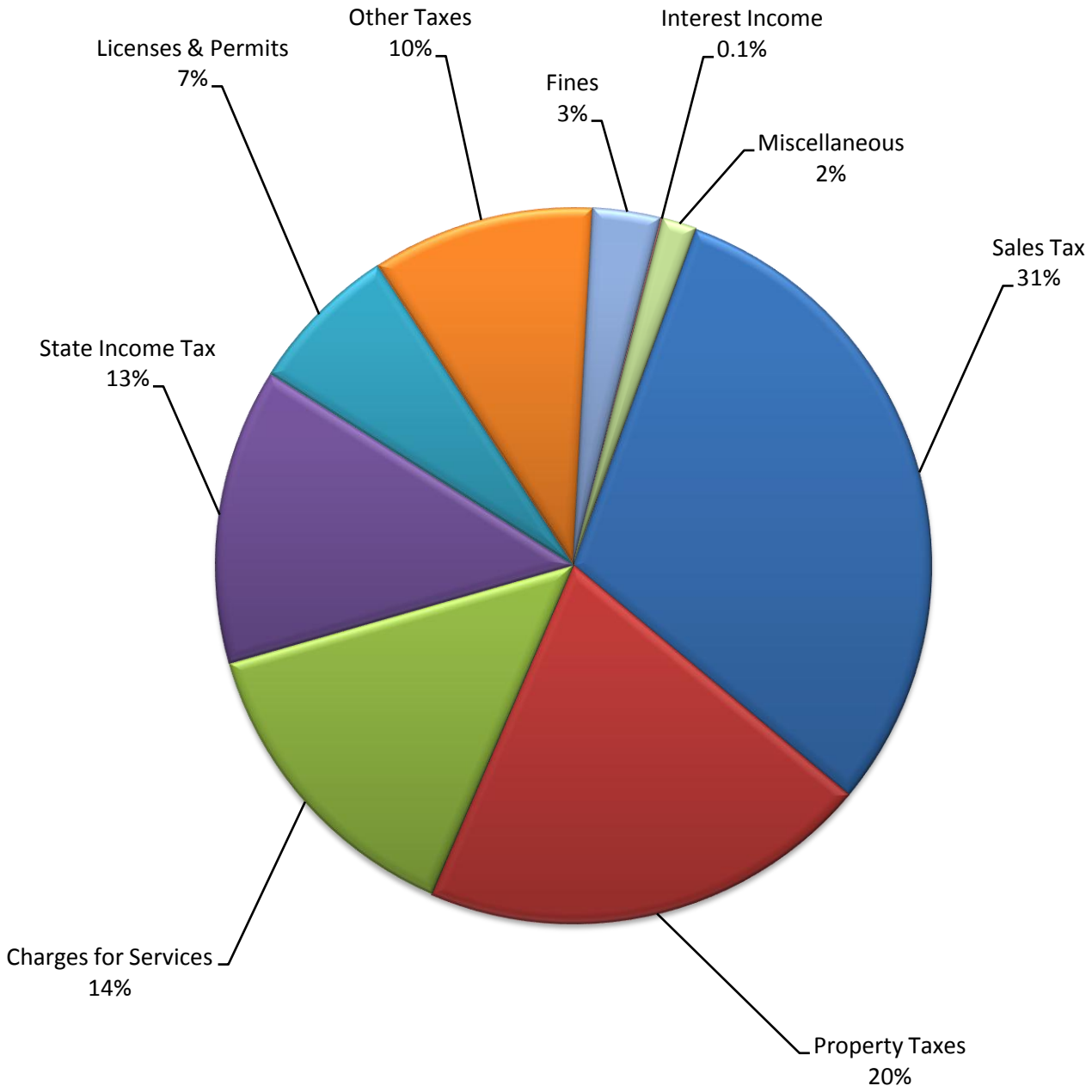
2 Funding for these improvements is obtained from user charges from those who use the services (e.g. users who golf at the Village Links pay for improvements to the golf course; users of our water and sanitary sewer system pay for system maintenance and improvements through monthly water and sanitary sewer charges, etc.)

3 See individual fund budgets for detailed projet decriptions and related costs.

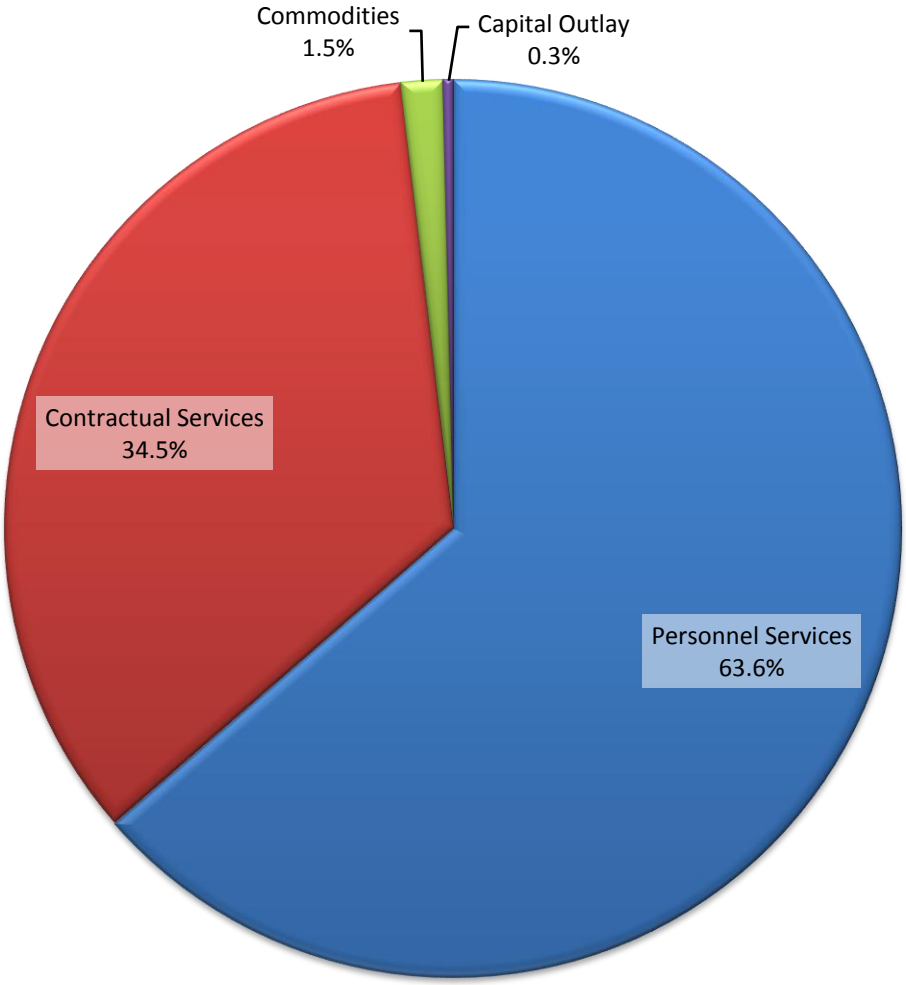
Capital Expenditures - Refers to purchase or construction of a variety of public infrastructure assets, land, buildings, machinery and those equipment items which have an estimated useful life of more than one year and a cost in excess of $20,000.

Note: Most of the programmed capital improvements identified in the FY12/13 budget represent regularly scheduled replacements or rehabilitations of current assets. Because there are no significant non-routine capital expenditures or additions included in the FY12/13 budget, there is not an expectation of any material impact to future budgeted operating costs or services.

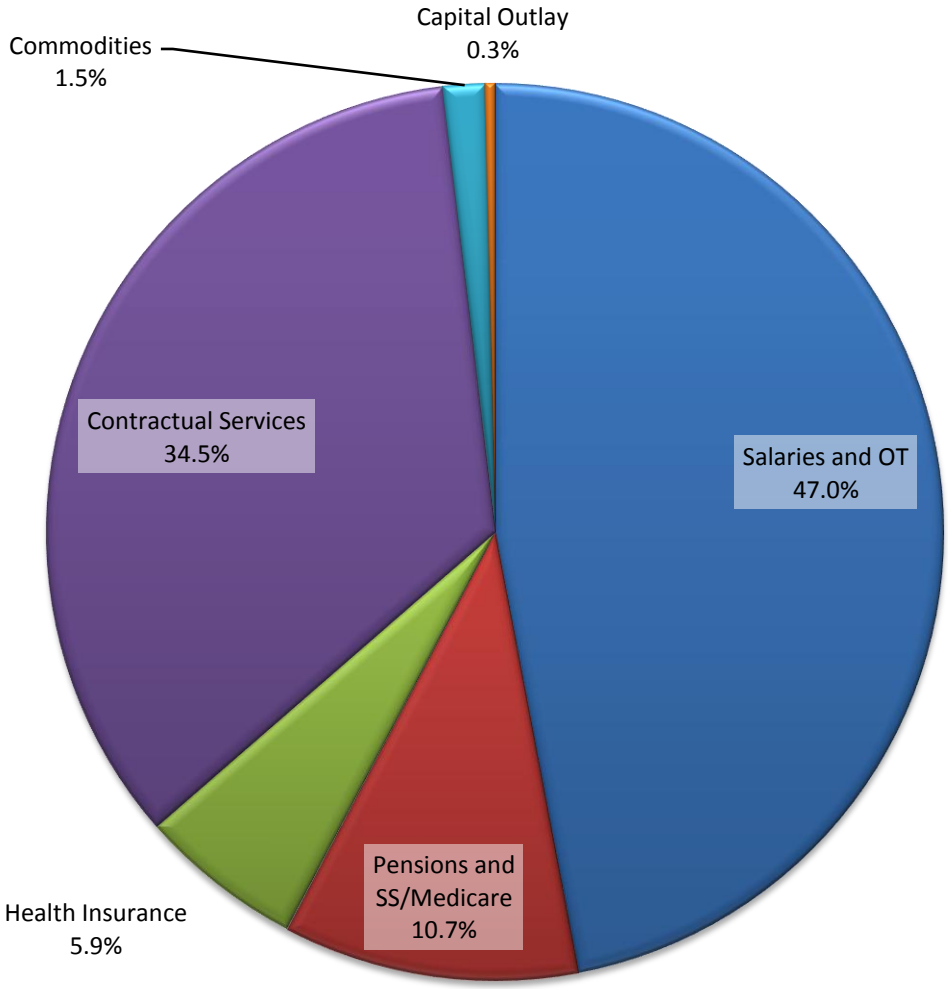
VILLAGE OF GLEN ELLYN
REVENUE BY CATEGORY
GENERAL FUND - FY12/13
TOTAL BUDGET: $16,401,200



VILLAGE OF GLEN ELLYN
EXPENDITURES BY CATEGORY
GENERAL FUND - FY12/13
TOTAL BUDGET: $16,254,148



VILLAGE OF GLEN ELLYN
EXPENDITURES BY CATEGORY
WITH PERSONNEL DETAIL
GENERAL FUND - FY12/13
TOTAL BUDGET: $16,254,148



Village of Glen Ellyn
General Fund Budget - FY12 Estimate and FY13 Budget
(in $1,000s)

	FY08 Actual*	FY09 Actual*	FY10 Actual*	FY11 Actual	FY12 Revised Budget	FY12 Prelim. Actual	FY13 Budget	Compared to FY12 Budget	Compared fo FY12 Prelim.
REVENUES									
Sales Tax	$ 2,995	$ 3,010	$ 2,986	$ 3,120	$ 3,190	$ 3,112	$ 3,220	**0.9%**	**3.5%**
1% Home Rule Sales Tax	-	-	1,013	1,714	1,720	1,763	1,781	**3.5%**	**1.0%**
Property Tax	2,349	2,459	2,647	2,743	2,888	2,873	2,983	**3.3%**	**3.8%**
Economic Development SSA	-	-	-	-	184	167	166		
Fire SSA	-	-	-	190	197	199	200	**1.5%**	**0.5%**
State Income Tax	2,486	2,460	2,144	2,105	2,160	2,232	2,200	**1.9%**	**-1.4%**
Service Charges	1,744	1,925	1,841	1,651	1,628	1,633	1,684	**3.4%**	**3.1%**
Ambulance Billings	-	-	445	666	675	632	625	**-7.4%**	**-1.1%**
Building Permits	754	459	441	734	604	522	518	**-14.2%**	**-0.7%**
Licenses (Liquor/Business/Vehicle)	586	532	534	603	543	566	536	**-1.3%**	**-5.2%**
Police Tickets/Court Fines	481	496	444	449	500	510	500	**0.0%**	**-2.0%**
Interest Income	539	119	21	14	20	15	15	**-25.0%**	**0.9%**
All Other	1,657	1,299	1,193	1,281	1,800	1,981	1,973	**9.6%**	**-0.4%**
Total Revenues	**$ 13,592**	**$ 12,759**	**$ 13,712**	**$ 15,271**	**$ 16,109**	**$ 16,205**	**$ 16,401**	**1.8%**	**1.2%**
% Revenue Change	**5.2%**	**-6.1%**	**0.9%**	**19.7%**	**17.5%**	**6.1%**	**1.8%**		
EXPENDITURES									
Personnel Expenses									
Salaries	$ 6,544	$ 7,099	$ 6,815	$ 6,888	$ 7,356	$ 7,103	$ 7,641	**3.9%**	**7.6%**
FICA/Medicare Taxes	310	338	313	311	350	322	363	**3.8%**	**12.8%**
IMRF Retirement	145	198	234	352	389	342	401	**3.1%**	**17.4%**
Police Pension	721	789	813	943	1,036	1,036	969	**-6.5%**	**-6.5%**
Health Benefits Plan	581	583	630	849	900	900	962	**6.9%**	**6.9%**
Total Personnel Expenses	**8,302**	**9,008**	**8,805**	**9,343**	**10,031**	**9,703**	**10,337**	**3.1%**	**6.5%**
All Other Expenses									
Contractual Services	1,991	1,743	1,355	1,688	2,551	2,071	1,995	**-21.8%**	**-3.7%**
Legal	223	245	343	371	283	432	337	**19.1%**	**-21.9%**
Police/Fire Dispatch (DuComm)	438	479	490	470	482	482	486	**0.8%**	**0.8%**
Ambulance Service	284	270	776	894	929	914	951	**2.4%**	**4.1%**
Commodities	207	196	195	188	224	194	250	**11.7%**	**28.7%**
Equipment Services Transfer	796	854	1,027	1,210	1,260	1,260	1,321	**4.8%**	**4.8%**
Liability Insurance Transfer	207	201	354	525	558	558	393	**-29.6%**	**-29.6%**
Facilities Reserve Transfer	350	-	-	-	-	-	50	**100.0%**	**100.0%**
Corporate Reserve Transfer	-	-		46	60	60	82	**36.0%**	**36.0%**
Capital Outlay	173	150	62	155	127	96	54	**-57.6%**	**-44.0%**
Total All Other Expenses	4,668	4,138	4,600	5,548	6,473	6,066	5,917	**-8.6%**	**-2.5%**
Total Expenditures	**$ 12,970**	**$ 13,146**	**$ 13,405**	**$ 14,891**	**$ 16,504**	**$ 15,769**	**$ 16,254**	**-1.5%**	**3.1%**
% Expenditure Change	**8.0%**	**1.4%**	**2.0%**	**11.1%**	**23.1%**	**5.9%**	**-1.5%**		
Net Increase / (Decrease)	$ 622	$ (386)	$ 306	$ 380	$ (395)	$ 436	$ 147		
Operating Trans. to Other Funds	(1,500) MFT	(3,000) CPF							

** Does not include Special Programs Fund activity.*
Note: There may be differences due to rounding.

VILLAGE OF GLEN ELLYN
GENERAL FUND BUDGETED REVENUE

ACCT.	REVENUE SOURCE	FY07/08 Actual	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget		Compared to FY12 Budget	Compared to FY12 Prelim.
410100	Property Tax	$ 2,349,052	$ 2,458,581	$ 2,647,245	$ 2,743,316	$ 2,888,000	$ 2,873,175	$ 2,983,300	1	3.3%	3.8%
410113	SSA 13-17 Tax (Econ Dev)	-	-	-	-	184,000	166,867	166,000	2	-9.8%	-0.5%
410118	SSA 18 & 19 Tax (Fire)	-	-	-	190,308	197,000	199,030	200,000	3	1.5%	0.5%
410200	Road & Bridge Tax	361,333	381,366	406,844	412,039	420,000	423,622	430,500		2.5%	1.6%
410300	State PPRT	181,162	134,526	119,609	129,847	125,000	121,851	123,000	4	-1.6%	0.9%
410400	Sales Tax	2,995,373	3,009,976	2,986,174	3,119,624	3,190,000	3,111,540	3,220,000	5	0.9%	3.5%
410405	1% Home Rule Sales tax	-	-	1,013,461	1,713,720	1,720,000	1,763,251	1,781,000	6	3.5%	1.0%
410410	State Use Tax	368,009	391,530	322,730	371,995	330,000	402,941	434,000		31.5%	7.7%
410412	State Auto Rental Tax	24,074	21,515	19,398	21,968	20,000	18,872	20,000		0.0%	6.0%
410420	State Income Tax	2,485,888	2,460,009	2,144,363	2,105,022	2,160,000	2,231,988	2,200,000	7	1.9%	-1.4%
410700	Demolition Tax	-	-	-	-	11,000	12,580	11,000	8	0.0%	-12.6%
410800	Hotel/Motel Tax	-	-	-	-	105,000	124,446	130,000	9	23.8%	4.5%
	ST Taxes	**8,764,891**	**8,857,503**	**9,659,824**	**10,807,839**	**11,350,000**	**11,450,163**	**11,698,800**		**3.1%**	**2.2%**
420100	Vehicle License Fees	434,057	378,891	380,057	435,050	380,000	390,743	380,000	10	0.0%	-2.7%
420150	Dog License Fees	-	-	-	9,110	6,000	8,925	6,000		0.0%	-32.8%
420200	Business Registrations	35,170	36,575	32,431	42,610	42,000	41,160	35,000		-16.7%	-15.0%
420300	Liquor Licenses	117,259	116,742	121,793	115,970	115,000	124,686	115,000	11	0.0%	-7.8%
420400	Building Permits	753,701	459,416	421,026	675,787	550,000	467,278	463,000	12	-15.8%	-0.9%
	Stormwater Engineering Fee	-	-	-	-	-	-	65,000		n/a	n/a
420410	Contractor Registration Fees	-	-	10,340	42,565	42,000	39,355	40,000		-4.8%	1.6%
420450	Elevator Inspections	-	-	9,840	15,900	12,000	15,090	15,000		25.0%	-0.6%
	ST Fees and Permits	**1,340,187**	**991,624**	**975,487**	**1,336,992**	**1,147,000**	**1,087,237**	**1,119,000**		**-2.4%**	**2.9%**
430100	Federal Grant Revenue	6,279	29,359	51,000	9,047	18,000	70,079	2,000	13	-88.9%	-97.1%
430110	Federal Grant - Ride DuPage	-	-	-	-	-	9,860	7,000	13	n/a	-29.0%
430200	State Grant Revenue	-	1,980	2,090	17,980	25,000	(383)	6,000	13	-76.0%	-1666.6%
	ST Intergovernmental	**6,279**	**31,339**	**53,090**	**27,027**	**43,000**	**79,556**	**15,000**		**-65.1%**	**-81.1%**

VILLAGE OF GLEN ELLYN
GENERAL FUND BUDGETED REVENUE

ACCT.	REVENUE SOURCE	FY07/08 Actual	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget		Compared to FY12 Budget	Compared to FY12 Prelim.
440050	Ambulance Service Fees	-	-	445,201	666,418	675,000	632,269	625,000	14	-7.4%	-1.1%
440060	Police False Alarm Fees	-	-	-	-	5,000	-	5,000		0.0%	n/a
440065	Fingerprinting Fees	-	-	-	20,105	16,000	4,931	16,000		0.0%	224.5%
440070	Accident Reports	-	-	2,820	3,080	3,000	2,949	3,000		0.0%	1.7%
440100	Police Service Reimb.	107,833	211,326	122,053	116,221	120,000	126,830	125,000	15	4.2%	-1.4%
440120	Accounting Services	238,800	247,000	243,100	128,100	129,500	128,100	129,500	16	0.0%	1.1%
440170	Facility Rental Fees	-	-	-	13,203	15,000	12,777	15,000		0.0%	17.4%
440221	Cable Franchise Fees	-	-	-	-	460,000	500,012	500,000	17	8.7%	0.0%
	ST. Charges for Services	**567,921**	**458,326**	**813,174**	**947,127**	**1,423,500**	**1,407,868**	**1,418,500**		**-0.4%**	**0.8%**
450100	Police Ordinance Fines	150,685	152,214	151,154	182,415	200,000	164,691	200,000	18	0.0%	21.4%
450200	Traffic Court Fines	329,815	343,768	292,566	266,982	300,000	345,545	300,000	19	0.0%	-13.2%
	ST Fines	**480,500**	**495,982**	**443,720**	**449,397**	**500,000**	**510,236**	**500,000**		**0.0%**	**-2.0%**
460100	Interest Income	**538,960**	**119,118**	**21,495**	**14,315**	**20,000**	**14,873**	**15,000**	20	**-25.0%**	**0.9%**
480110	Police Training Reimb.	22,640	24,734	17,277	859	10,000	12,314	10,000		0.0%	-18.8%
480120	Drug Forfeiture (Fed & State)	103,458	13,906	11,251	6,534	10,000	15,898	10,000		0.0%	-37.1%
480200	Parkway Reforestation	-	-	-	6,150	-	3,540	4,000		n/a	13.0%
480440	Rental Income	118,780	123,094	126,995	131,021	135,000	135,600	140,400	21	4.0%	3.5%
489000	Other Revenue	250,346	176,800	115,707	117,815	80,000	78,751	80,000		0.0%	1.6%
	ST Misc Revenue	**495,224**	**338,534**	**271,230**	**262,379**	**235,000**	**246,103**	**244,400**		**4.0%**	**-0.7%**

VILLAGE OF GLEN ELLYN

GENERAL FUND BUDGETED REVENUE

ACCT.	REVENUE SOURCE	FY07/08 Actual	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget		Compared to FY12 Budget	Compared to FY12 Prelim.
490100	IFT / Motor Fuel Tax Fund	480,000	400,000	400,000	400,000	400,000	400,000	400,000	22	0.0%	0.0%
490110	Admin Services / Other Funds	492,700	510,000	502,500	460,500	446,900	446,900	446,900	23	0.0%	0.0%
490120	Reimb for Staff Engineer	136,785	142,000	146,400	150,000	153,400	153,400	153,400		0.0%	0.0%
490130	Special Programs / Police Serv	12,500	12,800	12,100	12,200	-	-	-		n/a	n/a
490140	Public Works Service Charge	187,200	301,800	309,400	309,400	309,400	309,400	309,400	24	0.0%	0.0%
490150	Facilities Maintenance Reimb.	35,500	45,600	46,900	37,700	30,000	30,000	30,000		0.0%	0.0%
490160	PW Operations Reimb.	53,100	54,800	56,200	56,200	50,800	50,800	50,800		0.0%	0.0%
590800	Operating Transfers In	53,100	54,800	-	-	-	18,000	-		n/a	-100.0%
	ST Transfers	**1,450,885**	**1,521,800**	**1,473,500**	**1,426,000**	**1,390,500**	**1,408,500**	**1,390,500**		**0.0%**	**-1.3%**
	TOTAL REVENUES	**$ 13,644,847**	**$ 12,814,226**	**$ 13,711,520**	**$ 15,271,076**	**$ 16,109,000**	**$ 16,204,536**	**$ 16,401,200**		**1.8%**	**1.2%**
	Former Special Programs Fund Revenue					(799,000)	(842,905)	(846,000)		5.9%	0.4%
	Former Interfund Transfers to General Fund from the Special Programs Fund					69,200	69,200	69,200		0.0%	0.0%
	General Fund Revenue Excluding Special Programs Fund Consolidation					**$ 15,379,200**	**$ 15,430,831**	**$ 15,624,400**		**1.6%**	**1.3%**

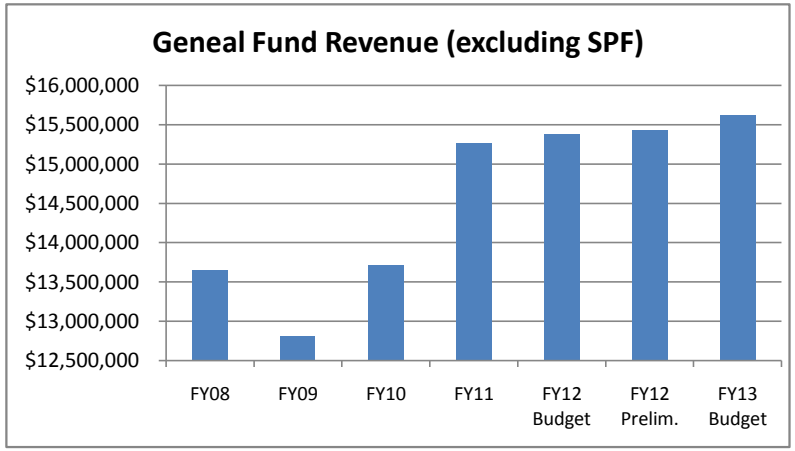
Available Cash Analysis (000's)

Available, May 1, 2011	$ 5,283
Estimated FY12 Inflow/(Outflow)	436
Budgeted FY13 Inflow/(Outflow)	147
Less Estimated Deposits	(880)
Less encumbrances	(193)
Less 26% Minimum Cash Reserve Policy	(4,213)
Projected Available, April 30, 2013	$ 580

Minimum Reserve Policy (26% of operating budget)

Operating Budget	$ 16,200,148	X 26%* =	$ 4,213,000
Capital Expenditures	54,000		
Total Expenditure Budget	$ 16,254,148		

**The cash reserve policy calls for reserves of 25% of the fund's operating budget, with a target cash reserve increasing by 1 percentage point per year. This year, the target is 26% of the operating budget.*



BUDGET FOOTNOTES
GENERAL FUND REVENUES

1. **Property Tax: ($2,983,300)** In accordance with statutory requirements, each November, the Village Board considers and approves a property tax levy ordinance which directs DuPage County to collect a specified number of dollars from property owners in Glen Ellyn. These taxes are apportioned among property owners based on the value of their property as determined by the township assessor. Property taxes for 2011 will be collected in calendar 2012 (the Village's fiscal year 2012/13).

   Property taxes are calculated annually based on our stated objective of self-imposing the State tax cap rules. For the 2011 levy, a growth factor of 1.5% was permitted, representing the change in the Consumer Price Index (CPI). A 1.0% new growth estimate was added to the levy to account for new building activity and property annexations.

2. **SSA 13 - 17 Tax: ($166,000)** These Special Service Areas or SSAs are special property tax districts covering all commercially-zoned areas in Glen Ellyn and include the Roosevelt Road Corridor, the Downtown Central Business District, and Historic Stacy's Corners. A separate levy of 12.5¢ per $100 of assessed value (the Village may charge up to 15¢ per $100 assessed value per the ordinances establishing the SSAs) is extended on each commercially-zoned property located within the boundaries of the Special Service Areas for the purpose of providing funding for economic development activities and programs in the Village. These commercial SSAs were reestablished in 2009 following a public notice and hearing process as required by State statutes.

   Before FY11/12, this revenue was budgeted in the Special Programs Fund and was transferred to the Economic Development Corporation. These funds will continue to be used for Economic Development purposes within the General Fund. The revenue is projected to decline as a result of lowered assessments. Contrary to other property tax revenue, the SSA revenue for economic development is tied directly the EAV of the covered areas rather than a fixed dollar levy.

3. **SSA 18 & 19 Tax: ($200,000)** In 2009, the Village, with the consent of DuPage County, established two special service areas (SSA) in unincorporated areas north and south of the Village limits which are served by the Glen Ellyn Volunteer Fire Company. These SSAs were established to ensure that residents in the unincorporated areas served by the Fire Company paid a proportionate share of total fire and related emergency services costs.

   The annual tax levy for these SSAs are based on the proportionate equalized assessed value (EAV) of properties located within the SSAs relative to the total EAV served by the Fire Company, multiplied by the actual fire services costs for the previously completed fiscal year. Proceeds of this SSA tax will be used to fund future apparatus purchases for

the Fire Company. There are approximately 1,400 properties situated within SSA 18. Approximately 800 properties are located within the boundaries of SSA 19.

4. **State Personal Property Replacement Tax: ($123,000)** These taxes resulted when the new Illinois Constitution directed the legislature to abolish business personal property taxes and replace the revenue lost by local government units and school districts. In 1979, a law was enacted to provide for statewide taxes to replace the monies lost to local governments. Glen Ellyn receives a pro-rata share of current "replacement" tax revenues collected based on its share of personal property taxes collected for the 1977 tax year.

   We are further required to share 18.9% of our receipts received with the Glen Ellyn Library based on the original 1977 distribution formula. Beginning in FY08/09, our payments to the Library were netted against gross revenues received as the Village has no legal claim to this portion of PPRT receipts. Previously, gross revenues were recorded, and an expense representing the Library's allocation was shown in the General Services budget.

   Estimated receipts for FY11/12 are anticipated to be 6.9% lower compared to FY10/11. For FY12/13, the Illinois Municipal League is projecting a 1.6% increase for this revenue source compared to our estimate for FY11/12.

5. **Sales Tax:**

   (FY11/12 Preliminary Actual $3,111,540) The Village's receipt of sales tax has decreased by approximately 0.3% From FY10/11 to FY11/12. This was about $78,000 lower than the FY11/12 budget.

   (FY12/13 Budget $3,220,000) For FY12/13, we are assuming a 3.5% increase in sales tax collections over our FY11/12 preliminary actual. In addition, we are including $30,000 in new sales tax revenue from the high end grocery development planned for Roosevelt Road. There is no net impact to the General Fund as the new sales tax revenues will be either paid to the developer as part of an incentive agreement or transferred to the Corporate Reserve Fund to repay that fund's advance for Taft Avenue construction, which is being done as part of the new development.

6. **Home Rule Sales Tax:**

On July 1, 2009, the Village implemented an additional 1% home rule sales tax to compensate for wide-spread revenue losses stemming from significant downturns in the national and local economy as well as to prepare for future funding problems looming on the horizon, primarily relating to mandatory pension contributions.

In addition to the ordinance adopting the home rule sales tax, on March 30, 2009, the Village Board adopted ***Ordinance No. 5741, An Ordinance Providing for an Annual Review and Specific Uses of Home Rule Retailers' Occupation Tax and Service Occupation Tax***. Among the provisions in this ordinance included a statement identifying the principal uses of funds raised from the sales tax as follows:

> *(D) Use of Funds: Revenues generated from the home rule municipal retailers' occupation tax and home rule service occupation tax are intended to maintain funding requirements of Glen Ellyn's police pension fund and Illinois municipal retirement fund obligations as mandated by the State of Illinois; to maintain adequate cash reserves as determined by adopted financial policies; and to provide a dedicated funding source for downtown revitalization efforts through the designation of up to fifteen percent (15%) of the revenues to fund improvements to the central business district.*

(FY11/12 Preliminary Actual $1,763,251) Revenues generated for the second full year are estimated to be about $43,251, or 2.5% higher than budget.

(FY12/13 Budget $1,781,000) Our FY12/13 projection is flat from the current year, plus another $6,000 attributed to the new high end grocery store planned on Roosevelt Road. There is no net impact to the General Fund as the new sales tax revenues will be either paid to the developer as part of an incentive agreement or transferred to the Corporate Reserve Fund to repay that fund's advance for Taft Avenue construction, which is being done as part of the new development.

7. **State Income Tax:**

(FY11/12 Preliminary Actual $2,231,988) Collections of State income taxes began a precipitous decline late in FY08/09 and continued through all of FY09/10. Collections have recovered and we collected $71,988, or 3.3%, more than budget.

(FY12/13 Budget $2,200,000) State income taxes are distributed to municipalities on a per capita basis from the State of Illinois. For FY12/13 the Illinois Municipal League is estimating $80.20 per capita which would result in about $2,200,000 for Glen Ellyn, a

1.9% increase over FY11/12 budget, but 1.4% less than the preliminary actual. This amount would still be well below the peak of $2.5 million in FY08/09.

8. **Demolition Tax: ($11,000)** A tax of $550 is payable to the Village for the demolition of residential or commercial property (in addition to the demolition permit fee). This tax was initiated in 1999 to help ensure some annual Village financial assistance to the Glen Ellyn Historical Society, which keeps the Village-owned Stacy Tavern Museum open to the public. Before FY11/12, this tax was allocated within the Special Programs Fund.

9. **Hotel/Motel Tax: ($130,000)** A tax of 5% on room charges is assessed on hotels/motels operating within Glen Ellyn. Before FY11/12, this tax was allocated within the Special Programs Fund.

10. **Vehicle Licenses: ($380,000)** Beginning in March, 2005, a new 3-year vehicle sticker was offered as an additional convenience to residents. About 20%-25% of residents have opted to purchase a multi-year vehicle sticker since the program began. Due to the various renewal cycles for multi-year sticker holders, annual revenues fluctuate accordingly with peaks in FY07/08 and FY10/11.

11. **Liquor Licenses: ($115,000)** These fees reimburse the Village for costs associated with regulating the sale of alcohol including all aspects of licensing, insurance, background checks and Police compliance reviews.

12. **Building Permits: ($463,000)** After several years of declines during the economic downturn, the Village is experiencing a small rebound in building permits.

13. **Federal and State Grant Revenue: ($15,000)** The Village could receive two grants that were previously been allocated to the Special Programs Fund.

    As a part of its participation in the Ride DuPage regional transportation program, the Village may receive a 50% RTA grant on the Ride to Work portion of the overall program. This will be paid through the City of Naperville as the administrative agency for the grant. Beginning in FY11/12, the gross transportation charges will be recorded in the Senior Services portion of the General Fund expenditure budget (projected at $63,000) and will be offset by projected reimbursements of $25,000 for a projected net program cost of $40,000.

    We have also included $6,000 in a state grant to supplement approximately $3,000 of Village dollars (in the Village Manager's Office budget) for the historic preservation commissions to nominate the downtown for the historic district designation.

BUDGET FOOTNOTES
GENERAL FUND REVENUES

14. **Ambulance Service Fees: ($625,000)** The Village expanded its paramedic services in 2009/10 by adding an additional 12 hour shift, resulting in two 24 hour per day units. Under the new vendor contract, the Village assumed responsibility for billing services provided by its contract paramedics. Previously, the service provider handled the billing and collection of accounts and charged the Village service fees net of collections. Our collections for FY11/12 ended the year 7.4% below budget.

15. **Police Service Reimbursements: ($125,000)**

	FY11/12 Estimated	FY12/13 Proposed
Glenbard West School Liaison Officer	$102,000	$105,000
Overtime Billed to requesting "users"	28,000	20,000
	$130,000	**$125,000**

16. **Accounting Services: ($129,500)** The Village provides certain administrative and financial services to the Glenbard Wastewater Authority (GWA) which is jointly owned by the Villages of Glen Ellyn and Lombard. Additionally, the Village provides some accounting support services to the Glen Ellyn Library.

    The reduction in fees beginning in FY10/11 relates to a renegotiation of the intergovernmental agreement between the Villages of Glen Ellyn and Lombard which sets forth the manner in which Glen Ellyn is compensated in their role of lead agency for the GWA.

17. **Cable Franchise Fees: ($500,000)** A franchise fee of 6% of billings for cable service is paid to the Village from current, competing service providers within the Village limits: WOW (Wide Open West), Comcast and AT&T. Revenues for FY11/12 were about 8.6% higher than budget, and we are budgeting FY12/13 revenues with no increase over the FY11/12 preliminary actual. Prior to FY11/12, this revenue source was allocated within the Special Programs Fund.

18. **Police Ordinance Fines: ($200,000)** FY11/12 revenue is below budget, following the recent startup of administrative adjudication. FY12/13 revenue is projected at $200,000 due to the additional of local adjudication program and administrative towing fees.

19. **Traffic Court Fines: ($300,000)** Fine revenue from the Circuit Court significantly lagged historical levels in FY09/10 and FY10/11, but has rebounded in FY11/12 by $79,000, or 29%. We have budgeted conservatively for FY12/13.

BUDGET FOOTNOTES
GENERAL FUND REVENUES

20. **Interest Income: ($15,000)** Projected interest earnings on Village cash balances will continue to be extremely low as short-term interest rates remain at historic lows. The Federal Reserve has indicated interest rates for fixed income will remain at these low levels for at least two more years.

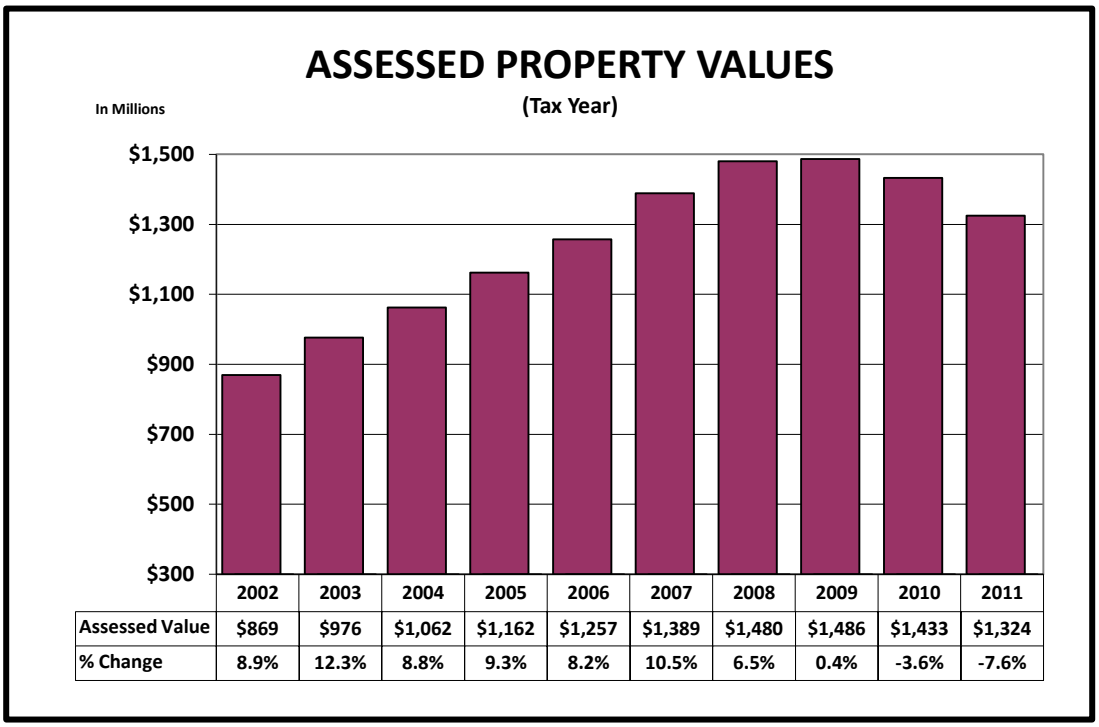
21. **Rental Income: ($140,400)** The Village receives rental payments for the leasing of space on the Cottage Avenue water tower (AT&T, Verizon and T-Mobile) and the Civic Center attic (Nextel and U.S. Cellular).

22. **IFT / Motor Fuel Tax Fund: ($400,000)** A transfer is made each year from the Motor Fuel Tax Fund to reimburse the General Fund for various MFT-qualified expenses such as street sweeping and snow and ice removal.

23. **Accounting Services / Other Funds: ($446,900)** This revenue represents a reimbursement from other funds for costs and services paid for by the General Fund, particularly those related to Village administration and finance.

24. **Public Works Service Charge: ($309,400)** These charges represent a reimbursement to the General Fund for services provided by and paid for by the Public Works Administration and Operation Divisions of the General Fund. Beginning in FY08/09, the cost of two administrative positions in the Water and Sanitary Sewer Fund are being directly charged to the General Fund, the cost of which will now be reimbursed through this service charge/interfund transfer.

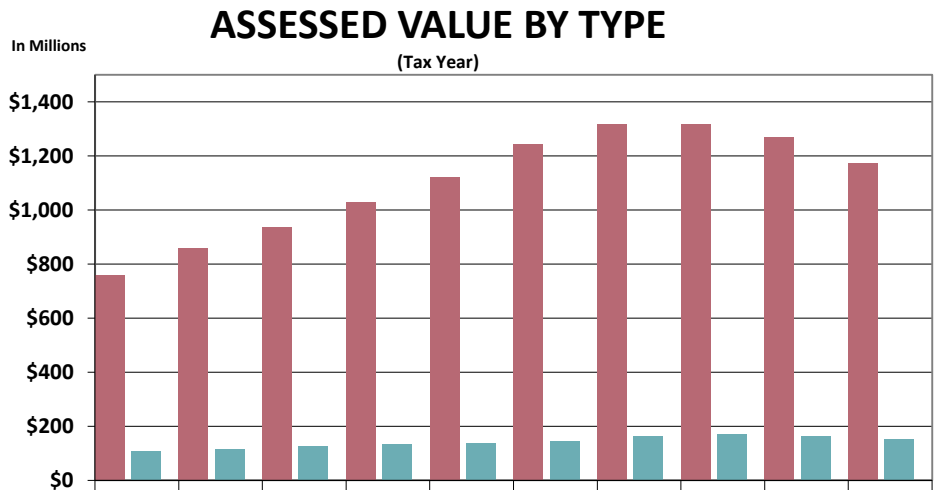
Village of Glen Ellyn



	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Assessed Value	$869	$976	$1,062	$1,162	$1,257	$1,389	$1,480	$1,486	$1,433	$1,324
% Change	8.9%	12.3%	8.8%	9.3%	8.2%	10.5%	6.5%	0.4%	-3.6%	-7.6%

Total assessed property values in Glen Ellyn have declined in the past 2 years due to the recent recession and associated housing market weakness. Assessed property values may continue to decline slightly into 2012 reflective of the weak national economy and housing market. Property assessments are based on market data and lag the current market by a few years.

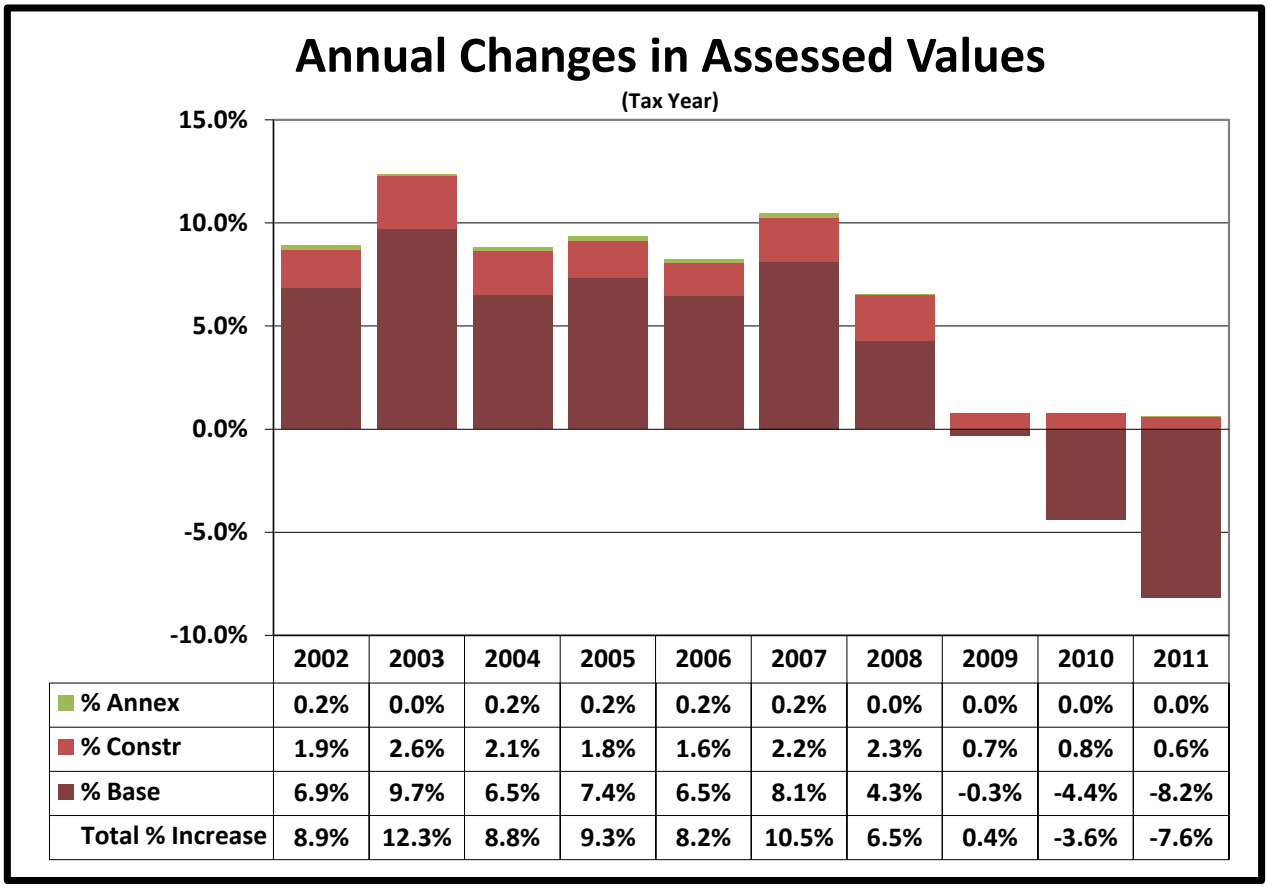
Village of Glen Ellyn



	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Res	$759	$860	$936	$1,029	$1,122	$1,243	$1,317	$1,317	$1,271	$1,173
Res %	87.4%	88.1%	88.1%	88.6%	89.3%	89.5%	89.0%	88.6%	88.7%	88.6%
Com	$110	$117	$126	$133	$135	$146	$163	$169	$162	$151
Com %	12.6%	11.9%	11.9%	11.4%	10.7%	10.5%	11.0%	11.4%	11.3%	11.4%

Glen Ellyn's property tax base is predominantly supported by residential property owners , reflecting its unique charm as a community of neighborhoods. The mix between residential and commercial values has not fluctuated significantly, showing its stability as a mature community.

Village of Glen Ellyn

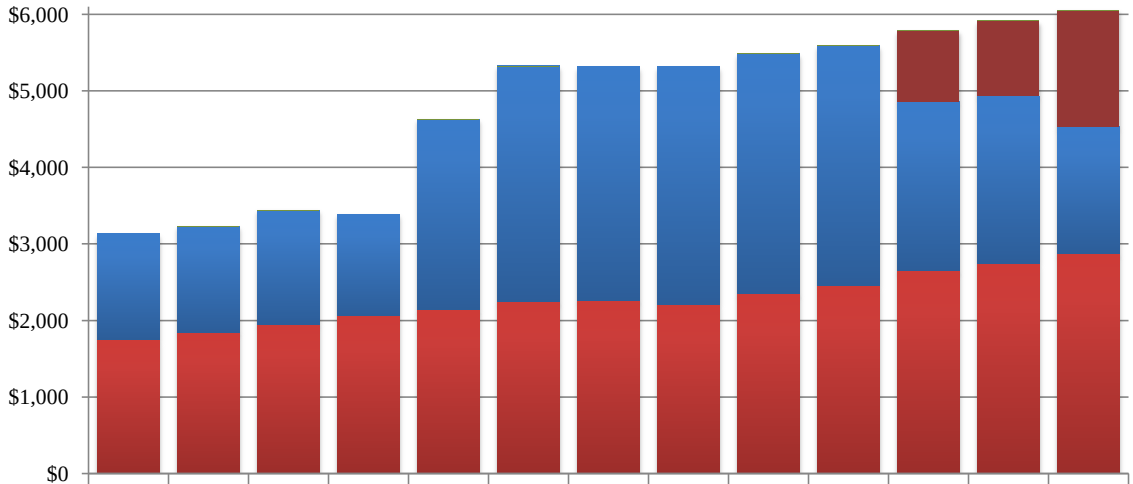


	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
% Annex	0.2%	0.0%	0.2%	0.2%	0.2%	0.2%	0.0%	0.0%	0.0%	0.0%
% Constr	1.9%	2.6%	2.1%	1.8%	1.6%	2.2%	2.3%	0.7%	0.8%	0.6%
% Base	6.9%	9.7%	6.5%	7.4%	6.5%	8.1%	4.3%	-0.3%	-4.4%	-8.2%
Total % Increase	8.9%	12.3%	8.8%	9.3%	8.2%	10.5%	6.5%	0.4%	-3.6%	-7.6%

Glen Ellyn property owners had enjoyed stable growth in property values until 2008, with new construction growth generally between 2.0% and 2.5% annually. Note the impact of the national recession on property assessments in the last three tax years. This decline is anticipated to continue into the next two years before rebounding.

Village of Glen Ellyn

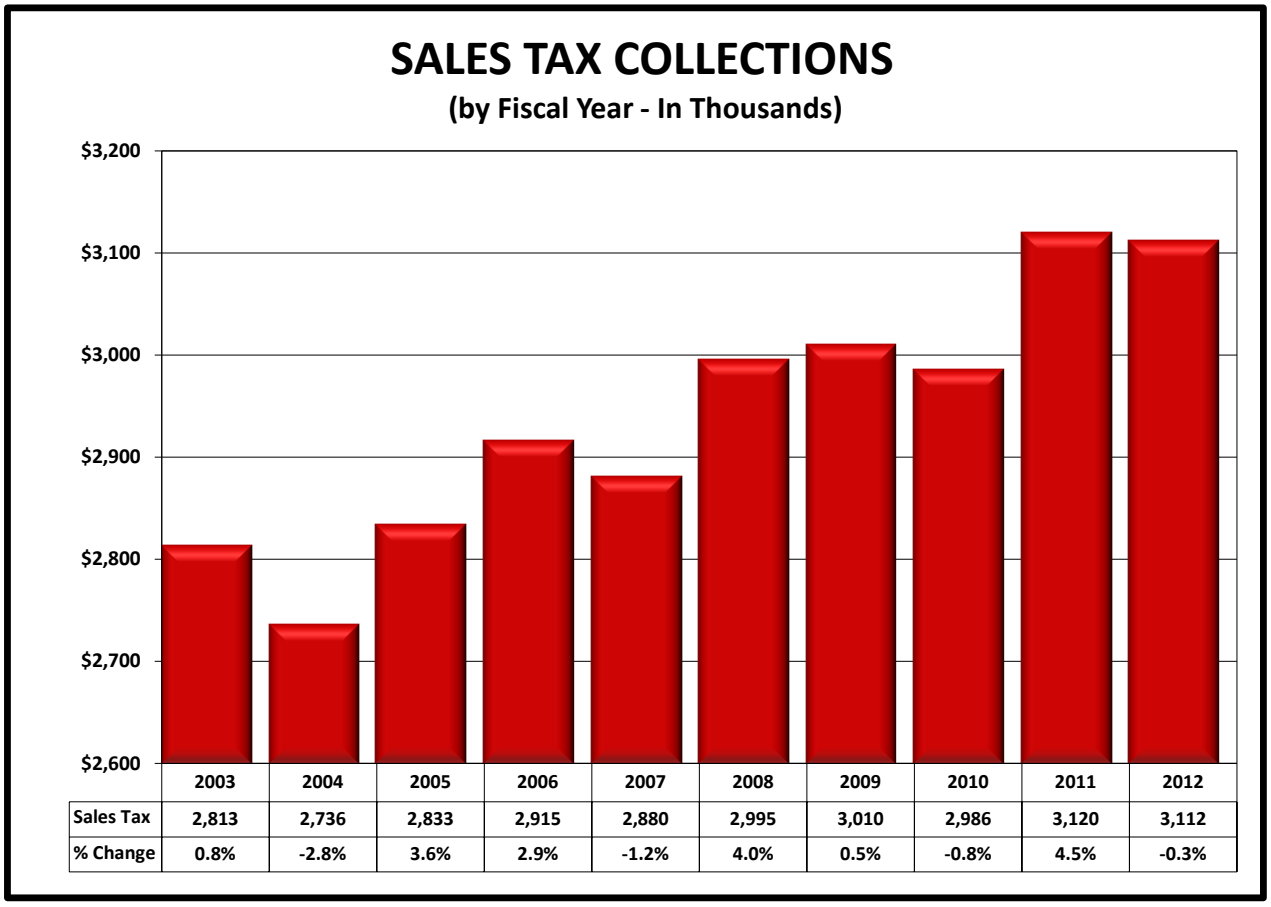
Total Property Tax Collections - All Funds
(by Fiscal Year - In Thousands)



	2000	2001	2002*	2003	2004*	2005*	2006	2007	2008	2009	2010	2011	2012
% Change		3.2%	6.4%	-1.6%	36.7%	15.1%	-0.2%	0.0%	3.3%	2.0%	3.4%	2.3%	2.3%
Capital	-	-	-	-	-	-	-	-	-	-	933	988	1,527
Debt	1,381	1,386	1,492	1,321	2,488	3,084	3,052	3,107	3,141	3,139	2,209	2,189	1,656
General Fund	1,751	1,847	1,950	2,065	2,140	2,244	2,266	2,209	2,349	2,459	2,647	2,743	2,873

General Obligation bonds (issued over three years) related to a 2000 voter approved referrendum for street and storm sewer improvement projects throughout the Village. Following a public review process of the 20 year street improvement program conducted by the Village's Capital Improvements Commission, beginning in 2010 a portion of total property taxes representing approximate annual reductions in debt service will be allocated to the street program.

Village of Glen Ellyn



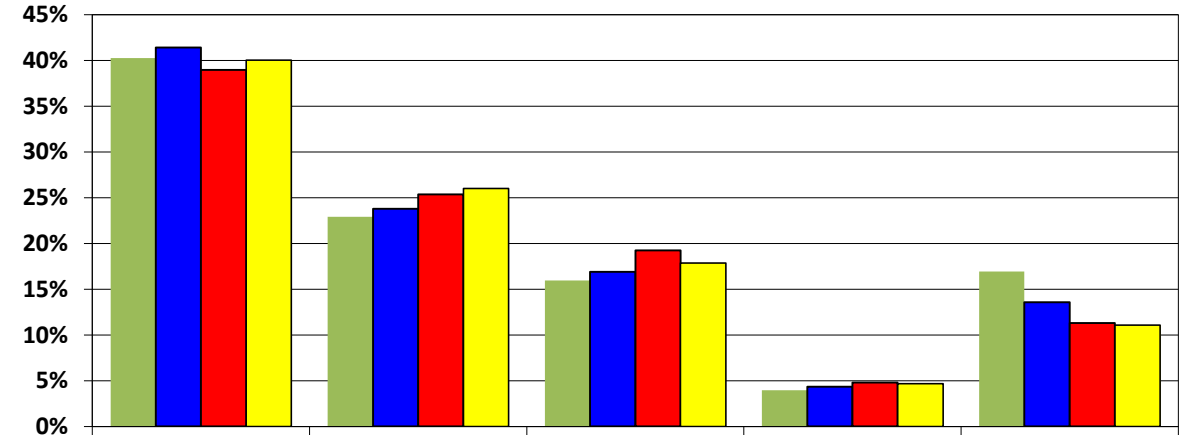
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Sales Tax	2,813	2,736	2,833	2,915	2,880	2,995	3,010	2,986	3,120	3,112
% Change	0.8%	-2.8%	3.6%	2.9%	-1.2%	4.0%	0.5%	-0.8%	4.5%	-0.3%

The 1% general sales tax received by the Village represents the General Fund's single largest revenue source, making up 20% of projected revenues for FY11/12. Growth in this revenue has been slow over the 10 year period shown, however, it remained stable during the deep economic downturn of the past few years and has rebounded in the past year. This is largely due to a fairly heavy reliance on goods which are demand inelastic in nature (groceries and everyday needs). This is illustrated more clearly on the next page.

Village of Glen Ellyn

SALES TAX BY TYPE

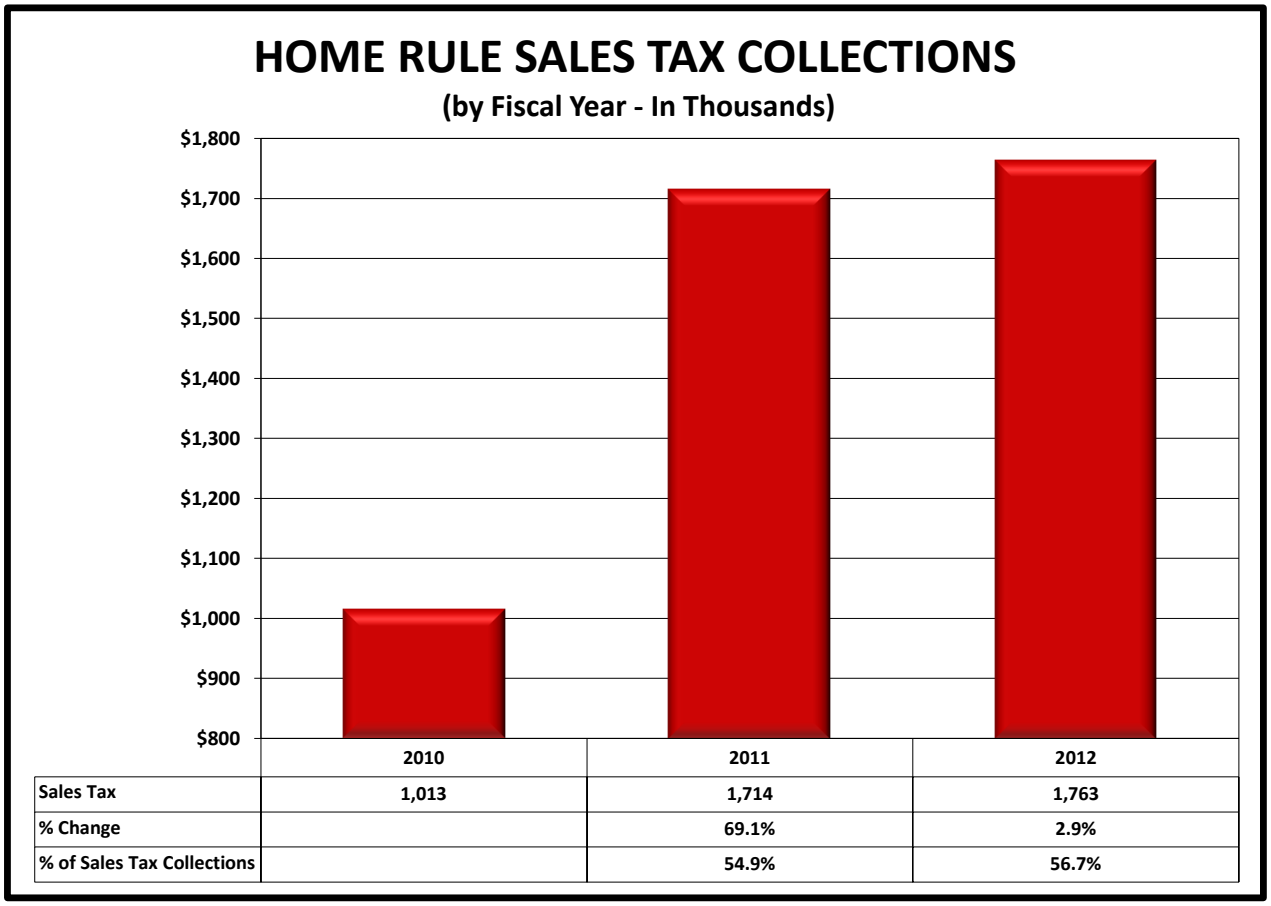
(Calendar Year)



	Food	General Retail/Drugs	Auto	Durable Goods	Other
2008	40%	23%	16%	4%	17%
2009	41%	24%	17%	4%	14%
2010	39%	25%	19%	5%	11%
2011	40%	26%	18%	5%	11%

Glen Ellyn's retail commercial base is largely composed of businesses that provide goods which are demand inelastic in nature, and to a much lesser extent on consumer durable goods. This has provided Glen Ellyn a distinct advantage over many of our neighboring communities which are much more dependent on sales of "big ticket" items during this extended economic downturn.

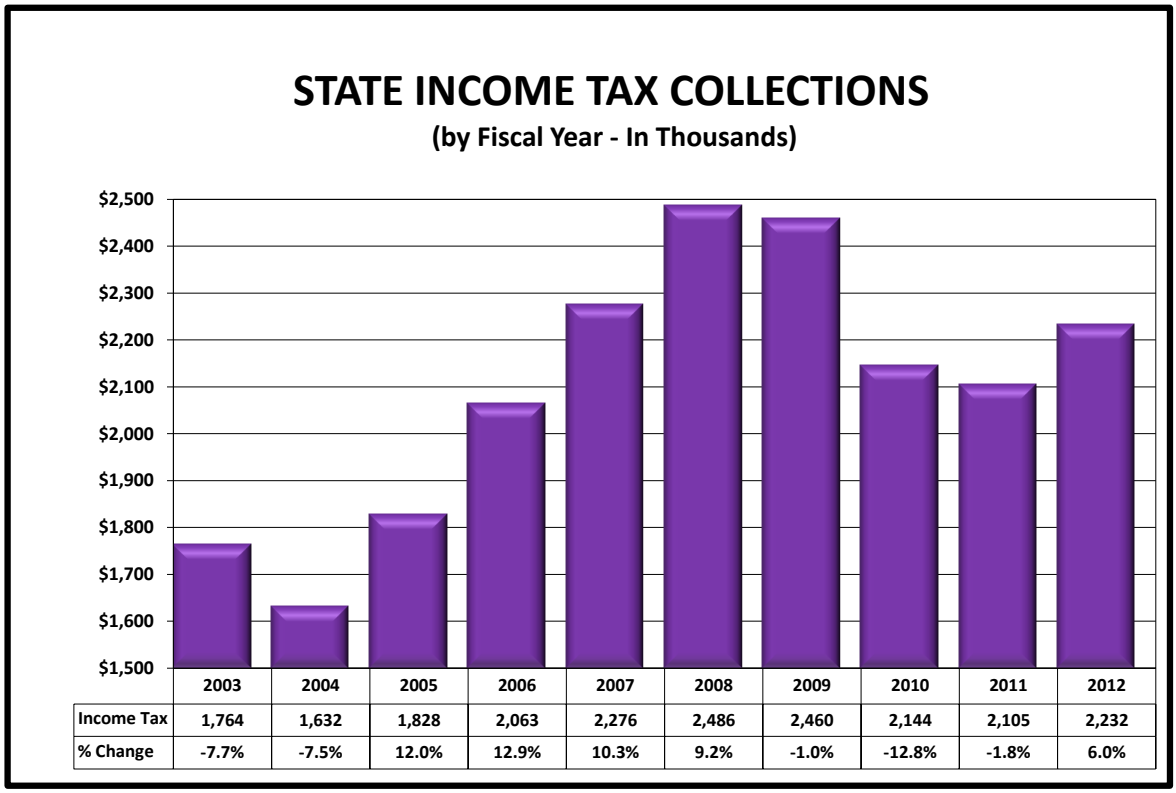
Village of Glen Ellyn



	2010	2011	2012
Sales Tax	1,013	1,714	1,763
% Change		69.1%	2.9%
% of Sales Tax Collections		54.9%	56.7%

The Home Rule Sales Tax was implemented as of July, 2009. 2010 includes collections for 9 months of the year. Revenue is to be used for pension obligations, fund balance contributions, and investment in the central business district.

Village of Glen Ellyn



	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Income Tax	1,764	1,632	1,828	2,063	2,276	2,486	2,460	2,144	2,105	2,232
% Change	-7.7%	-7.5%	12.0%	12.9%	10.3%	9.2%	-1.0%	-12.8%	-1.8%	6.0%

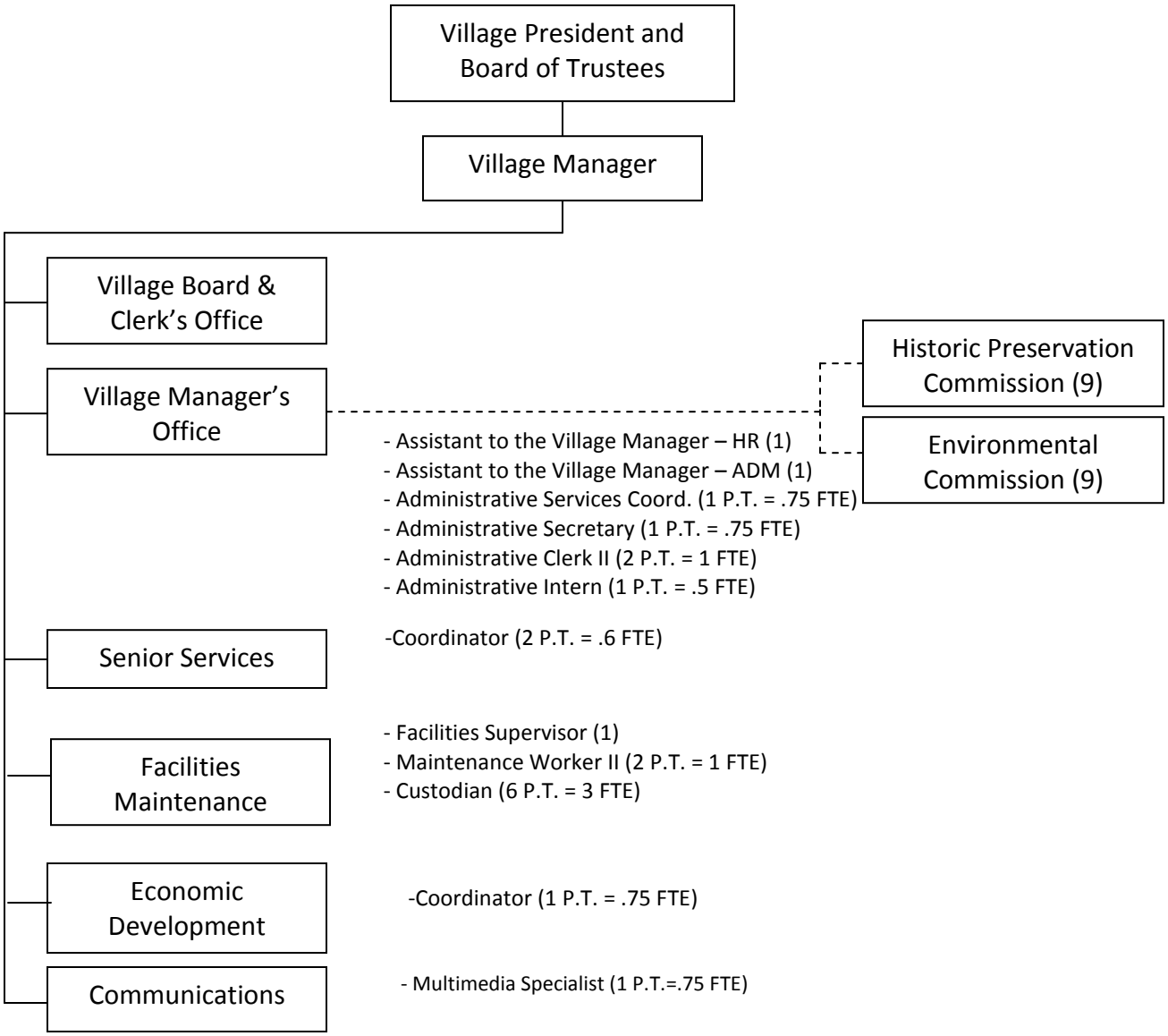
Illinois municipalities receive 10% of State Income Tax collections on a per capita basis. Collections in FY10/11 dropped from the prior year, causing additional strain on the delicate balance between operating revenues and expenditures in our General Fund. State Income Taxes represent 14% of our General Fund revenues (third largest source behind property taxes and sales taxes).

Table of Contents

III. ADMINISTRATION DEPARTMENT

Organizational Chart 63
Administration Department Narrative 64
Village Board & Clerk Budget 68
Village Manager's Office Budget 71
Facilities Maintenance Budget 76
Senior Services Budget 82
History Park Budget 86
Economic Development 88
Residential Solid Waste Fund 90
Tax Increment Financing 95

ADMINISTRATION DEPARTMENT
FY12/13



FY12/13 Budget	Employee Count	FTE
Full Time Personnel	4	4.00
Part-Time Personnel	17	9.15
Total Employees / FTEs	21	13.15

(FTE = Full-Time Equivalent)

Budgeted Full-Time Employees	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13
Village Manager's Office	3	3	3	3	3	5*	5	3	3	3
Facilities Maintenance	2	2	2	2	2	2	1	1	1	1
Total FT	5	5	5	5	5	7	6	4	4	4

*Assistant to the Village Manager – HR moved from Finance Department

ADMINISTRATION DEPARTMENT

For budgetary and accounting purposes, the Administration Department has five main components in the General Fund: Village Board and Clerk, Village Manager's Office, Facilities Maintenance, Senior Services and History Park. Primary oversight responsibilities also include the Residential Solid Waste Fund, which is found in the Administration section of this budget. In addition, this department coordinates the Facilities Maintenance Reserve Fund, which is found in the Capital Improvements section of this budget book.

Village Board and Clerk

The activities and expenses of the Village President, the Village Board and the Village Clerk comprise this budgetary area. All elected positions are part-time and receive nominal pay. Village Board business meetings are regularly held at 8:00 p.m. on the second and fourth Monday of each month in the Galligan Board Room on the third floor of the Civic Center. Regular Village Board Workshops are typically scheduled in the Galligan Board Room at 7:00 p.m. on the third Monday of each month and prior to Regular Village Board Meetings. Special Workshops and Meetings are periodically convened on other dates, as needed.

The Village President is elected for a term of four years. As the chief executive officer, the Village President performs a variety of duties as required by State Statute and Village Code. These duties include, but are not limited to, serving as the presiding officer at Village Board meetings, serving as the Village's Liquor Commissioner, and, with the advice and consent of the Village Trustees, appointment of the Village Manager, Village Attorney, Village Prosecutor, and all members of citizen Boards and Commissions except the Village Board of Trustees. Compensation for the Village President is $50 per month. By community tradition, the Village President typically serves a single four-year term of office.

The Village Board of Trustees is comprised of six Trustees who are elected to four-year terms. Elections are held in odd numbered years such that the six Trustees are elected on a staggered basis, with three positions elected every two years. The Village Trustees, along with the Village President, make certain decisions to maintain and enhance the health, safety and welfare of the citizens of the Village of Glen Ellyn. These decisions include, but are not limited to, matters of Village finances including the approval of the annual Village Budget; approval of contracts; responding to citizen concerns; establishment of, and variations to, building, zoning, subdivision and traffic codes; and establishment of license fees and other charges. Trustees also serve as Village Board liaisons to the various other standing Boards and Commissions. Each Trustee receives compensation of $20 per month. By community tradition, Trustees typically serve a single four-year term of office.

The Village President and the Board of Trustees determine appointments to the standing and Ad Hoc citizen advisory Boards and Commissions that provide invaluable service to the Village of Glen Ellyn. These appointments are all volunteer positions with specific areas of responsibility such as the Plan Commission or the Zoning Board of Appeals. Citizen advisory boards and commissions meet throughout the year and most meetings are held during evening hours and are open to the public.

The Village Clerk is an elected official with a four-year term. This is a part-time position responsible for maintaining the official records of the Village. In doing so, the Village Clerk attends meetings of the Village Board, keeps a record of its proceedings, publishes and attests to all resolutions and ordinances passed by the Board and seals and attests to all contracts of the Village, as well as other licenses, permits, and documents. The Village Clerk receives compensation of $300 per month.

Village Manager's Office

The full-time Village Manager is the chief administrative officer of the Village. The Village President and Board of Trustees oversee and give direction to the Village Manager. It is the Village Manager's responsibility to administer the programs and policies established by the Village Board, to direct and coordinate the operations of the Village departments, and to inform the Village Board of Village affairs and issues, including existing conditions and future requirements. The Village Manager's Office coordinates the Village's communication programs including a weekly e-Newsletter, quarterly newsletter, downtown message board, the Village website and GETV public cable television. The office also oversees duties assigned to the Administrative Services Coordinator such as receptionist and telephone switchboard operations. The Village Manager's Office includes human resources coordination and risk management activities related to coordination of insurance claims and the safety program. Additional office responsibilities include oversight of the Facilities Maintenance Division, Solid Waste Fund, cable television, and staff assistance to the Village Board, Environmental Commission, and Historic Preservation Commission.

In addition to the Department's daily activities and responsibilities during FY 2012/2013, special projects the Administration Department is working on or plans to undertake include, coordinating a new contract for residential refuse and recycling services, continuing to communicate regularly and clearly and initiate efforts on other strategic goals identified by the Village Board during the retreat held during the summer and fall of 2011.

Facilities Maintenance Division

The Facilities Maintenance Division is responsible for maintenance and custodial services to the Glen Ellyn Civic Center, Reno Public Works Center, both Fire Stations, Stacy's Tavern Museum and History Center and several adjoining properties being assembled for the future History Park planned at this location. This Division also provides assistance to the Village Utilities Division

drinking water system buildings (roof and structure) and the Metra Train Station (trash pickup immediately adjacent to the building). Additionally, Facilities Maintenance is responsible for coordinating and assisting in the use of the Civic Center meeting rooms and auditorium by outside groups (about 1,800 meetings and events per year). The Facilities Maintenance Division works to spend at least 70 percent of staff time on preventative maintenance versus repairs, while also maintaining the established standards of cleanliness.

Senior Services Program

Staffed by two part-time positions at Grace Lutheran Church in downtown Glen Ellyn, the Senior Services Center offers support and referral services to Glen Ellyn senior citizens. The Senior Service Center is a Senior Health Insurance Program site, providing assistance with insurance questions and help completing the Circuit Breaker Application, which provides grants to seniors to reduce the impact of taxes and medication costs. The Center also coordinates all facets of the Village's participation in the Ride DuPage subsidized transportation program, which is available to Glen Ellyn seniors and individuals with disabilities.

History Park

The History Park, located at Historic Stacy's Corners on the north end of Glen Ellyn, is operated by the Glen Ellyn Historical Society and maintained by the Village of Glen Ellyn. Maintenance of the property includes building and grounds, and is provided by both the Facilities Maintenance Division of the Administration Department and the Public Works Department. The Facilities Maintenance Division provides custodial and maintenance labor, building maintenance repairs and utilities, while the Public Works Department provides maintenance and labor of the following items: flowers, trees, landscape, snow shoveling, watering, holiday decorations and lighting, among many others. This portion of the Administration Department budget reflects the move of these maintenance funds from the Special Programs Fund when it dissolved at the end of FY 10/11.

Cost Savings Opportunities

The Administration Department is continually working to reduce costs and become more efficient. Below is a list of activities that the Department has undertaken and will continue to pursue to further this effort:

- Joint request for proposals for printing services with Public Works, Recreation, School District 41 and the Glen Ellyn Public Library
    - This request for proposals sought to find economies of scale by jointly finding a new vendor for regularly published materials such as the quarterly newsletter. This effort will save the Village over $1,200 in annual printing costs.
- Automated phone system

    - The new automated phone system has provided the two part-time receptionists with more time to complete additional tasks such as scanning documents, reviewing the website for errors, tracking refuse and recycling cart exchanges and administration of the rain barrel program. This has allowed other members of the department to focus more time and energy on other tasks and special projects.
- Joint purchase of insurance
    - The Village takes part in the Intergovernmental Personnel Benefit Cooperative (IPBC) for employee insurance coverage (health, dental, life) and the Municipal Insurance Cooperative Agency (MICA) for Risk Management Services. This joint purchasing has allowed the Village to capitalize on economies of scale and purchase insurance at a lower rate.
- Joint purchase of office supplies
    - The Administration, Finance, Planning and Development and Public Works Departments take part in the Office Depot State of Illinois Purchasing Program. This program allows these departments to purchase office supplies at a lower rate.
- Preventative maintenance
    - The Facilities Maintenance Division performs regular maintenance on all equipment owned by the Village. For example, preventative maintenance for HVAC systems includes changing filters, belts, and lubrication of parts on regularly scheduled intervals. This is done at all of the buildings owned by the Village and extends the life of all of the units and prevents costly repairs. If repairs are required, 75% of the time they can be done in-house, saving a labor rate of $120/hour charged by outside contractors.
- Lighting retrofits
    - The Facilities Maintenance Division has been working to replace old ceiling fluorescent light fixtures with new energy efficient models.
- Boiler repair
    - The Facilities Maintenance Division has devised a leak detection system for the boiler in the Civic Center. This has prevented the replacement of a large portion of the boiler's tubing which saved the Village $5,000 to $10,000 in replacement costs.
- Other in-house repairs
    - The Facilities Maintenance Division conducts many routine in-house repairs of equipment (e.g. vacuums, file cabinets, etc.), plumbing and electrical systems. This has saved the Village countless dollars in replacement costs and labor fees charged by outside contractors.

GENERAL FUND

VILLAGE BOARD & CLERK

(121100)

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
	Personnel Services							
510100	Salaries - FT	-	13,225	-	-	-	-	
510120	Salaries -PT	25,392	7,859	9,223	10,600	10,265	10,000	*1*
510400	FICA	1,930	1,606	706	800	785	800	
510500	IMRF	240	169	-	-	-	-	
	Subtotal	27,562	22,859	9,929	11,400	11,050	10,800	
	Contractual Services							
520305	Recognition / Awards	-	-	-	-	-	-	*2*
520600	Dues / Subscriptions	28,199	31,514	31,584	30,800	28,092	28,600	*3*
520620	Employee Education	175	3,968	-	3,500	737	-	*4*
520625	Travel	732	254	-	500	148	500	
520905	Printing	44	180	-	300	160	200	
521055	Professional Services / Other	5,692	10,043	4,646	6,000	8,504	5,500	*5*
521230	Public Relations	317	26	-	-	-	-	
	Subtotal	35,159	45,985	36,230	41,100	37,641	34,800	
	Commodities							
530100	Office Supplies	2,133	2,516	1,299	2,000	1,044	1,500	
580110	Equipment /Capital Outlay	-	-	-	-	-	2,800	*6*
	Subtotal	2,133	2,516	1,299	2,000	1,044	4,300	
	Capital Outlay							
580110	Equipment	-	-	-	-	-	-	
	Subtotal	-	-	-	-	-	-	
	TOTAL EXPENDITURES	**$ 64,854**	**$ 71,360**	**$ 47,458**	**$ 54,500**	**$ 49,735**	**$ 49,900**	

BUDGET FOOTNOTES
VILLAGE BOARD & CLERK – FY 12/13

1 **Salaries: ($10,800)** This line includes salaries of elected officials ($50 per month for Village President, $20 per month for Village Trustees, and $500 per month for Village Clerk, and all Board and Commission Recording Secretaries, except for the Plan Commission and the Zoning Board of Appeals, which are included in the Planning and Development budget.

2 **Recognition / Awards: ($0)** Funding for the annual Village Board and Commission appreciation dinner was consolidated in the Village Board & Clerk budget from the General Services budget. Due to budget constraints, no funds are budgeted for FY 12/13 for this recognition event.

3 **Dues/Subscriptions/Registrations: ($28,600)**

	FY10/11 Budget	FY11/12 Budget	FY12/13 Budget
DuPage Mayors and Managers Conference	$25,000	$24,000	$24,000
Metropolitan Mayors Caucus	1,000	1,000	1,000
Illinois Municipal League	1,500	1,600	1,700
State and International Institute of Municipal Clerks	200	200	-
Glen Ellyn Chamber of Commerce	600	600	600
Chicago Metropolitan Agency for Planning	300	300	300
Municipal Clerks of Illinois	100	100	-
Other Activities for Village Elected Officials	3,500	3,000	1,000
	$32,200	$30,800	$28,600

4 **Employee Education: ($0)** Funds are typically allocated in this budget for the biannual Village Board and staff planning retreat. This event is not scheduled to be held in FY12/13.

5 **Professional Services/Other: ($5,500)** Cost of processing various Village licenses including liquor licenses, printing public notices, recording of documents with the County, and codification of changes to the Village Code.

6 **Equipment/Capital Outlay: ($2,800)** Funds have also been included for the purchase of two televisions ($1,600) and a projector ($1,200) to improve how information is shared in the Galligan Board Room.

VILLAGE OF GLEN ELLYN
FY12/13 ANNUAL BUDGET
PERSONNEL SCHEDULE

VILLAGE BOARD & CLERK

Classification	Status	Salary Range*	FY10/11 Budgeted Employees	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees
Village President	elected**	$600/yr	1.00	1.00	1.00
Village Trustee	elected**	$240/yr	6.00	6.00	6.00
Village Clerk	elected**	$3,600/yr	1.00	1.00	1.00
TOTAL EMPLOYEES** (Full-time Equivalents)			-	-	-
Full-time Number of Positions			0	0	0
Part-time Number of Positions			0	0	0
Elected Positions			8	8	8

* Information regarding salary ranges can be found in the appendix.

** Elected officials are not employees and are not included in the Village's Classification and Pay Plan.

GENERAL FUND
VILLAGE MANAGER'S OFFICE
(121200)

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
	Personnel Services							
510100	Salaries - FT	$ 569,108	$ 337,588	$ 334,999	$ 461,000	$ 432,731	$ 475,000	*1*
510120	Salaries - PT	-	128,250	90,074	96,000	91,393	40,000	*1*
510200	Overtime	-	-	-	700	461	500	*1*
510160	Exceptional Performance Awards	-	-	-	-	-	-	*2*
510400	FICA	41,260	32,116	29,389	40,000	39,020	40,800	
510500	IMRF	30,525	29,790	37,878	53,000	46,104	58,000	
	Subtotal	640,893	527,744	492,340	650,700	609,709	614,300	
	Contractual Services							
520140	Village Commissions	-	-	-	21,000	1,710	21,000	*3*
520180	Community Grants	-	-	6,268	30,000	30,000	30,000	*4*
520305	Recognition / Awards	-	290	5,500	4,600	4,418	4,600	*5*
520515	Citizen Corps/Milton Twnsp	7,000	11,000	-	-	-	5,000	
520600	Dues / Subscriptions	12,445	8,285	6,676	6,600	10,108	5,800	*6*
520615	Recruiting and Testing	9,535	5,666	23,430	14,386	32,886	10,000	*7*
520620	Employee Education	1,068	867	4,177	1,500	467	4,500	*8*
520625	Travel	2,099	349	589	1,500	1,219	1,500	
520700	Professional Services / Legal	-	253,134	287,020	200,000	345,149	250,000	*9*
520900	Postage	-	-	-	9,000	9,883	10,000	*10*
520905	Printing	414	-	-	13,800	11,016	8,000	*11*
520932	Communications Equipment	-	-	-	5,600	3,078	500	*12*
520975	Maintenance / Equipment	-	11,614	8,809	11,000	12,661	11,500	*13*
521055	Professional Services / Other	10,457	654	68,134	11,000	31,876	8,500	*14*
521195	Telecommunications	249	-	946	1,500	1,581	1,300	
590600	IFT / Health Insurance	46,820	32,077	35,464	36,800	36,800	40,500	
590610	IFT / Insurance - General	2,000	2,900	5,600	5,500	5,500	4,400	
590650	IFT / Equipment Service (O&M)	1,900	-	-	-	-	-	
590655	IFT / Equipment Service (Replace)	4,400	-	-	-	-	-	
	Subtotal	98,387	326,836	452,613	373,786	538,352	417,100	
	Commodities							
530100	Office Supplies	5,578	4,746	3,664	6,000	6,288	6,000	
	Subtotal	5,578	4,746	3,664	6,000	6,288	6,000	
	Capital Outlay							
580110	Equipment /Capital Outlay	-	-	-	-	1,479	2,000	*15*
	Subtotal	-	-	-	-	1,479	2,000	
	TOTAL EXPENDITURES	**$ 744,858**	**$ 859,326**	**$ 948,617**	**$ 1,030,486**	**$ 1,155,828**	**$ 1,039,400**	*16*

BUDGET FOOTNOTES
VILLAGE MANAGER'S OFFICE – FY 12/13

1. **Salaries: ($515,500)** 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 Manger'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 had 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 in FY 12/13 ($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. In FY 11/12 architectural resources surveys were not an approved expense for the Illinois Historic Preservation Agency Grant. If awarded, the grant will be used to hire a consultant to complete a nomination for a portion of the downtown to be placed on the National Register of Historic Places. It is anticipated that in FY 12/13, the grant will allow for architectural resources surveys again.

   Also funded is $1,000 for the Environmental Commission's Rain Barrel Reimbursement Program.

4. **Community Grants: ($30,000)** This item was moved from the Special Programs Fund to the Village Manager's Office in F Y 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**.** This cost has been lowered in this year's budget due to constraints.

5. **Recognition / Awards: ($4,600)** This line provides funding for the annual staff recognition event and holiday reception.

6. **Dues/Subscriptions/Registrations: ($5,800)** Funds in this line item are budgeted as follows:

BUDGET FOOTNOTES
VILLAGE MANAGER'S OFFICE – FY 12/13

	FY11/12	FY12/13
ICMA/IAMMA dues for management staff	1,500	1,500
ILCMA dues for management staff	400	500
IAMMA Meetings	500	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	2,000	1,100
TOTAL	**$6,600**	**$5,800**

7. **Recruiting and Testing: ($10,000)** These funds are for costs that relate to the advertising of open positions, the use of recruiting firms, administering tests of potential employees and conducting post-offer physicals.

8. **Employee Education: ($4,500)**

	FY11/12	FY12/13
ICMA Conference	0	0
ILCMA Conferences – Summer, Winter	500	500
Catalyst Training	0	3,000
Miscellaneous Employee Education	1,000	1,000
TOTAL	**$1,500**	**$4,500**

9. **Professional Services / Legal: ($250,000)** 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.

10. **Postage: ($10,000)** Postage costs for the mailing of the quarterly (formerly bi-monthly) Village newsletters. This cost has increased because the Village has begun mailing the quarterly newsletter as a flat parcel rather than having it folded to be letter sized. The cost savings realized by not having the newsletter folded more than offset the increased cost in postage.

11. **Printing: ($8,000)** Provides funds for the printing of the quarterly (formerly bi-monthly) Village newsletters. The Village conducted a joint RFP with the Library and School District 41 in FY11/12 to determine if cost savings for regularly printed materials could be realized. The results of this RFP found that the Village could save about $300 per newsletter by working with a different vendor. In FY12/13, due to continued revenue shortages, no annual Village Calendar will be produced.

BUDGET FOOTNOTES
VILLAGE MANAGER'S OFFICE – FY 12/13

12. **Communications/Equipment: ($500)** Beginning in FY 11/12 these expenditures were reassigned from the Special Programs Fund. These expenditures relate to the Multimedia 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: ($11,500)** This item pays for maintenance agreements and copier supplies for Civic Center second floor high-volume copiers.

14. **Professional Services/Other: ($8,500)** 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. **Equipment/Capital Outlay: ($2,000)** These funds have been budgeted for the purchase of a DSLR camera and related accessories for use by the Multimedia Specialist.

16. **Total Expenditures: ($1,039,400)** 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 $102,000 to the Village Manager's Office budget.

VILLAGE OF GLEN ELLYN
FY12/13 ANNUAL BUDGET
PERSONNEL SCHEDULE

VILLAGE MANAGER'S OFFICE

Classification	Status	Salary Range*	FY10/11 Budgeted Employees	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees
Village Manager	FT	Z	1.00	1.00	1.00
Assistant to the Village Manager - ADM	FT	P	-	1.00	1.00
Assistant to the Village Manager - HR	FT	P	-	1.00	1.00
Personnel Analyst	FT		1.00	-	-
Economic Development Coordinator	PT	J	-	-	0.75
Administrative Analyst	FT		1.00	-	-
Administrative Services Coordinator[1]	PT	G	0.75	0.75	0.75
Administrative Secretary (1)	PT		1.00	1.00	-
Executive Secretary	PT	H	-	-	0.75
Administrative Clerk II (2)	PT	B	1.00	1.00	1.00
Multimedia Specialist	PT	J	0.75	0.75	0.75
Administrative Intern	PT	N/A	-	0.50	0.50
Senior Services					
Senior Services Coordinator (2)[2]	PT	H	0.60	-	-
TOTAL EMPLOYEES (Full-time Equivalents)			**7.10**	**7.00**	**7.50**
Full-time Number of Positions			3	3	3
Part-time Number of Positions			8	7	7

1 The Administrative Services Coordinator position was previously reported in the Village Board & Clerk budget as a part time (.5 FTE) Administrative Clerk II.

2 Senior Services personnel were previously assigned to the Village Manager's Office but are now a separate division within Administration.

* Information regarding salary ranges can be found in the appendix.

GENERAL FUND

FACILITIES MAINTENANCE

(121300)

Village of Glen Ellyn

FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
	Personnel Services							
510100	Salaries - FT	$ 316,741	$ 47,098	$ 48,992	$ 51,500	$ 52,000	$ 54,000	*1*
510120	Salaries - PT	-	179,877	145,600	158,500	143,619	154,000	*1*
510200	Overtime	2,181	3,695	4,039	3,000	2,246	3,000	
510400	FICA	24,141	17,552	15,094	16,800	15,024	16,100	
510500	IMRF	8,410	4,059	6,327	6,900	6,349	6,700	
	Subtotal	351,473	252,281	220,052	236,700	219,238	233,800	
	Contractual Services							
520600	Dues / Subscriptions	692	328	274	800	253	300	
520620	Employee Education	834	934	2,795	2,300	1,515	2,300	*2*
520625	Travel	770	56	67	200	-	100	
520970	Maintenance / Bldgs & Grounds	39,816	28,969	40,156	43,000	25,244	43,000	*3*
521055	Professional Services / Other	6,463	993	1,069	4,000	1,494	2,500	*4*
521075	Contract Maintenance Services	17,769	18,635	15,791	17,000	12,534	17,000	*5*
521195	Telecommunications	-	2,535	1,449	2,000	1,007	1,600	
521200	Utilities	43,725	19,525	22,454	30,000	19,060	30,000	*6*
590600	IFT / Health Insurance	8,252	4,711	5,930	6,200	6,200	6,400	
590610	IFT / Insurance - General	3,100	5,900	7,400	7,200	7,200	4,400	
590650	IFT / Equipment Service (O&M)	9,800	12,100	10,600	13,600	13,600	21,000	
590655	IFT / Equipment Service (Replace)	6,800	6,800	6,200	7,000	7,000	9,300	
590690	IFT / Facilities Maintenance Resv	-	-	-	-	-	50,000	*7*
	Subtotal	138,021	101,486	114,185	133,300	95,107	187,900	
	Commodities							
530100	Office Supplies	1,411	1,660	817	1,500	1,331	1,500	
530105	Operating Supplies	25,949	25,039	27,819	27,000	30,547	27,000	*8*
530310	Inventory Parts	1,946	1,630	1,463	2,500	2,100	2,500	
530445	Uniforms	1,428	1,629	1,695	1,700	1,646	1,500	
	Subtotal	30,734	29,958	31,794	32,700	35,624	32,500	
	Capital Outlay							
580110	Equipment	3,880	402	-	-	-	-	
	Subtotal	3,880	402	-	-	-	-	
	TOTAL EXPENDITURES	**$ 524,108**	**$ 384,127**	**$ 366,031**	**$ 402,700**	**$ 349,969**	**$ 454,200**	

BUDGET FOOTNOTES
FACILITIES MAINTENANCE – FY12/13

1. **Salaries: ($208,000)** The Civic Center, Reno Center and two Fire Stations are cleaned and maintained by the Facilities Maintenance staff. Staff also cleans the walkways immediately adjacent to the train station building. Charges for Facilities Maintenance staff services provided toward the History Park properties at the Stacy's Corners intersection are charged directly to the Historic Preservation division of the Special Programs Fund budget.

2. **Employee Education: ($2,300)**

Budgeted amounts for:	FY10/11	FY11/12	FY 12/13
- Staff spot awards, team building incentives	$0	400	400
- Seminars (local or online)	1,000	400	400
- Continuing education:			
-Includes Building systems seminars and classes.			
Web-based training for PMC Preventative Maintenance software.	1,500	1,500	1,500
Total	**$2,500**	**$2,300**	**$2,300**

3. **Maintenance – Buildings and Grounds: ($43,000)** This line item includes funds for regular maintenance activities at the Civic Center, Reno Center, and both Fire Stations.

Budgeted amounts for:	FY11/12	FY12/13
- Contingency cost for electrical needs – all buildings	$5,000	$5,000
- Contingency for repairs of overhead doors – all buildings	4,000	4,000
- Contingency for repairs to HVAC systems – all buildings	15,000	15,000
- Contingency for repair of fire detection & sprinkler systems	4,000	4,000
- Contingency for repairs to backup generators – all buildings	4,000	4,000
- Annual Civic Center gym floor refinishing	0	0
- Additional/other, ongoing maintenance	11,000	11,000
Total	**$43,000**	**$43,000**

BUDGET FOOTNOTES
FACILITIES MAINTENANCE – FY12/13

4. **Professional Services: ($2,500)** 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.

Budgeted amounts for:	FY10/11	FY11/12	FY 12/13
- Roof inspection for all buildings (cost split with History Park)	2,000	2,000	2,000
- Village fire and elevator inspections	500	0	0
-DPSI Preventative Maint. software annual support agreement	1,000	1,000	1,000
- Contingency for environmental testing (mold, radon, etc.)	1,000	1,000	1,000
Total	**$4,500**	**$4,000**	**$4,000**

This budget line item was lowered to $2,500 as a cost reduction.

5. **Contract Maintenance Services-Yearly Contracts: ($17,000)**

	FY10/11	FY11/12	FY12/13
- Elevator preventive maintenance (PM) - Civic Center	$2,200	$2,200	$2,200
- PM & minor repairs to overhead doors - all buildings	3,000	3,000	3,000
- Exterminator service at all buildings (split w/History Park)	1,000	1,000	1,000
- PM & minor repairs for fire extinguishers- all buildings	1,000	1,000	1,000
- Preventive maintenance of RPZ water "valves"- all buildings	1,300	1,300	1,300
- P.M./service contract HVAC equipment-CC & Reno (partial)	4,000	4,000	4,000
- Testing & minor repairs for fire sprinkler & detection systems	2,000	2,000	2,000
- PM & minor repairs for the back-up generator systems	2,500	2,500	2,500
Total	**$17,000**	**$17,000**	**$17,000**

6. **Utilities: ($30,000)** 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. Beginning in fiscal year 2008/2009, utility expenses related to our two Fire Stations are being charged directly to the Fire department budget to better reflect the whole cost of this service. Electricity is provided "free" to municipal buildings according to a franchise agreement with Commonwealth Edison. A similar agreement with Nicor provides for a certain amount of free therms of natural gas usage, which accounts for more than half of the total.

7. **IFT / Facilities Maintenance Reserve: ($50,000)** The Village has been unable to fund contributions to the Facilities Maintenance Reserve for several years. This year, the proposed budget includes a contribution of $50,000. As economic circumstances allow, annual contributions will be made to restore funding necessary to maintain the Village's facilities.

BUDGET FOOTNOTES
FACILITIES MAINTENANCE – FY12/13

8. **Operating Supplies: ($27,000)** Annual cost of consumables, such as cleaning supplies, paper products, coffee supplies, hardware, HVAC filters, boiler chemicals, small tools, and floor matting for the Fire Stations, History Park, Civic Center and Reno Public Works Center.

BUDGET FOOTNOTES
FACILITIES MAINTENANCE – FY12/13

VILLAGE BUILDING RESPONSIBILITY INDEX

Task Key:

A= Interior Cleaning
B= Interior Maintenance
C= Roof & Structure
D= Parking Lot & Exterior Lighting
E= Landscape Pickup
F= Landscape Maintenance
G=Snow Removal & Salting

	STAFF GROUP RESPONSIBLE FOR TASK					
VILLAGE PROPERTIES	**Facilities Maintenance**	**Utilities Staff**	**Glenbard Wastewater**	**PW Staff**	**Fire Co.**	**Links Staff**
Civic Center	A, B, C, D, E			E, F, G		
Reno Center	A, B, C, D	A		A, E, F, G		
Fire Station 1	A, B, C, D			E, F, G	A	
Fire Station 2	A, B, C, D			E, F, G	A	E, F
Stacy's Tavern Museum 557 Geneva Rd.	A, B, C, D			E, F, G		
History Park properties Main St. and Geneva Rd	A, B, C, D			E, F, G		
Water Production bldgs	C	A, B, D, E, F, G		E, F		
Village Links Facilities						A - G
Glenbard Wastewater Treatment Plant			A - G	G		
Metra Train Station	E			D, E, F, G		

VILLAGE OF GLEN ELLYN
FY12/13 ANNUAL BUDGET
PERSONNEL SCHEDULE

FACILITIES MAINTENANCE DIVISION

Classification	Status	Salary Range*	FY10/11 Budgeted Employees	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees
Facilities Supervisor	FT	I	-	1.00	1.00
Maintenance Worker II (2)	PT	F	1.00	1.00	1.00
Custodial Supervisor	FT		1.00	-	-
Custodian (6)	PT	A	3.60	3.00	3.00
TOTAL EMPLOYEES (Full-time Equivalents)			**5.60**	**5.00**	**5.00**
Full-time Number of Positions			1	1	1
Part-time Number of Positions			9	8	8

* Information regarding salary ranges can be found in the appendix.

GENERAL FUND
SENIOR SERVICES
(121500)

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
	Personnel Services						
510120	Salaries - PT	-	-	40,000	41,529	42,000	
510400	FICA	-	-	3,000	3,177	3,000	
	Subtotal	-	-	43,000	44,706	45,000	*1*
	Contractual Services						
520130	Community Assistance Programs	-	-	400	400	400	*2*
520160	Senior Center Grant Expense	-	-	-	5,647	-	
520500	Senior Transportation	-	-	65,000	25,515	63,000	*3*
520600	Dues / Subscriptions	-	-	300	10	250	
520620	Employee Education	-	-	200	-	200	
521055	Professional Services / Other	-	-	2,500	2,092	2,200	
521195	Telecommunications	-	-	1,800	1,406	1,500	
	Subtotal	-	-	70,200	35,070	67,550	
	Commodities						
530105	Operating Supplies	-	-	5,000	3,869	5,000	
	Subtotal	-	-	5,000	3,869	5,000	
	TOTAL - Senior Services	**$ -**	**$ -**	**$ 118,200**	**$ 83,645**	**$ 117,550**	

BUDGET FOOTNOTES
SENIOR SERVICES – FY 12/13

1. **Salaries: ($45,000)** Provides funding for two part-time Senior Services Coordinators who share a weekly work schedule of 30 hours at the Senior Center hosted by Grace Lutheran Church located in downtown Glen Ellyn. These positions serve as a counseling, outreach and referral service to Glen Ellyn seniors and their families. The Senior Service Center is a Senior Health Insurance Program site, providing assistance with insurance questions and help completing the Circuit Breaker Application, which provides grants to seniors to reduce the impact of taxes and medication costs. The service also utilizes volunteers including high school students, community leaders, senior citizens and representatives from service clubs such as Kiwanis, Junior Women and Glen Ellyn Women's Club.

2. **Community Assistance Program: ($400)** The Community Assistance Program began under the Federal General Revenue Sharing Program of 1972. Its purpose was to provide property tax assistance and rent subsidies for Glen Ellyn senior residents. The program provides $400 per year to help these seniors cope with property taxes and rental costs, with the goal of assisting them to remain in their homes and function independently. Because no new participants have been added since the mid-1980s, the number of participants decreases by attrition (FY12/13 – one participant).

3. **Senior Transportation: ($63,000**) Beginning in July, 2004 Glen Ellyn became a participant in a new transportation program initiated in DuPage County. "Ride DuPage" is the result of efforts of the Inter-Agency Paratransit Coordination Council (IAPCC) to create a seamless transportation system for senior citizens and disabled persons in DuPage County. Highlights of the Ride DuPage program include use of one central reservation phone number and a central dispatching location. In addition to taxi cabs, PACE mini-busses are available to service riders with special needs. Expanded availability of transportation also means fewer restrictions on service hours and trip destinations. Users of the program pay their discounted fare at the time of their trip, eliminating the previous requirement to advance-purchase individual coupons. The Village is billed monthly by PACE for services used by Glen Ellyn's registered riders.

   Interest in the Ride DuPage program has been strong. The level of participation, and Village cost, has grown significantly compared to the previous program, Pilot II, which has since been phased out. Historical increases in the Village's cost of participation in Ride DuPage have been due to increases in demand for service as well as program cost increases by PACE.

   In May, 2006 the Village increased the rider share of overall costs from $1.50 to $3.00 for the first 6 miles of a scheduled trip in an effort to balance the level of Village subsidy to a 60% level, the same as the subsidy provided under the Pilot II program. Since that time, demand and overall program costs have continued to increase. A restructuring of the rider cost was initiated on May 1, 2007 ($1.00 flat fee, plus $1.00 per mile traveled) to continue an effort to

transition to our stated 60% subsidy level and to promote greater equity in fares charged among riders based on trip length.

The Village's share of senior transportation costs began to stabilize in FY07/08. The Village's costs are projected to continue at a level rate in FY 11/12, resulting from the formation of the Glen Ellyn/Milton Township/Wheaton partnership and the additional Pace funding that was brought into the program. In FY10/11 (June, 2010), the netting of Ride to Work program grants against our monthly billings were discontinued. These grant funds will now be received as reimbursement from the RTA, through the City of Naperville as administrator, and will be recorded as Special Programs Fund revenue. There is no appreciable change in the total program cost from FY11/12 to FY12/13.

The budget request was $65,000 and has been lowered to $63,000.

VILLAGE OF GLEN ELLYN
FY12/13 ANNUAL BUDGET
PERSONNEL SCHEDULE

SENIOR SERVICES

Classification	Status	Salary Range*	FY10/11 Budgeted Employees	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees
Senior Services Coordinator (2)[2]	PT	H	-	0.60	0.60
TOTAL EMPLOYEES (Full-time Equivalents)			**-**	**0.60**	**0.60**
Full-time Number of Positions			-	-	-
Part-time Number of Positions			-	2	2

[2] Senior Services personnel were previously assigned to the Village Manager's Office but are now a separate division within Administration.

* Information regarding salary ranges can be found in the appendix.

Admin & Facilities Maintenance
(121600)

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
	Personnel Services							
510120	Salaries - PT	-	-	-	4,000	3,487	4,000	
510400	FICA	-	-	-	300	267	300	
510500	IMRF	-	-	-	200	-	-	
	Subtotal	-	-	-	4,500	3,754	4,300	*1*
	Contractual Services							
520700	Legal-General Counsel	-	-	-	1,000	5,837	1,000	
520970	Maintenance / Bldgs & Grounds	-	-	-	22,151	18,722	10,000	*2*
521055	Professional Services / Other	-	-	-	-	500	-	
521195	Telecommunications	-	-	-	500	227	300	
521200	Utilities	-	-	-	10,000	13,640	10,000	
	Subtotal	-	-	-	33,651	38,926	21,300	
	TOTAL - Admin & Facilities Maint	**$ -**	**$ -**	**$ -**	**$ 38,151**	**$ 42,680**	**$ 25,600**	

Public Works
(121610)

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
	Personnel Services							
510100	Salaries - FT	-	-	-	-	1,877	9,500	
510120	Salaries - PT	-	-	-	6,500	471	-	
510400	FICA	-	-	-	500	180	700	
510500	IMRF	-	-	-	900	236	1,100	
	Subtotal	-	-	-	7,900	2,764	11,300	*3*
	Contractual Services							
520970	Maintenance / Bldgs & Grounds	-	-	-	18,000	7,428	16,500	*4*
521055	Professional Services/Other	-	-	-	-	1,022	-	
	Subtotal	-	-	-	18,000	8,450	16,500	
	TOTAL - Public Works	**$ -**	**$ -**	**$ -**	**$ 25,900**	**$ 11,214**	**$ 27,800**	
	TOTAL - HISTORY PARK	**$ -**	**$ -**	**$ -**	**$ 64,051**	**$ 53,894**	**$ 53,400**	

BUDGET FOOTNOTES
HISTORY PARK – FY 12/13

*** All History Park expenditures were formerly allocated within the Special Programs Fund and have been transferred to the General Fund beginning with FY11/12. Revenue formerly allocated within the Special Programs Fund has also been transferred to the General Fund to fund these expenditures.**

1. **Personnel Services: ($4,300)** This represents salary and benefit expenses for Facilities Maintenance to maintain the History Park facilities.

2. **Maintenance/Bldg. & Grounds: ($10,000):** Provides funding for regular maintenance of buildings at the History Park including custodial supplies and minor repair work.

3. **Personnel Services: ($11,300)** This represents salary and benefit expenses for Public Works to maintain the History Park facilities.

4. **Maintenance/Bldg. & Grounds: ($16,500):** Provides funding for regular maintenance of outdoor facilities and landscaping at the History Park.

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
	Personnel Services							
510100	Salaries - FT	$ -	$ -	$ -	$ -	$ -	$ 48,000	
510400	FICA	-	-	-	-	-	3,700	
510500	IMRF	-	-	-	-	-	6,000	
	Subtotal	-	-	-	-	-	57,700	*1*
	Contractual Services							
520310	Holiday Decorations	-	-	-	30,000	31,980	30,000	
520405	Economic Development Corp	-	-	-	70,000	70,000	-	
520406	Economic Development Grants	-	-	-	125,341	85,297	100,000	*2*
520407	Alliance of Downtown GE	-	-	-	110,000	110,000	100,000	*3*
520600	Dues and Subscriptions	-	-	-	-	-	800	
520625	Travel	-	-	-	-	-	250	
520620	Employee Education	-	-	-	-	-	500	
521055	Professional Services / Other	-	-	-	92,500	53,812	40,000	*4*
520903	Marketing	-	-	-	-	-	10,000	
520905	Printing	-	-	-	-	-	2,000	
520206	Economic Development incentive	-	-	-	-	-	14,400	*5*
521195	Telecommunications	-	-	-	-	-	1,000	
590610	IFT / Insurance General	-	-	-	-	-	100	
590910	IFT / Corporate Reserve Fund	-	-	-	-	-	21,600	*5*
	Subtotal	-	-	-	427,841	351,089	320,650	
	Commodities							
530100	Office Supplies	-	-	-	-	-	500	
	Subtotal	-	-	-	-	-	500	
	TOTAL - Econ. Development	**$ -**	**$ -**	**$ -**	**$ 427,841**	**$ 351,089**	**$ 378,850**	
	Revenue							
	Hotel Motel Tax				$ 105,000	$ 124,446	$ 130,000	
	Economic Development SSA				$ 184,000	$ 166,867	$ 166,000	
	Sales tax and Home Rule Sales Tax (subject to incentives)						$ 36,000	
	Total Revenue				$ 289,000	$ 291,313	$ 332,000	
	Amount of HRST used for economic development				$ (138,841)	$ (59,776)	$ (46,850)	

BUDGET FOOTNOTES
ECONOMIC DEVELOPMENT

*** All Economic Development expenditures were formerly allocated within the Special Programs Fund and have been transferred to the General Fund beginning with FY11/12. Revenue formerly allocated within the Special Programs Fund has also been transferred to the General Fund to fund these expenditures.**

1. **Economic Development Manager Position: ($57,500)** These funds are allocated for a part-time Economic Development Manager. This new position will develop and execute strategies to enhance the economic vitality of the Village through the implementation and oversight of programs and initiatives that will attract new businesses and encourage expansion and retention of existing businesses to promote a stronger economic base.

2. **Economic Development Grants: ($100,000)** This amount represents funding for façade grants and interior remodeling grants for downtown businesses. The grant program will be administered by the Planning and Development Department.

3. **Alliance of Downtown Glen Ellyn: ($100,000)** This amount includes funding for the Alliance of Downtown Glen Ellyn. With this funding, the Alliance will handle Downtown Events, Downtown Marketing, and business support and retention for downtown businesses.

4. **Professional Services/Other: ($40,000)** This amount provides funding for a variety of economic development projects and activities including:

   TIF and Sales Tax Incentive Support: ($30,000) This amount covers the cost to do the annual TIF report and provide some consultant assistance in evaluating TIF incentive requests for downtown projects and to assist in evaluating other incentive requests throughout the Village
   Stacy's Corners Improvements: ($10,000) This amount provides funding to hire a consultant to assist in the RFP and developer selection for the former Marathon Gas Station at 825 Main Street.

5. **Sales and Home Rule Sales Tax Incentives: ($36,000):** Funds to reimburse Glen Ellyn Market development on Roosevelt Rd. from proceeds from projected sales tax revenues generated during a portion of the 2012/13 FY as follows: $21,600 to reimburse Corporate Reserve Fund for improvements to Taft Ave. and $14,400 in sales tax incentives to the developer.

RESIDENTIAL SOLID WASTE FUND

The Residential Solid Waste Fund was established in 1981, after the Village Board decided to contract with one hauler for single scavenger service for the entire community, in place of each property owner making their separate refuse collection arrangements with different refuse collectors. It identifies the cost of providing once-a-week solid waste collection and disposal services to the approximately 7,200 single family residences in Glen Ellyn (the Village refuse contract does not include commercial or multi-family housing units). The Solid Waste Fund is a stand-alone enterprise fund which means that adequate revenues must be produced through direct billing to users (included as a separate service charge on the monthly Village utility bill) and through other revenues, such as the sale of recyclable materials, to cover the cost of this service. No tax dollars are used or are required to help pay for the expenses of this program.

Following a request for proposal process (RFP) and review by staff and the Environmental Commission, the Village Board approved a 5-year service contract with Allied Waste Services (AWS) beginning August 1, 2005. The agreement introduced the use of wheeled refuse carts (purchased by the Village) and, along with competitive bidding, resulted in a 17% decrease in the base rate (35 gallon container) to customers compared to the previous contract. The contract with AWS calls for an annual rate adjustment based on the Consumer Price Index. More recently, the Village and AWS extended the five-year contract for an additional two years of service, through July 31, 2012. The extended contract introduced the use of wheeled recycling carts (also purchased by the Village) and ensured continuation of many refuse and recycling services that residents have come to enjoy with AWS such as a one day collection (Monday) and the biennial "clean sweep" unlimited no-sticker event.

The current solid waste contract will expire on July 31, 2012. Therefore, in February 2012, the Administration Department issued an RFP in an effort to seek a competitive price for the new residential refuse and recycling contract. At the time the draft budget was prepared, the price of the new contract was unknown. Therefore, the budget includes an anticipated 5% increase in contract costs and a corresponding increase in revenues (refuse fees). The actual dollar amount and percentage increase may change based on the results of the RFP.

The Village Manager's Office is primarily responsible for the oversight of this Fund, while the billing and collection function is handled through the Finance Department. This Fund also handles the financing for the once-a-month parkway, no-sticker, brush and branch removal program during May through October (in addition and separate from the stickered weekly yard waste collection by AWS).

Plans in process for the 2012 "spring cleanup" activities include:

a. **April 4, 2012 –** Seasonal start of stickered weekly yard waste collection through November by Allied Waste Services.

b. **April 28, 2012 –** Recycling Extravaganza, including electronics, at the Duane/Lorraine commuter parking lot, just west of the Glen Ellyn Library, and the Annual Prairie Path and Great Western Trail cleanup events.

c. **April 30, 2012 –** Clean Sweep unlimited refuse collection begins.

d. **Mid-May, 2012 –** Beginning of unlimited, no-sticker, monthly parkway brush and branch collection, May - October, 2012.

In the past, the Village received significant rebates from our contract waste hauler due to the resale of recyclable materials as stipulated in the solid waste contract. These rebates provided the Solid Waste Fund the ability to absorb contractual cost increases without passing these increases along to Village residents. They had also helped to accumulate reserves in the Fund over a number of years. These additional revenues and related reserve balances permitted the Village the ability to launch a wheeled refuse cart program in FY05/06 and a similar recycling cart program in FY09/10 without additional cost to residents.

Unfortunately, in December 2008, our recycling rebates abruptly came to a halt, following a collapse in the market for recyclable materials. As a result of this, a 5% resident rate increase was implemented August 1, 2009 and August 1, 2010 to partially close the gap between our cost of providing services at the current level and revenues received from customer billings. Fortunately, in late 2010, the recyclable market rebounded and the Village was able to use those unexpected revenues to eliminate a 5% fee increase that was planned for August 1, 2011.

The FY12/13 Solid Waste Fund budget includes a recommended rate adjustment, based on the anticipated increase in cost for waste removal services with the RFP process. Final rates will not be determined until completion of the RFP process in summer of 2012.

RESIDENTIAL SOLID WASTE FUND

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
Revenues / Inflows *(5400)*								
430200	State Grant Revenue	-	54,000	6,000	-	-	-	
440540	Trash Disposal Billings	1,136,610	1,193,982	1,258,704	1,320,000	1,275,648	1,308,000	1
460100	Interest Income	10,543	3,017	1,094	1,000	1,249	1,000	
489000	Miscellaneous Revenue	146,533	20,202	97,324	50,000	184,808	30,000	2
489100	Miscellaneous Over/Short	-	-	(7)	-	630	-	2
	TOTAL REVENUES	**$ 1,293,686**	**$ 1,271,201**	**$ 1,363,115**	**$ 1,371,000**	**$ 1,462,335**	**$ 1,339,000**	
Expenditures / Outflows *(54000)*								
	Contractual Services							
520835	Banking Services	-	1,810	-	5,000	-	6,000	3
520900	Postage	16,773	20,768	15,000	20,000	15,000	22,400	4
520905	Printing	-	-	-	1,900	1,724	1,400	5
521055	Professional Services - Other	14,638	17,017	15,403	18,000	13,528	12,000	6
521080	Waste Removal Services	1,064,214	1,096,414	1,110,112	1,042,000	1,042,393	1,176,000	7
521085	Brush / Branch Service	143,229	148,450	132,000	150,000	201,079	152,000	8
521120	Disposal Costs	-	25,339	23,752	30,000	25,652	30,000	9
590120	Service Charge	22,800	83,100	77,100	77,100	77,100	77,100	10
	Subtotal	$ 1,261,654	$ 1,392,898	$ 1,373,367	$ 1,344,000	$ 1,376,476	$ 1,476,900	
	Capital Outlay							
580110	Equipment /Capital Outlay	-	307,587	7,520	10,000	7,987	8,000	11
	TOTAL EXPENDITURES	**$ 1,261,654**	**$ 1,700,485**	**$ 1,380,887**	**$ 1,354,000**	**$ 1,384,463**	**$ 1,484,900**	
FUND INCREASE (DECREASE)		**$ 32,032**	**$ (429,284)**	**$ (17,772)**	**$ 17,000**	**$ 77,872**	**$ (145,900)**	12

Available Cash Analysis (000's)	
Available, May 1, 2011	$ 417
Estimated FY12 Inflow/(Outflow)	78
Budgeted FY13 Inflow/(Outflow)	(146)
Projected Available, April 30, 2013	$ 349

25% minimum cash reserve policy (000's)	
Operating Expenditures Budgeted	$ 1,477
25% Minimum Reserve Policy	369

RESIDENTIAL SOLID WASTE FUND
EXPENDITURE FOOTNOTES – FY 12/13

1. **Trash Disposal Revenue: ($1,308,000)** This figure is based on weekly solid waste disposal service for approximately 7,300 residential addresses (single-family and 2-family duplex housing units) and also includes charges to pay for the once-a-month, no-sticker, branch and brush pick-up program which runs from May through October each year. These revenues are collected on the Village's monthly utility bill.

   User fees collected to pay for solid waste disposal services are determined based on the costs of various contract service providers and other costs of administering the program (account maintenance, customer service and billing). Also factored into rate determination is the availability of revenues from other sources such as recycling rebates the Village receives through its current waste hauling contract.

   On August 1, 2005 the Village began a 5-year waste hauling contract with Allied Waste Services which introduced for the first time, standardized wheeled refuse carts. At that time, the base rate charged to Glen Ellyn customers was decreased by 17% compared to the previous contract. Due to the availability of recycling rebates to offset contract cost increases, rates charged to Glen Ellyn residents were not increased for the first 4 years of the contract.

   In December 2008, the Village was notified that due to extreme volatility in the recyclable materials market, rebates previously received would no longer be available. Absent these rebates, a rate increase of 5% was adopted beginning August 1, 2009 and 2010 to partially offset the loss of these revenues. Accumulated reserve balances were used to make up the remaining deficiency between operating revenues and expenses. In 2011, the recyclable materials market rebounded and the Village was able to offset some of the increased costs with these funds and did not have to raise residential rates as initially expected.

   In 2012, the Village will request bids for the residential refuse and recycling program. It is anticipated that the new contract will increase the cost for the Village by about 5%. Therefore, proposed for August 1, 2012 is an additional 5% increase in monthly customer charges which will continue to help bridge the gap between the costs of providing service which exceeds revenues generated from monthly customer billings. As in FY09/10, additional reserve balances will be drawn upon to fund difference between program costs and billed revenues.

2. **Other / Miscellaneous Revenue: ($30,000)** The market and price received from the sale of recyclable materials fluctuates greatly. In past years the Village received between $100,000 and $200,000 for the sale of these materials. In 2008 the recycling market plummeted and as a result the Village did not receive any revenue. In 2011, we saw the market rebound, however we have received indications that the market may plummet again and there is no guarantee that the Village will be able to receive recycling rebates in the next contract. Therefore, we have included $30,000 as our early estimate of possible rebates to be received in FY 12/13.

3. **Banking Services: ($6,000)** This Village prepares monthly billings for monthly solid waste services. The Solid Waste Fund will now assume a portion of the retail lockbox services the Village utilizes in collecting and processing monthly remittances.

RESIDENTIAL SOLID WASTE FUND
EXPENDITURE FOOTNOTES – FY 12/13

4. **Postage: ($22,400)** Included in this line item are postage costs ($20,000) for mailing of monthly solid waste billings to our 7,300 residential customers (split 50/50 with the Water and Sanitary Sewer Fund – see footnote 7 below) and postage costs for the mailing of one annual "special edition" solid waste publication.

5. **Printing: ($1,400)** This line item covers the cost of printing the annual Special Environmental Newsletter. This cost was reduced for FY 12/13 due to a printing services request for proposals that was conducted in 2011.

6. **Professional Services / Other: ($12,000)** The Village uses a third-party vendor to process, print, and mail the monthly Village utility bills (This cost is split 50/50 between the Solid Waste and Water and Sanitary Sewer Funds).

7. **Waste Removal Services: ($1,176,000)**

Weekly waste disposal contract*	$ 1,089,000
Unlimited collection event	$ 87,000
Total Budget	$ 1,176,000

* The Village's Solid Waste and Recycling Contract with Allied Waste expires on July 31, 2012. This value anticipates a 5% increase in the cost of collection services.

8. **Professional Services / Branch Removal: ($152,000)** This line includes funds for the six month tree branch and brush collection program (May – October) undertaken by a separate vendor, not our weekly solid waste hauling contractor.

9. **Disposal Costs: ($30,000)** This line was transferred from the General Fund in FY 09/10 and is associated with the street sweeping and catch basin cleaning program.

10. **Service Charge: ($77,100)** This service charge represents a transfer to the General Fund as a reimbursement for staff and other support services provided in connection with the solid waste program. This amount has been reduced by postage and professional services items listed in footnotes 3 and 4 above which are now "reassigned" to the Solid Waste Fund to reflect a more direct itemization of program costs.

11. **Equipment / Capital Outlay: ($8,000)** These funds have been allocated for the purchase of additional refuse and recycling carts on an as-needed basis.

12. **Fund Increase / (Decrease): ($145,900)** Despite a proposed 5% customer rate increase scheduled for August 1, 2012, the Solid Waste Fund remains in a deficit position for FY12/13 and will use approximately $145,900 in cash reserves. The extent to which recycling rebates are received will be used to buffer the impact of rate increases to our customers.

TAX INCREMENT FINANCING FUND
CENTRAL BUSINESS DISTRICT

In early 2011, the Village began the process of establishing a tax increment financing (TIF) district in the Central Business District (CBD) for the purpose of revitalizing the downtown. The formal adoption of the TIF occurred in early 2012. No revenue is expected to be generated by the TIF until at least FY13/14. However, TIF startup costs have been expensed to this fund and will be repaid by future TIF proceeds.

TAX INCREMENT FINANCING

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget
Revenues / Inflows ***(2500)***					
410100	Property Tax	-	-	-	-
		-	-	-	-
460100	Interest Income	-	-	-	-
489000	Miscellaneous Revenue	-	-	-	-
		-	-	-	-
	TOTAL REVENUES	**$ -**	**$ -**	**$ -**	**$ -**
Expenditures / Outflows ***(25000)***					
	Contractual Services				
520700	Legal - General Counsel	-	-	14,746	1,000
520835	Banking Services	-	-	-	-
520900	Postage	-	-	-	-
520905	Printing	-	-	-	-
521055	Professional Services - Other	-	-	26,036	-
	Subtotal	$ -	$ -	$ 40,782	$ 1,000
	Capital Outlay				
580110	Equipment /Capital Outlay	-	-	-	-
	TRANSFERS OUT				
590910	Operating Transfers Out	-	-	18,000	-
	TOTAL EXPENDITURES	**$ -**	**$ -**	**$ 58,782**	**$ 1,000**
FUND INCREASE (DECREASE)		**$ -**	**$ -**	**$ (58,782)**	**$ (1,000)**

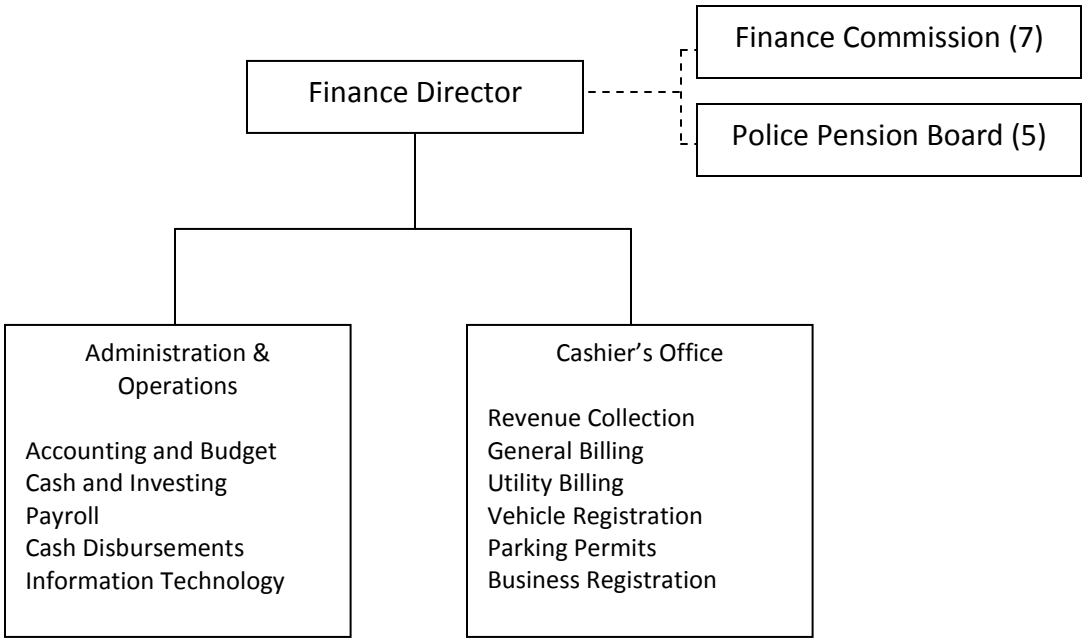
Available Cash Analysis (000's)	
Available, May 1, 2011	$ -
Estimated FY12 Inflow/(Outflow)	(59)
Budgeted FY13 Inflow/(Outflow)	(1)
Projected Available, April 30, 2013	$ (60)

Table of Contents

IV. FINANCE DEPARTMENT

Organizational Chart 98
Finance Department Narrative 99
Finance Department Budget 103
Insurance Fund 107

FINANCE DEPARTMENT
FY12/13



- Assistant Finance Director (1)
- Information Technology Manager (1)
- Accounting Specialist (1)
- Fiscal Clerk (1 P.T.=0.6 FTE)

- Accounts Manager (1)
- Fiscal Clerk (8 P.T. = 3.6 FTE)
- Water Meter Reader (4 P.T. = 1 FTE)

FY12/13 Budget	Employee Count	FTE
Full Time Personnel	5	5.00
Part-Time Personnel	13	5.20
Total Employees / FTEs	18	10.20

(FTE = Full-Time Equivalent)

	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13
Budgeted Full-Time Employees										
Operations	5	6	5	5	5	4*	4	4	4	4
Cashier's Office	1	1	1	1	1	1	1	1	1	1
Total FT	6	7	6	6	6	5	5	5	5	5

*Personnel Analyst position moved to Village Manager's budget.

FINANCE DEPARTMENT

The Finance Department is responsible for overseeing the fiscal and technology operations of the Village. Primary responsibilities of the department include accounting and financial reporting, budgeting and long-term financial planning, capital financing, cash management and investment of Village funds, payment of bills, billing and collection of revenue, payroll and pension administration, and information technology services.

Many of the functions performed by the department represent an internal service to other departments. Additionally, the Department performs accounting and related administrative services for the Glen Ellyn Public Library and the Glenbard Wastewater Authority (GWA). A service charge representing the cost of services provided to other Village funds and these two external agencies is collected and recognized as revenue in the General Fund.

The proposed staffing complement for FY12/13 includes 5 full-time and 13 part-time employees. Departmental staff is divided into two areas including Administration and Operations and the Cashiers Office.

Administration and Operations - This segment of the department is staffed by four full-time employees including a full-time Finance Director, Assistant Finance Director, Information Technology Manager, and Accounting Specialist and one part-time Fiscal Clerk. Primary responsibilities of this area include general administration, accounting services, accounts payable, payroll processing, and information technology services.

General administration of the department is the responsibility of the Finance Director. Primary duties include the coordination and management of staff resources, coordination of the Village's annual budget process, management of the Village's independent annual financial audit, cash management and investment of Village funds, planning for long-term capital project financing, and oversight of information technology functions.

The accounting function records cash receipts and cash disbursements in accordance with established policies and procedures. The accounts payable function processes all disbursements for the Village, the Glenbard Wastewater Authority and the Glen Ellyn Public Library. Monthly financial statements are prepared and distributed to department managers for review of current spending against budgeted amounts.

Each year, in conformance with State statutes, the Village undergoes an audit of its financial statements and records by an independent audit firm for the purpose of obtaining an opinion as to whether the Village's financial statements are prepared in conformity with Generally Accepted Accounting Principles (GAAP). The department is responsible for the coordination and preparation of the Village's annual financial statements (Comprehensive Annual Financial Report or "CAFR") through its audit firm as well as preparing all documentation and records necessary to support the amounts and disclosures in the financial statements.

For the past 22 years, the Village has received recognition for its CAFR in the form of a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). This program requires preparation of financial statements in accordance with detailed program criteria, which help ensure a financial report that is well organized and easily readable as well as ensuring a spirit of complete disclosure and comparability with other local government financial statements.

The Village received for the third time a Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for its Annual Budget for the fiscal year beginning May 1, 2011.

Cashier's Office - The Cashier's Office, located in the Civic Center lobby area, is staffed by a full-time Accounts Manager, eight part-time Fiscal Clerks and four Meter Readers. This segment of the department represents the main point of contact for many Village residents. The Cashier's Office collects and records all payments received via the mail or in person at the Civic Center as well as receiving utility bill payments electronically from an external financial institution, which performs payment processing (lockbox) services for monthly Village utility bills.

The Cashier's Office manages all facets of the Village's monthly combined utility billing program for water/sanitary sewer and residential solid waste collection services. The Village presently services approximately 8,000 water/sewer and 7,000 solid waste accounts through monthly billings and handles all related customer service and account maintenance. Additionally, the cashier's office administers the Village vehicle license program (approximately 16,000 transactions per year), the business registration program (which includes an annual fire inspection that is coordinated through the Planning and Development Department) and the parking permit renewal process which covers more than 800 customers in the Central Business District. Other transactions include the collection of building permit fees, real estate transfer tax transactions, dog licenses, parking citations and other miscellaneous fees.

Accomplishments for FY11/12

In addition to the array of services provided to other departments and the public on an ongoing basis, the department was involved in a number of significant activities and projects during the fiscal year as itemized below.

1. Excellence in Financial Reporting - For the twenty-third consecutive year, the Village's Comprehensive Annual Financial Report (CAFR) was awarded a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA). Glen Ellyn is included among the less than 10% of local governments in Illinois who receive an unqualified audit opinion and prepare a CAFR which meet GFOA's recognition criteria.

2. Distinguished Budget Presentation Award – Received the Distinguished Budget Presentation Award from the Government Finance Officers Association for the adopted Village Budget for the fiscal year beginning May 1, 2011.

3. Information Technology Initiatives – We continue to be very busy in areas concerning technology and our computer network to provide Village staff access to higher functioning work tools and to enhance the overall reliability and protection of network data. Highlights for the FY11/12 fiscal year include:

    - Provided significant assistance to the Fire Department:
        - Worked with Fire Department to migrate their accounting system from Quickbooks to MUNIS, a significant process and internal control improvement.
        - Phone system: Helped provide temporary phone service for the Fire Department when Fire Station 2 was hit by a lightning strike. Worked with outside vendors to identify specifications for a replacement phone system for both Fire Stations. Worked the costs down from an initial estimate of $40,000 to $14,000. New PBXs were installed, phones replaced, voicemail system was programmed and inbound lines were reconfigured into a circular hunt configuration.
        - Rebuilt 10 MDTs in fire vehicles, 10 PCs in the fire department, and resolved issues with Fire Department GPS units.
    - Built an inbound auto attendant using the phone system voicemail to reduce call load to the reception area. This involved programming the attendant, replacing the operator console with a standard phone, re-configuring the inbound call routing for day and night modes and recording attendant messages. Migration was done with no interruption to service.
    - Installed email archive appliance to archive all emails sent and received. Investigated several solutions and was able to identify a low cost solution ($4200 vs. $25,000) that meets our needs. Worked with the Village Clerk to create rule to expunge archived emails after a required retention interval.
    - Worked with the Police Department to implement new Parking Ticket System for local adjudication court process.

4. Finance Commission – Continued working with the Finance Commission to address Village long-range financial and policy issues. Prepared the five year forecast with significant revisions, changing the focus from General Fund to all governmental funds. Also modified quarterly reporting to residents to encompass all governmental funds, instead of just the General Fund.

5. Utility Bill and Forms Improvement – The Cashier's Office improved the look and readability of the Village's utility bills. Several other forms and processes were also updated for improved customer service and to enhance internal efficiency.

6. Adopted revised cash reserve policy – The cash reserve policy and definitions were updated to align existing fund balance with the source of restriction and to use understandable language.

7. Adopted revised purchasing policy – The purchasing policy was updated to increase purchasing thresholds for employees. Financial reporting and controls remain in place. These changes allow for more efficient operations.

8. Changed general billing module from an accrual base to cash. The Cashiers office created all new charge codes and parameters in MUNIS. Updated all annexation billing to one total bill. Deleted over 200 invoices and created new for all accounts.

9. Review and update billing for elevators. The cashier's office worked with Planning and Development to review all registered elevators and update billing information and codes, ensuring the proper elevator inspections were occurring and being billed for and paid.

Goals and Objectives for FY12/13

Activities of the department will continue to focus on improving and enhancing operational efficiency and effectiveness both within the department and throughout the larger organization. Some of these undertakings include:

1. Develop a comprehensive capital planning document as a supplement to the annual Village budget.

2. Publish wage and benefit information on-line in accordance with changes in state law. Additional spending information will also be made available on the Village website.

3. Improve financial reporting to residents and other stakeholders by focused reporting on government-fund basis.

4. Integrate three year operating revenue and expenditure projections into the annual budget document to expand longer term planning horizon.

5. Prepare multi-year trend analysis of key Village revenues and expenditures and integrate into financial planning tools. Improve five year forecast tool to incorporate all governmental funds.

6. Review and make recommendations for improvement of Village financial policies.

7. Continue to investigate cost effective solutions for electronic bill delivery and payment.

8. Achieve the Government Finance Officers Certificate of Achievement for Excellence in Financial Reporting, Distinguished Budget Presentation Award and Award for Outstanding Achievement in Popular Annual Financial Reporting.

GENERAL FUND

FINANCE DEPARTMENT

(122000)

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
	Personnel Services							
510100	Salaries - FT	$ 604,114	$ 410,218	$ 376,465	$ 430,000	$ 381,578	$ 465,000	
510120	Salaries - PT	-	154,094	152,407	162,000	157,442	162,000	
510200	Overtime	-	-	4,356	-	15,799	-	
510400	FICA	43,904	40,908	39,196	45,500	41,026	47,000	
510500	IMRF	27,912	33,738	47,905	56,000	47,648	58,100	
	Subtotal	675,930	638,958	620,329	693,500	643,493	732,100	*1*
	Contractual Services							
520600	Dues / Subscriptions	1,635	1,972	1,442	2,000	1,587	2,400	
520620	Employee Education	1,112	617	1,110	4,100	3,280	2,100	
520625	Travel	769	955	958	1,300	675	1,100	
520630	State Unemployment Claims	-	23,270	20,477	25,000	15,871	25,000	
520650	Public Notices	3,087	2,254	2,516	2,800	2,584	2,700	
520825	Audit Fees	29,828	33,172	31,691	33,000	33,031	34,300	*2*
520835	Banking Services	12,688	14,021	13,844	15,000	11,563	14,000	*3*
520900	Postage	3,070	33,857	23,363	33,000	29,506	32,100	*4*
520975	Maintenance - Equipment	68,065	72,031	76,642	81,000	69,679	78,000	*5*
521055	Professional Services / Other	13,643	3,953	5,603	26,233	33,257	8,500	*6*
521195	Telecommunications	1,093	31,523	30,945	33,000	28,947	27,400	*7*
590600	IFT / Health Insurance	40,869	50,400	62,353	74,600	74,600	57,000	
590610	IFT / Insurance - General	4,300	4,700	6,100	6,200	6,200	2,500	
590650	IFT / Equipment Service (O&M)	3,200	-	-	-	-	-	
590655	IFT / Equipment Service (Replace)	3,900	-	-	-	-	-	
	Subtotal	187,259	272,725	277,044	337,233	310,780	287,100	
	Commodities							
530100	Office Supplies	7,822	7,286	5,368	8,000	6,978	7,000	
530105	Operating Supplies	11,392	7,985	11,845	13,000	10,132	12,000	*8*
	Subtotal	19,214	15,271	17,213	21,000	17,110	19,000	
	Capital Outlay							
570110	Computer Equipment / Projects	41,068	21,318	49,493	37,000	34,645	33,500	*9*
580110	Equipment	5,725	-	-	-	-	-	
	Subtotal	46,793	21,318	49,493	37,000	34,645	33,500	
	TOTAL EXPENDITURES	**$ 929,196**	**$ 948,272**	**$ 964,079**	**$ 1,088,733**	**$ 1,006,028**	**$ 1,071,700**	

BUDGET FOOTNOTES
FINANCE DEPARTMENT

1. **Salaries: ($732,100)** Salaries for FY11/12 declined due to the vacancy in the Finance Director position. Salaries for FY12/13 assume all positions will be filled. The Cashier's Office continues to operate at 10% fewer hours than in FY08/09.

2. **Audit Fees: ($34,300)** The Village is required by State statute to have an annual audit performed by independent Certified Public Accountants. The amount budgeted for FY12/13 represents audit fees for the review of fiscal year May 1, 2011 through April 30, 2012 which is scheduled for the summer of 2012.

3. **Banking Services: ($14,000)** Prior to FY08/09, the Village paid for its banking services through a compensating balance arrangement. Following a request for proposal process in the fall of 2008, the new banking services agreement provides for compensation through monthly charges versus the requirement to maintain a compensating balance.

4. **Postage: ($32,100)** This account pays for all general outgoing Village postage metered at the Civic Center. Also included are postage costs for the mailing of approximately 12,000 vehicle registration applications (for approximately 16,000 vehicles) and annual business registration materials. Postage costs for the monthly water / sewer / refuse bills are budgeted in the Water & Sanitary Sewer and Residential Solid Waste Funds.

   The increase in this line item since FY08/09 reflects the transfer of general metered postage from the General Services division which was closed in FY09/10.

5. **Maintenance - Equipment: ($78,000)** Most of this line item includes annual maintenance and support costs for our financial accounting system ($60,000). Additional costs budgeted include software maintenance for our document imaging system ($8,500), and contracts on various departmental printers and copiers as well as licensing fees for computer network virus protection software, and network nightly back-up and monitoring software and postage meter maintenance ($10,500).

6. **Professional Services / Other: (FY11/12 Preliminary Actual $33,257)** Costs include additional funds for the use of temporary services as a result of the vacancies in the Finance Director and Assistant Finance Director positions.

   Professional Services / Other: (FY12/13 Budgeted $8,500) Budgeted costs include use of network consulting services on an as-needed project basis ($4,000) and other miscellaneous professional services ($4,500).

BUDGET FOOTNOTES
FINANCE DEPARTMENT

7. **Telecommunications: ($27,400)** This line item pays for the main Village phone service ($15,480). Additional items include leases and maintenance contracts on Civic Center and Reno Center telephone infrastructure ($1,000), and internet service ($8,040). These items were previously budgeted in the General Services division.

8. **Operating Supplies: ($12,000)** This line item provides for many of the department's annual supplies and forms including decals and tags associated with vehicle, business and dog registration, real estate transfer tax decals, multi-part carbonless forms and applications, payroll and accounts payable check stock, year-end tax forms, and document publication supplies.

9. **Computer Equipment / Projects: ($33,500)** Funds are allocated for the replacement of PCs and printers across all Village departments, which have reached the end of their useful lives and needed server replacements.

VILLAGE OF GLEN ELLYN
FY12/13 ANNUAL BUDGET
PERSONNEL SCHEDULE

FINANCE DEPARTMENT

Classification	Status	Salary Range*	FY09/10 Budgeted Employees	FY10/11 Budgeted Employees	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees
Administration & Operations						
Finance Director	FT	U	1.00	1.00	1.00	1.00
Assistant Finance Director	FT	P	1.00	1.00	1.00	1.00
Information Technology Manager	FT	S	1.00	1.00	1.00	1.00
Accounting Specialist	FT	I	1.00	1.00	1.00	1.00
AP Fiscal Clerk	PT	D	0.60	0.60	0.60	0.60
Cashier's Office						
Accounts Manager	FT	J	1.00	1.00	1.00	1.00
Fiscal Clerk (8)	PT	D	3.60	3.60	3.60	3.60
Water Meter Readers (4)	PT	N/A	1.00	1.00	1.00	1.00
TOTAL EMPLOYEES (Full-time Equivalents)			**10.20**	**10.20**	**10.20**	**10.20**
Full-time Number of Positions			5	5	5	5
Part-time Number of Positions			13	13	13	13

* Information regarding salary ranges can be found in the appendix.

INSURANCE FUND

The Insurance Fund serves as a centralized cost center for the Village's health benefits plan and general liability/workers compensation insurance costs. The principle revenues of the Insurance Fund are transfers from other funds and departments based on their proportionate share of total budgeted costs.

Health Benefits Plan – The Village's health benefits plan provides medical, dental, prescription, vision, and life insurance benefits to full-time staff and to retired employees and a few others. The Glenbard Wastewater Authority and Glen Ellyn Public Library are also participants in the plan and contribute their proportionate share of budgeted costs each year. Employee participants pay 20% of the total plan costs, in addition to usage deductibles and co-payments, while retired employees pay 100% of the total budgeted cost.

Prior to January 1, 2009, the health benefits plan was a self-funded plan, whereby the Village and its participants/beneficiaries contributed the total anticipated costs of health benefit claims, "stop loss" insurance, and plan administration each year. The Village retained a health benefits consultant to perform plan analysis, benefit reviews and cost projections, and hired a third party administrator to handle the payment of claims.

Beginning January 1, 2009, the Village joined the Intergovernmental Personnel Benefit Cooperative (IPBC), a pool of approximately 50 Illinois municipalities who have joined together as an intergovernmental cooperative for the purpose of providing economies of scale and risk pooling among its members. Participation in this program was intended to offer the Village better price stability with respect to annual changes in its insurance costs, as well as offer a greater variety of choices (including lower cost programs) to participating employees.

Liability/Workers Compensation Insurance – This category includes all other types of insurance carried by the Village, other than the employee health benefits program, and includes coverages for property, liability, auto, workers compensation, boiler, public official's liability and the like.

On January 1, 2002, the Village began pooling its general liability / workers compensation insurance coverages with the Municipal Insurance Cooperative Agency (MICA), a privately administered insurance pool consisting of 20 municipal and other local government agencies within Illinois. Prior to this, the Village participated in a similar, but much larger insurance pool, the Intergovernmental Risk Management Agency (IRMA) consisting of about 80 local government participants in the Chicago metropolitan area.

INSURANCE FUND

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
Revenues / Inflows ***(6000)***								
440600	Health Plan Contrib. - Employee	306,849	302,140	350,779	398,000	386,715	424,600	*1*
440605	Health Plan Contrib. - Others	143,276	139,640	138,062	153,000	178,928	157,000	*1*
440610	Health Plan Contrib. - Library	133,279	154,816	214,837	221,200	221,200	236,800	
440620	Health Plan Contrib. - GWA	129,472	152,290	209,049	217,500	217,500	218,600	
440630	Medical Stop Loss Reimb.	53,975	-	-	-	-	-	
460100	Interest Income	23,771	4,598	2,773	3,000	3,180	3,000	
480885	IRMA Refunds	-	141,806	-	-	-	-	
489000	Miscellaneous Revenue	3,857	22,019	7,146	-	-	-	
490602	IFT / Administration	48,820	34,977	41,064	42,300	42,300	44,900	
490604	IFT / Finance	45,169	55,100	68,453	80,800	80,800	59,500	
490606	IFT / Public Works - Adm/Eng	43,542	46,768	62,879	84,300	84,300	100,200	
490608	IFT / Equipment Services	36,657	43,430	59,929	63,200	63,200	58,800	
490610	IFT / Public Works Operations	88,207	112,415	186,222	169,100	169,100	107,700	
490612	IFT / Facilities Maintenance	11,352	10,611	13,330	13,400	13,400	10,800	
490614	IFT / Police	417,588	498,396	682,402	740,500	740,500	718,300	
490615	IFT / Volunteer Fire	78,300	143,200	208,700	212,400	212,400	199,100	
490616	IFT / Planning and Development	50,700	82,522	110,890	114,700	114,700	114,300	
490617	IFT / Economic Development	-	-	-	-	-	100	
490618	IFT / Parking	800	1,100	1,100	1,100	1,100	600	
490620	IFT / Water	81,026	78,638	126,521	115,700	115,700	98,100	
490622	IFT / Sewer	68,368	80,738	118,521	114,800	114,800	96,300	
490624	IFT / Recreation	94,834	145,800	202,302	192,500	192,500	166,900	
	TOTAL REVENUES	**$ 1,859,842**	**$ 2,251,004**	**$ 2,804,959**	**$ 2,937,500**	**$ 2,952,323**	**$ 2,815,600**	
Expenditures / Outflows ***(60000)***								
	Contractual Services							
520870	Risk Management	16,974	6,216	7,132	17,000	6,671	17,000	*2*
520885	Liability Insurance	545,262	692,790	608,555	730,000	530,419	523,000	*3*
520893	Wellness/Health Incentives	-	3,546	22,122	33,000	30,518	33,000	*4*
520895	Health/Life Insurance	2,276,136	1,903,919	1,968,258	2,153,000	2,167,747	2,246,000	*5*
	TOTAL EXPENDITURES	**$ 2,838,372**	**$ 2,606,471**	**$ 2,606,067**	**$ 2,933,000**	**$ 2,735,355**	**$ 2,819,000**	
FUND INCREASE (DECREASE)		**$ (978,530)**	**$ (355,467)**	**$ 198,892**	**$ 4,500**	**$ 216,968**	**$ (3,400)**	

Available Cash Analysis (000's)	
Available, May 1, 2011	$ 1,400
Estimated FY12 Inflow/(Outflow)	217
Budgeted FY13 Inflow/(Outflow)	(3)
Projected Available, April 30, 2013	$ 1,614

BUDGET FOOTNOTES
INSURANCE FUND

1. **Employee / Retiree / Other Contributions: ($581,600)** Full-time employees participating in the Village's health benefits plan pay for 20% of the total projected costs for the plan year by payroll deduction. Retired and separated employees choosing to continue participation in the health plan pay 100% of their budgeted costs.

2. **Risk Management: ($17,000)** The Risk Management account funds such items as the Village's safety program, educational seminars and materials, employee assistance program, testing of various types, and equipment for the Civic Center exercise room.

3. **Liability Insurance: ($603,000)** The Village pools its risk and liability insurance coverages with about 20 other municipal members through the Municipal Insurance Cooperative Agency (MICA). Annual premiums payable to MICA are determined through an allocation model which is based on each member's loss experience (2/3) and loss exposure (1/3) over the past four claim years.

4. **Wellness/Health Incentives: ($33,000)** The Village's employee health plan includes a wellness checkup each fall. Employees who participate are eligible for up to $400 in credit towards their insurance deductibles. The program encourages healthy lifestyles with the goal of reducing future health care costs. The costs of this program were previously included in the Health Benefits line item.

5. **Health Benefits / Life Insurance: ($2,290,000)** Beginning January 1, 2009, the Village began participation in the Intergovernmental Personnel Benefit Cooperative (IPBC) as a means of better stabilizing changes in health costs. Premiums to the IPBC will increase by 1.0% for PPO health insurance and 3.6% for HMO as of July, 2012. Renewal rates include. Previously, the Village operated a protected self-insurance plan which involved securing reinsurance contracts to cover claims above established self-insured retention amounts.

Table of Contents

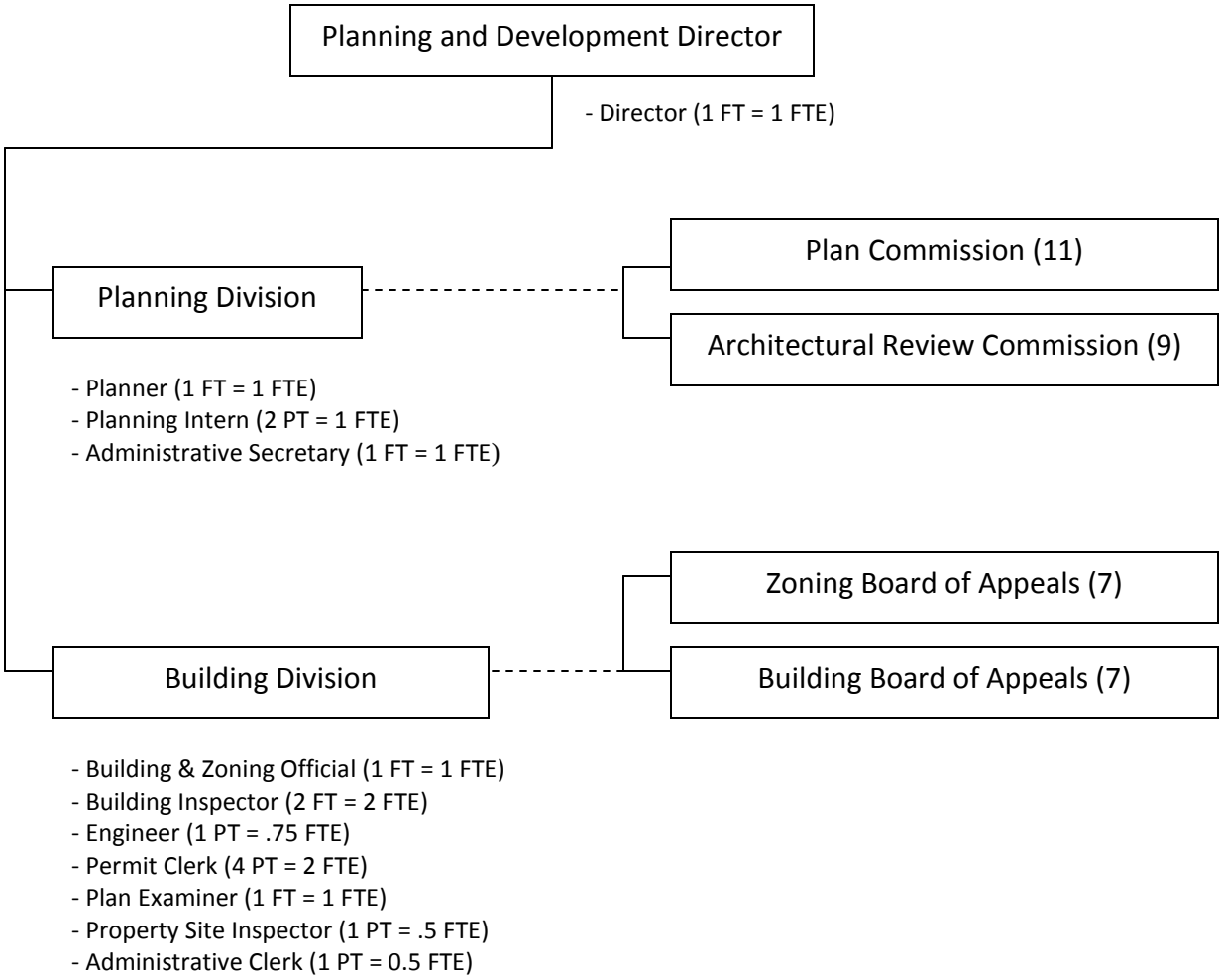
V. PLANNING & DEVELOPMENT DEPARTMENT

Organizational Chart 111

Planning & Development Department Narrative 112

Planning & Development Department Budget 123

PLANNING AND DEVELOPMENT DEPARTMENT
FY12/13



FY12/13 Budget	Employee Count	FTE
Full-Time Personnel	7	7.00
Part-Time	9	4.75
Total Employees/FTEs	16	11.75

(FTE = Full-Time Equivalents)

	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13
Budgeted Full-Time Employees										
Planning	3	3	3	3	3	4	3	3	3	3
Zoning / Inspection	3	3	3	3	4	4	4	4	4	4
Total FT	6	6	6	6	7	8	7	7	7	7

DEPARTMENT OF PLANNING AND DEVELOPMENT

DEPARTMENT OVERVIEW

The Planning and Development Department administers codes associated with land development and structure safety. The Department is responsible for coordinating, reviewing and monitoring private and public developments, primarily through the interpretation and administration of the Zoning Code, Building Code, Electric Code, Plumbing Code, Subdivision Regulations Code, Stormwater Ordinance, Appearance Review Guidelines, and Sign Code.

DEPARTMENT RESPONSIBILITIES

The Department provides direct staff support to the Plan Commission, Zoning Board of Appeals, Architectural Review Commission, and Building Board of Appeals. The Department's responsibilities extend to participation on the Boards of the Glen Ellyn Economic Development Corporation, the Chamber of Commerce and the Alliance of Downtown Glen Ellyn. With 11 full-time equivalent employees, the Department coordinates the review and analysis of all development projects, maintains land use and building records, issues building permits, provides building inspections, enforces codes, conducts fire safety inspections, assigns fees and deposits, coordinates license agreements, registers contractors, prepares right-of-way vacations, monitors various escrow accounts, prepares and oversees annexations and annexation agreements, and assists in the preparation of planning policies. Seven primary consultants provide plan review and inspections of architectural, landscaping, wetland, building, grading, engineering, and traffic plans as well as legal expertise and assistance on special projects. Other consultants provide inspection services for elevators and plumbing. Department employees, consultants, and volunteer Boards and Commissions also provide recommendations to assist the Village Board in making decisions about developments and Village Codes.

2011 HIGHLIGHTS

During the 2011 calendar year, the Village saw an increase in the number of building permits compared to 2010. However, most of the building permits issued continued to be smaller projects and few large scale developments were approved. The Department was able to continue to address a number of other necessary special projects in addition to coordinating the review of various building activities. The following are just some of the Department's highlights for the 2011 calendar year.

Daily Activities. In 2011, more than 4,416 customers appeared at the Planning and Development Department counter. This number does not include other interactions such as inspections, meetings, telephone calls, and letters in response to other questions and requests. A total of 5,285 building, elevator, site and other inspections were conducted, and a total of 1,403 permits of all types were issued in 2011. In addition, the Department coordinated the review of 39 petitions or requests, predominantly related to zoning and/or development projects that were ultimately acted on by the Village Board.

Code Enforcement. The Planning and Development Department began issuing citations in 2004. To date the Department has issued a total of 177 citations, with 38 citations being issued in 2011. Of the 38 cases that appeared on the court docket in 2011, eight are closed and 30 cases are still pending in the court system. The fines that were issued in 2011 ranged from $30 to $663 per case with a total fine assessment of $2,288.

Scanning Update. In 2011, the Department continued its efforts to scan records, which began in 2002. This past year, 1,576 building permit files (15,356 total pages), 50 Commission files (4,017 total pages), 736 pages of general property files, and 58 pages of minutes from the Zoning Board of Appeals, Architectural Review Commission and the Plan Commission were scanned in-house. The team also prepared 19 rolls of building permit microfiche, miscellaneous microfiche sleeves totaling 11,844 images, and three trays of building permit microfiche totaling 34,179 images for outside scanning. Since beginning these efforts in 2004, a total of 972 development files, 11,036 building permit files, 37,908 building permit application forms, 91 years of general property files, and more than 75 years of Commission minutes have been scanned. With approximately 100 boxes still in the attic and numerous large plans that need to be scanned, this is an effort that will continue for many years.

Downtown Parking Map. In 2011, the Planning and Development Department worked with the Police Department to revise and update a downtown parking brochure and map. The goal of the new map was to create a more user-friendly brochure that included updated information on downtown parking locations, rates, and enforcement policies. The new brochure was redesigned to be pocket sized for convenience and is available in the Planning Development Department, Cashier's Office, and on the Village website.

Lombard Boundary Line Agreement. Throughout 2011, the Planning and Development Team worked to enter into an amended boundary line agreement with the Village of Lombard. Glen Ellyn approved the revised boundary line in late 2011. The agreement establishes what the eventual boundaries of each community will be as land is annexed over time. The new boundary line provides for a more natural boundary line between the communities by more closely following the I-355 corridor.

EDC Trolley Tour. In July of 2011, the Economic Development Corporation (EDC) hosted a Trolley Tour for local developers, architects, businessmen and brokers. The tour's purpose was to highlight the Village's top redevelopment sites. The Department assisted the EDC by preparing maps and information about the 11 sites highlighted on the tour. Approximately 30 people participated including, elected officials, EDC representatives, area developers and brokers, and Village staff.

FOIA Requests. In 2011, the Planning and Development Department processed 147 FOIA requests resulting in over 7,500 pages of documents being identified, located and copied. The single largest request during the year consisted of 1,827 pages. The average number of pages per FOIA request was 51 pages, with an average turnaround time of five days. The Planning and Development Department handled 65% of all FOIA requests that were received by the Village.

The number of FOIA requests processed by the Department has drastically increased in recent years and responding to these requests is taking up an increasingly large percentage of Department staff time.

VILLAGE GRANT PROGRAMS ACTIVITY

In May 2011, the Planning and Development team assumed administration of the Downtown Interior Improvement Grant and Village-wide Façade Improvement Grant programs previously administered by the Economic Development Corporation (EDC). From May 1, 2011 to December 31, 2011, the Department processed seven (7) grants for five (5) different businesses in the Central Business District. In total, $63,026 was awarded to these businesses. The following table summarizes the grant program activity for 2011.

Business	Address	Grant Type	Total Improvements	Grant Award	Grant Award/Total Improvements
Marcel's Culinary Experience	490 N. Main	Interior/Façade	$200,000	$30,000[1]	15.00%
Costello Jewelers	479 N. Main	Interior	$205,000	$15,000	7.31%
Subway	572 Crescent	Interior	$151,994	$15,000	9.87%
North Side Bar and Grill	499 Pennsylvania	Interior/Façade	$47,004	$13,026	27.71%
Glen Crossing Shopping Center	462 Park	Façade	$20,190	$5,000	24.76%
		Total	**$624,188**	**$63,026**	

[1]-$15,000 of this grant was encumbered funds from FY10/11 ($12,341 from Village/$2,659 from EDC)

Economic Incentives Policy. In 2011, the Planning and Development Department updated the Village's guidelines for examining and reviewing economic incentive requests. These guidelines were last revised in 1998. The purpose of updating the guidelines was to set criteria for evaluation, establish required submittals, and clarify the goals of offering incentives. These guidelines will provide consistency when reviewing requests. The new guidelines also address a number of different types of incentives that were not addressed in the 1998 Guidelines.

Downtown Strategic Plan. In October of 2009, the Village Board approved a Downtown Strategic Plan, which provides a vision for the future of Downtown Glen Ellyn. Throughout 2011, the Planning and Development Department continued working toward implementing many of the goals in the Plan.

- Downtown Organization. One of the recommendations in the Downtown Strategic Plan was to clarify the responsibilities of various organizations related to the downtown and to create a single downtown organization. Based on the recommendation of the Transitional Downtown Advisory Committee, a new temporary downtown organization responsible for downtown marketing, special events, business support and retention, was formed in 2010. A new permanent organization, the Alliance of Downtown Glen Ellyn, took its place in 2011. The new organization has adopted bylaws, hired a full-time Executive Director, and is now up and running.

- Downtown Historic District. The Planning and Development team is working with the Administration team and Historic Preservation Commission to submit an application to have a portion of the Central Business District placed on the National Register of Historic Places. In 2011, amendments were made to the proposed boundaries based on feedback by the Historic Preservation Commission and redevelopment sites outlined in the Plan. The Village was recently awarded a grant to assist with writing and submitting a nomination. In 2012, the Village will prepare an RFP to hire a consultant to draft and submit a nomination on the Village's behalf. The process is expected to take 8-10 months to complete.

- Two-Way Traffic Study. The Downtown Strategic Plan recommends that the Village evaluate the possibility of converting the one-way streets in the downtown to two-way streets. The Public Works team is taking the lead in this process with the Planning and Development Department providing assistance as needed. A consultant was hired in 2011 to assist with this study. The results are expected to be shared with the Village Board in early 2012.

- TIF Feasibility Study. In 2011, the Planning and Development team assisted the Administration Department and a consulting firm with the creation of a proposed Tax Increment Financing (TIF) district in the downtown. In March 2011, a Feasibility Study was completed which concluded that the downtown was eligible and met the statutory requirements for a TIF. In April, a Redevelopment Project and Plan and a Housing Impact Study was completed. The Village Board will consider whether to implement the TIF before the end of FY11/12.

- CMAP Grant. In 2011, the Planning and Development team applied for and the Village was awarded a $50,000 grant to fund a Downtown Streetscape and Parking Study. The Department is working on creating an RFP and hopes to have a consultant or consultants hired in early 2012 to assist with the study.

Annexation Agreements. One of the goals articulated by the Village Board for the Planning and Development team is to continue to pursue growing the Village through annexations. The Planning team continued to make progress in this area in 2011.

- Glen Crest Agreements. In 2011, annexation agreements were approved for 90 properties in the Glen Crest North and South subdivisions. These agreements, and approximately 60 additional agreements in the area, can be acted on at any time.

- Hill Avenue Agreements. In 2010, the Planning and Development team began annexation discussions with the property owners on the west side of the Hill Avenue Bridge. This initiative was related to a new Boundary Line Agreement and bridge repair costs being negotiated with Lombard. The Department is hopeful that these agreements will be ready for consideration by the Village Board in mid-2012.

- Northwest Corner of Park and Butterfield. The Department is continuing to work towards renewing annexation agreements for the Theatre Guild and School District 89 properties located at the northwest corner of Park and Butterfield. It is anticipated that these agreements will be ready for Village Board consideration in mid-2012.

- Marston Area Agreements. In 2011, the Department worked with five property owners in the Marston area that were connected to Village utilities without valid annexation agreements. The team is hopeful that all five property owners will submit signed agreements and anticipate that these will be ready for Village Board consideration by the end of FY11/12.

Building Code Updates. Throughout 2011, the Planning and Development team has worked with the Building Board of Appeals to update the Village's building and fire codes. By the end of 2011, three new codes were adopted: the 2009 ICC Mechanical Code, 2009 ICC Energy Conservation Code, and the 2009 International Fuel Gas Code. An additional three codes are scheduled for review and adoption in early 2012. In total, the Department will have coordinated the adoption of nine Codes since 2010.

Redevelopment Map. The Planning and Development team is working to create maps of potential redevelopment sites in the Village. A first draft of the maps was completed in 2011. Once complete, these maps will be posted on the Village's website. Ensuring that the maps are kept current will be an ongoing effort by the Department.

College of DuPage. Throughout 2011, the team provided ongoing assistance in a continuing legal dispute with the College of DuPage. The team conducted research, provided advice and background information, conducted inspections, prepared correspondence, and participated in a number of discussions and meetings with the Village Board, the COD team, the Village Attorney and COD officials.

Purchase of 825 N. Main Street. The former Marathon property at 825 Main was purchased by the Village in early 2011. The Planning and Development team led the acquisition of the property and the demolition of the former building on the site. The Department has also been involved in coordinating the environmental cleanup of the site. In 2012, the Department plans to prepare a Request for Proposal (RFP) for the redevelopment of the site that will include design guidelines. The Department will also be involved in evaluating proposals and recommending whether or not to move forward with a redevelopment at this time.

Community Rating System. In 2011, the Planning and Development team completed an application and submitted supporting documentation to be included in the CRS National Flood Insurance Program. The Village has chosen to join the program to help reduce premiums for the homeowners who are required to, or choose to, have flood insurance. In late 2011, the Department was notified that the Village was approved for the program, with a rating of 8, which will result in a 10% flood insurance rate discount for residents in the Village.

2011 CONSTRUCTION PROJECT SUMMARY

Throughout the 2011 calendar year, the Department coordinated the review of numerous development projects, issued a number of building permits and conducted a variety of inspections. Below is a brief summary of the projects that were reviewed and/or approved in 2011.

Residential Construction. Permits were issued for the construction of 29 new single-family residences and 193 additions or alterations to single-family homes.

Due to the continued economic downturn, construction on a number of larger residential projects continued to be put on hold including the Sunnybrook Estates subdivision, the Duane Street Rowhouses, Courtyards of Glen Ellyn, Kingsbrook Glen, and Georgetown by the River.

In 2011, construction continued on The Legacy, a 24-unit townhouse and 8-unit condominium development located on Pennsylvania Avenue. The Department issued a building permit for the final unit of the project, which is anticipated to be complete in 2012. Also, a building permit was issued for the construction of the Brandon Court Apartments, a 6-unit workforce housing apartment development located at 30 Greenwood Street. This project was originally approved in 2007 and will be completed in 2012.

Nonresidential Construction. In 2011, the Village saw an increase in the value of nonresidential construction. The largest commercial construction project approved during 2011 was the new 200,000 square foot Nicor facility located at 90 N. Finley Road. This project allows Nicor to relocate their warehouse and meter testing facilities from LaGrange and Aurora to Glen Ellyn. Some of the other nonresidential projects worked on in 2011 include:

- **Marcel's**, a culinary and kitchen essentials store, completed a renovation and build out at 490 N. Main Street.
- **Subway**, a fast food sandwich shop chain, completed a renovation and build out at 572 Crescent Boulevard.
- **Northside Grill**, a bar and grill, completed a renovation of the old Curly's Pub at 499 Pennsylvania Avenue.
- **Treasure House**, an existing non-profit resale shop, is working on an addition and renovation at 497 Pennsylvania Avenue.
- **Giordano's**, a pizzeria/restaurant, has been substantially completed with an interior remodel and build out at their location at 455 Roosevelt Road.
- **479-483 Roosevelt Road**, a retail shopping center, completed an exterior renovation and parking lot improvements.
- **Sunshine Dance Studio**, a new business, completed a renovation at 510 Crescent that offers dance classes for children.

Memorial Field Variations. In the fall and winter of 2011, the Planning and Development Department spent considerable staff time reviewing and processing a request by School District 87 for nine variations to Memorial Field which included three variations related to the proposed installation of new athletic field lighting. In total, the Department assisted with the coordination and scheduling of eleven Plan Commission Meetings. The Village Board will consider the variations in January of 2012.

Miscellaneous Construction Projects. Approximately 1,403 total building permits were issued for residential and commercial properties including but not limited to driveway approaches, signs, sheds, decks, pools, fences, sewer, water and plumbing projects.

Demolition Permits. A total of 21 demolition permits were issued in 2011, a majority of which were for single-family homes. The number of residences razed is less than 0.3% of the approximately 7,000 detached single-family housing units in the Village. Over the last five years, approximately 1.5% of the Village's single-family homes have been demolished.

PETITIONS REVIEWED

In 2011, the Department coordinated the preparation of 39 Ordinances and Resolutions that were acted on by the Village Board compared to 54 in 2010. This does not include other inquiries or petitions that may have been withdrawn prior to reaching the Village Board or that have not yet been acted on by the Village Board. The table below indicates the type and number of petitions acted on by the Village Board over the past 5 years. The Department expects the number of submitted petitions to increase and begin trending back upward in 2012.

PLANNING AND DEVELOPMENT DEPARTMENT Petitions considered by the Village Board (Calendar Year)					
	2007	**2008**	**2009**	**2010**	**2011**
Annexations	4	0	0	0	1
Annexation and/or Recapture Agreements	0	1	5	4	4[1]
Exterior Appearance Review	9	11	3	4	2
Planned Unit Developments	5	6	2	1	0
Right-of-Way Vacations	2	0	0	0	1
Sign Variations	9	7	4	5	2
Special Use Permits	10	15	7	7	4
Subdivisions	3	4	2	0	0
Stormwater Variations	0	2	2	0	0
Zoning Map Amendments	1	1	1	0	1
Zoning Text Amendments	4	1	1	4	0
Zoning Variations	21	21	15	11	14
Miscellaneous	13	11	25	18	10[2]
TOTAL	**81**	**80**	**67**	**54**	**39**[3]

[1] 2011 includes 90 separate agreements in the Glen Crest Subdivision, which were contained in two ordinances.

[2] Includes Ordinances adopting building code updates, boundary line agreement with Lombard, Tree Preservation, etc.

[3] Number of total Ordinances approved, some of which may include multiple properties.

BUILDING PERMIT ACTIVITY

The following table summarizes building permit activity for the past 5 calendar years. The assistance to customers provided by staff is partially related to the number of development reviews and building permits that pass through the Planning and Development Department each year.

PLANNING AND DEVELOPMENT DEPARTMENT Building Permit Activity (Calendar Year)					
	2007	**2008**	**2009**	**2010**	**2011**
Total Building Permits					
Number	1,097	842	926	1,295	1,403[1]
Estimated millions $ [2]	$92.7	$54.1	$21.3	$72.33	$56.48
Single Family Residences					
New Construction	32	10	7	13	29
Estimated millions $	$21.2	$6.2	$4.09	$6.01	$7.75
Alterations/Additions	165	129	149	162	193
Estimated millions $	$11.8	$6.0	$7.62	$5.97	$5.8
Multiple Family Residences					
Number of Buildings	9	1	0	0	2
Number of Units	17	4	0	0	6
Estimated millions $	$6.2	$1.25	0	0	$0.86
Alterations/Additions	26	0	0	0	0
Estimated millions $	$0.7	0	0	0	0
Detached Garages (by themselves)	43	18	10	19	17
New Commercial					
New Construction	11	2	1	4	4
Estimated millions $	$31.3	$16	$0.53	$18.81	$2.81
Alterations/Additions	65	39	40	38	37
Estimated millions $	$9.9	$6.8	$4.7	$8.73	$3.07
Demolition Permits Issued	30	25	12	14	21
Demolitions Permits Applied For	46	29	12	16	24
Counter Customer Contacts	4,718	3,691	3,522	4,267	4,416
FOIA Requests	---	---	---	119	147
Inspections					
Building	3,738	2,891	2,451	3,287	3,675
Fire	1,247	2,748	387[3]	58	18
Elevator	256	250	107[4]	106	156
Site	1,600	884	759	378	620
Complaints/Referrals	218	230	641[5]	700[5]	525
Drainage Complaints	---	---	343[6]	371	291
TOTAL	7,059	7,003	4,688	4,900	5,285

[1] Represents all types of permits, including miscellaneous permits, such as fences, which are not separately listed in this chart. There were 1166 miscellaneous permits issued in 2011.

[2] "Estimated millions $" is the total of construction costs submitted by the applicant on the permit application.

[3] The number of fire inspections completed fell during 2009 as a result of the loss of two part-time fire inspectors. This duty is now overseen by the Glen Ellyn Volunteer Fire Company.

[4] The number of elevator inspections decreased in 2009 when the Village transitioned to conducting inspections annually in accordance with State requirements rather than twice a year.

[5] Of these complaints in 2009 and 2010, many were generated from enforcement of codes requiring visible address numbers.

[6] In 2009, the Department began reporting stormwater complaints separately.

UPCOMING PROJECTS

In addition to its daily activities, the Department plans to work on the following projects during the 2012-2013 fiscal year:

Downtown Plan Implementation. The team will continue work to implement many of the recommendations in the 2009 Downtown Strategic Plan. Some of the projects that the Department plans to work on or assist with include a streetscape and parking study, a two-way traffic study, the creation of a downtown historic district and the TIF feasibility study. The Planning and Development Department also plans to continue to market the Plan and Downtown.

Sign Code Update. In 2012, the Department plans to refocus its efforts on completing a comprehensive update to the Village's Sign Code Ordinance. This will be the first comprehensive update of the Code since 1993.

Scanning. Although the Department has made great progress preparing documents for scanning by an outside company and also scanning materials in-house, approximately 100 boxes and numerous rolled large plans remain in the attic. In addition to other documents and files, including some microfiche, that still need to be digitized. It is anticipated that it will take several more years to complete this project and get all of the Department's historical files entered into the system. It will also be necessary to keep up with new files as they are generated.

Annexations. There are roughly 150 properties in the Marston/Bemis Road area that are ready to be annexed by the Village. In 2012, the Planning Department plans to evaluate the costs and benefits of annexing these properties and discuss with the Village Board an appropriate timeframe for executing these annexations.

New Business Toolkit. The Planning and Development team is in the process of creating a pamphlet for new business owners to help guide them through the process of opening a new business. The team anticipates that this pamphlet will be ready for publication in FY12/13.

Upcoming Development Projects. It is anticipated that the following significant development projects will be acted on in mid-2012 with construction occurring throughout FY12/13:

- **Deer Glen II**, the development and annexation of a 23-lot subdivision that will encompass over 9 acres located north of 1st Street, south of 2nd Street, east of Glenrise Avenue and west of Deer Glen Court.
- **Fresh Market Shopping Center**, a new development with a 32,000 square-foot grocery store and 10,000 square-feet of retail space at 285 Roosevelt Road.

Opportunity Sites for Future Development. There are several commercial properties that the Planning and Development team believes the Village may see movement on in the coming year. They include:

- **825 N. Main Street**: In 2012, the Planning and Development team will work toward the redevelopment of the old Marathon gas station. The team plans to draft and send out an RFP containing site design guidelines this fiscal year. Depending on the response to the RFP, FY12/13 could see the sale of the property and selection of a team to redevelop the site in a way that contributes to the unique character of the Stacy's Corners intersection.
- **515 Roosevelt Road:** Redevelopment of the 56,600 square foot lot Chase Bank property at the corner of Main Street and Roosevelt Road.
- **535 Pennsylvania Avenue**: The potential renovation of a 7,600 square foot commercial building located in the Downtown Retail Core District.
- **799 Roosevelt Road**: The potential redevelopment of a 9.9 acre commercial/business property adjacent to Route 53 and located at the southeast corner of Nicoll Way and Roosevelt Road.

X:\Plandev\Budget\Budget Narrative 2011 - 011912.docx

GENERAL FUND

PLANNING & DEVELOPMENT DEPARTMENT

(126000)

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
	Personnel Services							
510100	Salaries - FT	$ 583,483	$ 547,350	$ 556,685	$ 575,000	$ 577,766	$ 644,000	*1*
510120	Salaries - PT	-	108,143	115,773	119,000	120,929	125,000	*1*
510200	Overtime	-	-			6	-	
510300	Temporary Help	27,761	3,551	4,193	6,000	6,015	6,000	*2*
510400	FICA	44,857	48,436	48,894	53,000	50,878	58,400	
510500	IMRF	28,931	45,534	70,008	76,000	69,966	81,200	
	Subtotal	685,032	753,014	795,553	829,000	825,560	914,600	
	Contractual Services							
520600	Dues / Subscriptions	2,015	2,167	2,068	2,000	2,747	2,000	
520620	Employee Education	5,017	2,936	3,011	3,000	3,776	4,000	*3*
520625	Travel	1,373	1,273	1,271	1,200	1,812	1,500	
520705	Prosecutorial Services	3,091	594	418	2,000	341	2,000	*4*
520905	Printing	9,981	8,007	5,766	8,000	11,160	8,000	*5*
520965	Professional Services / Planning	3,604	618	154	3,000	3,314	3,000	*6*
520975	Maintenance / Equipment	-	-	-	-	-	-	
521042	Plumbing Inspections	19,995	18,010	16,296	18,000	15,227	18,000	*7*
521044	Elevator Inspections	7,059	5,794	14,340	20,000	21,598	20,000	*8*
521046	Grading Reviews	37,482	49,705	48,968	55,000	59,886	-	*9*
	Forestry and Landscaping	-	-	-	-	-	15,000	*10*
521048	Building Plan Reviews	113,845	23,765	67,268	47,000	43,099	60,000	*11*
521052	Storm Water Engineering	20,271	14,864	16,086	20,000	10,046	10,000	*12*
521055	Professional Services / Other	22,113	18,964	20,773	20,000	14,028	32,000	*13*
521195	Telecommunications	2,802	2,992	2,213	3,000	1,717	2,000	
590600	IFT / Health Insurance	46,100	74,122	99,690	103,600	103,600	106,400	
590610	IFT / Insurance - General	4,600	8,400	11,200	11,100	11,100	7,900	
590650	IFT / Equipment Service (O&M)	5,300	9,800	6,900	6,100	6,100	3,900	
590655	IFT / Equipment Service (Replace)	2,400	12,400	10,100	10,100	10,100	10,100	
	Subtotal	307,048	254,411	326,522	333,100	319,651	305,800	
	Commodities							
530100	Office Supplies	7,714	9,022	7,401	9,000	8,328	9,000	
530445	Uniforms	169	379	-	500	219	500	
	Subtotal	7,883	9,401	7,401	9,500	8,547	9,500	
	Capital Outlay							
570115	Computerized Permit Program	-	-	-	-	-	1,000	*14*
580110	Equipment	7,835	5,605	6,602	5,000	4,679	5,000	*15*
	Subtotal	7,835	5,605	6,602	5,000	4,679	6,000	
	TOTAL EXPENDITURES	**$ 1,007,798**	**$ 1,022,431**	**$ 1,136,078**	**$ 1,176,600**	**$ 1,158,437**	**$ 1,235,900**	

BUDGET FOOTNOTES
PLANNING AND DEVELOPMENT DEPARTMENT

1. **Salaries: ($769,000)** These line items include salaries for the full-time Planning and Development Director, full-time Building and Zoning Official, full-time Village Planner, 2 full-time Building Inspectors, full-time Administrative Secretary, full-time Plan Reviewer, 4 part-time Permit Clerks, part-time Property Maintenance Inspector, 2 part-time Planning Interns, and a part-time Administrative Clerk. This year's budget includes a new part-time, 30-hour per week staff Engineer for an estimated $65,000 in salary and benefits. This position would replace two engineering consultants which would have been budgeted for $70,000.

2. **Temporary Help: ($6,000)** This line item includes funds to pay an existing secretary an hourly rate to prepare public hearing minutes and/or transcripts for the Plan Commission and Zoning Board of Appeals.

3. **Employee Education: ($4,000)** These funds are dedicated for building inspectors to attend training sessions on Building Code updates and to sit for certification exams, and for various professional development conferences and seminars for Department staff.

4. **Prosecutorial Services: ($2,000)** Includes expenses for the Village Prosecutor to process building and zoning code citations.

5. **Printing: ($8,000)** This cost includes printing of zoning maps, subdivision plats, appearance guidelines, sign codes, comprehensive plans, zoning codes, downtown plans, development plans, as well as publication of public notices in the newspaper, and other miscellaneous reproductions.

6. **Professional Services - Planning: ($3,000)** Includes expenses for Planning Consultant review of large-scale developments and general planning assistance such as assistance with the preparation of a new Sign Code, Zoning Code Updates for the downtown plan and training for commissioners.

7. **Plumbing Inspections: ($18,000)** Includes expenses for a consultant, who is a State of Illinois licensed plumber, to perform plumbing inspections for all commercial and residential construction projects. These expenses are reimbursed to the Village through the collection of building permit fees.

8. **Elevator Inspections: ($20,000)** Includes expenses for a consultant, who is a licensed elevator inspector, to perform annual elevator inspections for approximately 100 elevators. These expenses are reimbursed to the Village through the collection of building permit fees.

9. **Grading Reviews: ($0)** This consultant position has been eliminated in lieu of a part-time, 30-hour per week staff engineer. If the Village were not to replace this budget item with a staff engineer, the consultant fees for these services would have been budgeted for

$65,000. This registered engineer had previously performed reviews of proposed grading plans, as-built grading plans and site inspections for single-family homes and provided responses to citizen inquiries involving drainage related issues. The part-time staff engineer will provide these services in the future.

10. **Forestry and Landscaping Consultant: ($15,000)** Includes expenses for a consulting forester and landscape architect who will perform plan reviews and inspections of tree preservation plans, tree surveys, and landscape plans for all permits and approvals issued/coordinated by the Planning and Development Department. These services were previously provided by a consultant supervised by the Public Works Department. The funds for this item were shifted from the Public Works Department budget to the Planning and Development Department budget.

11. **Building Plan Reviews: ($60,000)** Includes expenses for a consultant to perform building plan reviews of new commercial buildings, highly technical structures and commercial renovations. These expenses are reimbursed to the Village through the collection of building permit fees.

12. **Stormwater Engineering: ($10,000)** A portion of this line item ($10,000) was eliminated in lieu of a part-time staff engineer as explained above. The remaining $10,000 includes expenses for a wetland consultant to provide consultation, research, design review and recommendations regarding special management areas and wetlands for all development projects, and costs for the existing consulting engineer to train the new staff engineer and complete the DuPage County Stormwater Ordinance update for the Village. Approximately three quarters of the wetland consulting expenses are reimbursed to the Village through the collection of building permit fees.

13. **Professional Services / Other: ($32,000)** This line item provides funding for various miscellaneous contracted professional services such as structural engineers, surveyors, landscape architects, lighting consultants, or traffic consultants ($3,000). This also includes the hiring of a consultant to perform a review of the Planning and Development Department processes ($12,000). Remaining funds are allocated to scan building permit and development files ($17,000).

14. **Computerized Permit Program: ($1000)** This item allows the hiring of a MUNIS trainer to conduct a web training session with Department staff for system updates and to trouble-shoot issues.

15. **Equipment: ($5,000)** This item includes the purchase of 20 Knox (fire key) boxes ($4,000), the cost of which is reimbursed by customers as they are purchased, and other miscellaneous equipment for day to day operations ($1,000).

VILLAGE OF GLEN ELLYN
FY12/13 ANNUAL BUDGET
PERSONNEL SCHEDULE

PLANNING & DEVELOPMENT DEPARTMENT

Classification	Status	Salary Range*	FY09/10 Budgeted Employees	FY10/11 Budgeted Employees	FY11/12 Budgeted Employees	FY11/13 Budgeted Employees
Planning & Development Director	FT	U	1.00	1.00	1.00	1.00
Building & Zoning Official	FT	M	1.00	1.00	1.00	1.00
Planner with AICP Cert	FT	K	1.50	1.00	1.00	1.00
Plan Examiner	FT	J	1.00	1.00	1.00	1.00
Building Inspector (2)	FT	J	2.00	2.00	2.00	2.00
Administrative Assistant II	FT	F	1.00	1.00	1.00	1.00
Engineer	PT		-	-	-	0.75
Permit Clerk (4)	PT	D	2.00	2.00	2.00	2.00
Property Site Inspector	PT	B	0.50	0.50	0.50	0.50
Fire Inspector	PT		0.50	-	-	-
Administrative Clerk II	PT	B	0.75	0.50	0.50	0.50
Planning Intern (2)	PT	N/A	1.00	1.00	1.00	1.00
TOTAL EMPLOYEES (Full-time Equivalents)			**12.25**	**11.00**	**11.00**	**11.75**
Full-time Number of Positions			7	7	7	7
Part-time Number of Positions			10	8	8	9

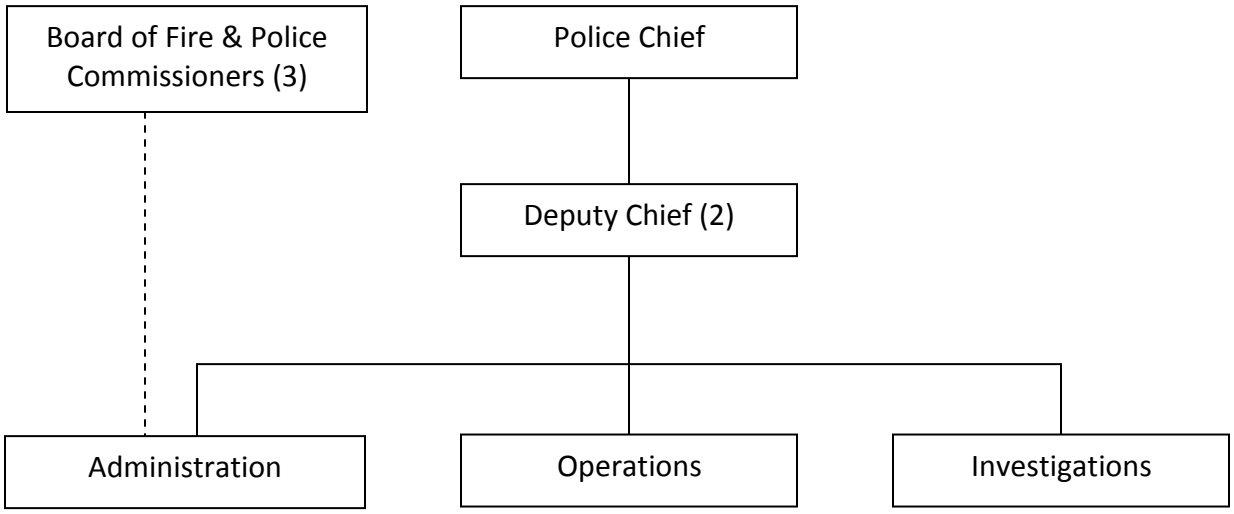
* Information regarding salary ranges can be found in the appendix.

Table of Contents

VI. POLICE DEPARTMENT

Organizational Chart 128
Police Department Narrative 129
Police Department Budget 137
Police Pension Fund 143

POLICE DEPARTMENT
FY12/13



- Administrative Sergeant (1)
- Records Supervisor (1)
- Records Clerk
  (4 F.T. + 5 P.T. = 6.75 FTE)
- Administrative Secretary
  (1 P.T. = 0.5 FTE)

- Police Sergeant (5)
- Police Officer (28)
- Community Service Officer
  (2 F.T. + 3 P.T. = 3.20 FTE)
- Crossing Guards (7 locations)

- Police Sergeant (1)
- Police Officer (4)
- High School Liaison Officer (1)
- Property Officer (1)

FY12/13 Budget	Employee Count	FTE
Full Time Personnel	51	51.00
Part-Time Personnel	18	4.45
Total Employees / FTEs	69	55.45

(FTE = Full-Time Equivalent)

	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13
Authorized Full-Time Employees										
Sworn Officers	39	39	39	40	43	43	43	43	43	43
Community Service Officers	4	3	3	3	3	3	2	2	2	2
Other Civilian	5	5	5	5	6	6	6	6	6	6
Total FT	48	47	47	48	52	52	51	51	51	51

GLEN ELLYN POLICE DEPARTMENT SYNOPSIS

In February 1995, the Police Department began a series of meetings to draft a Statement of Purpose and a Statement of Values. Five months later, the final version was presented to the whole department for approval. The process was open to all members of the department both sworn and civilian.

Statement of Purpose

The purpose of the Glen Ellyn Police Department is to keep the peace and maintain order in Glen Ellyn; to safeguard the community and prevent crime; to uphold the law and bring to justice those who break the law; to help the public, educate the community and encourage compliance with the law; and in fulfilling this purpose to exercise appropriate discretion and sound judgment based on the best interests of the community.

Statement of Values

The Glen Ellyn Police Department and its members honor these values:

In all that we do, we must be honest and ethical; be reliable and trustworthy; be committed to excellence; and seek to be more effective through continued growth and learning.

In serving the community, we must treat all people fairly, with respect and without prejudice; be prepared and vigilant; respond immediately when we are needed; be approachable and open but respect confidentiality; work with the community to maintain community values; strive to keep problems from arising and resolve situations without worsening them; and observe high standards of behavior.

As members of the department, we value one another's contributions and need to work together and support one another.

Staff

The Police Department is authorized 55.45 FTE employees in the FY12/13 Budget. Of this number, 33 positions are police officers, 10 are police supervisors. The remaining are civilian employees, 10 of which are employed on a part-time basis (10 part-time employees are equal to 4 ½ full-time employees due to the number of hours worked per week). Full-time Police Department personnel work 40-hours per week. Police services, including records and clerical operations, are provided around the clock every day of the year.

Sworn officers are hired and promoted up to the rank of Sergeant through and under the direction of the Glen Ellyn Board of Fire and Police Commissioners. This is a three-member group of community volunteers appointed by the Village Board for three-year terms. They serve without pay and are responsible for conducting entrance and promotional examinations for police officer and sergeant positions.

In order to become a police officer in the Police Department, an applicant must pass a written examination, physical agility examination and a personality profile examination. Candidates also undergo a polygraph examination, a comprehensive background investigation, and interviews with both a psychologist and the members of the Board of Fire and Police Commissioners. The names of candidates who pass all of these tests are placed on an eligibility list, which remains valid for two years.

In 1999, the Board of Fire and Police Commissioners authorized a team of police officers and civilian police employees to conduct the entire testing process in Glen Ellyn and again at Western Illinois University in Macomb, IL. This was a remarkable event. It was the first time the process was conducted away from Glen Ellyn, and it yielded the most productive police officer eligibility list in more than five years. This has continued since its inception and has included testing at other Universities as circumstances permit.

After being hired, police officers spend about 24 months on probation. They are immediately sent to a 12-week basic law enforcement course. This course is available from a number of training agencies within the State of Illinois. However, we typically send officers to the Police Training Institute at the University of Illinois in Champaign. We believe this academy provides the best all-around education available. After graduation from this basic 480-hour course, which is both practical and academic, the officer returns for sixteen weeks of field training with Department training officers. During this period the officer is evaluated and if he or she has performed satisfactorily, is allowed to work on his or her own during the balance of their probation (approximately one and one half year). The Department takes the probationary period for Police Officers very seriously. This is the time to decide whether a new officer's performance really matches the needs of the Department and the community. Throughout probation, the

officer's performance is continually evaluated and a decision is made whether to retain the officer. Since 2001 the Department has hired 49 Police Officers. As of January of 2012, nineteen (39%) of those officers did not satisfactorily complete the probationary phase of employment. While some may choose to leave because they chose the wrong career, most are asked to leave because of a failure to meet our standards. Assuming an officer completes probation, we expect it to take an average of about three years for a sworn officer to have sufficient skills through training and experience to be able to perform their duties with minimal supervision.

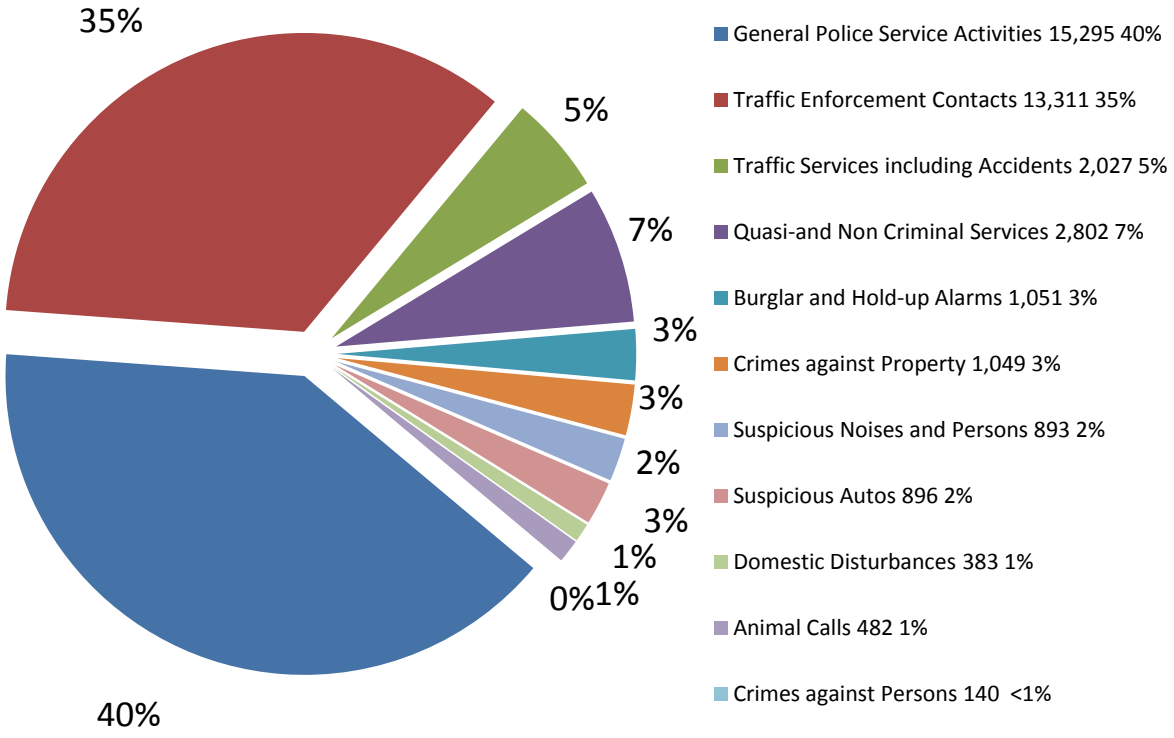
Activity

During calendar 2011, the Glen Ellyn Police Department handled 38,329 "incidents" of various kinds; an average of 105 incidents per day (an average of 95 incidents per day in 100 in 2005, 2006 and 2007; 110 in 2008 and 2009, and 109 in 2010). "Incidents" include both self initiated activity (an Officer observes something while on patrol and takes action) and complaints (an Officer is called to a scene and takes action). Typically, about 55 – 60% of activity is self-initiated. The Department investigated 140 crimes against persons, (which include homicide, assault, battery, robbery, sex and child endangerment crimes) and 1,049 crimes against property, (which include burglary, theft, criminal damage/trespass, narcotics and deceptive practices).

The following table compares calendar 2011 total activity with previous years:

2003	**2004**	**2005**	**2006**	**2007**	**2008**	**2009**	**2010**	**2011**	**Year**
29,984	35,702	36,611	36,681	36,415	36,519	40,358	39,630	**38,329**	**Total Incidents**

The Chart below shows a categorical separation of calendar year 2011 activity.



General police services (15,295 – 40%) includes 67 types of activities such as calls for people who have locked their keys in their car, building checks (primarily an overnight activity), assistance to other agencies (i.e. the Fire Company, ambulance, other police departments, County Sheriff, etc.), foot patrols and all of the other routine and extraordinary functions performed day-to-day.

Quasi-criminal and non-criminal services (2,802– 7%) include improper parking, juvenile problems, liquor complaints, disorderly conduct, investigating 9-1-1 calls, suspicious circumstances, death investigations, weapon investigations and more.

Crossing Guards

The Police Department is responsible for staffing 7 school crossings within the Village. Civilian school crossing guards are paid on a daily-rate basis.

Parking Control

Another associated responsibility of the Police Department is that of parking control within the Central Business District. During calendar year 2011 6,,857 parking tickets were issued throughout the Village, with approximately 51% of them issued as a result of the parking control program within the Central Business District. Due to the high number of tickets issued each year, the fine structure was increased in May 2010 as a deterrent to parking offenders, especially repeat offenders in the CBD.

The focus of our parking control program in the Central Business District is twofold: first, to ensure that short-term parking intended for consumers of products and services provided by retail and professional businesses is not used by long-term parkers; and second, that fees required by ordinance are paid and long-term leased/permit space customers are not disenfranchised. Our objective is to provide for an orderly and usable parking system, which will benefit the vehicle operator, the Village, and the business community as a whole. Beginning in 1996 we assigned one parking control officer exclusively to the Central Business District. The officer carries a cellular phone with the number given to CBD merchants and members of the Chamber of Commerce and Economic Development Corporation. This enhances our ability to provide an atmosphere of education rather than one of enforcement among the business and parking community. The customers become familiar with the officer who is in a position to rapidly respond to the issues and concerns of the CBD parking patrons.

In 2006, the Village Board approved an ordinance to prohibit Central Business District employees from parking on the street during normal business hours. Simultaneously, the Village provided additional low-cost alternative parking for the employees.

DuComm

We receive our public safety communication services through DuComm, which is a central communication organization comprised of 16 member municipal police departments and 18 member municipal fire departments or independent fire districts in DuPage County. Our Department has been a member of DuComm since its formation in 1976. Recently, DuComm has experienced some growth and has added some additional departments. In 2012, it is anticipated that several more departments will join DuComm. DuComm is mostly funded by each member's annual contribution. For police, the formula for this contribution is based on the number of officers. The Glen Ellyn Police presently receive all communication and communication staff services from DuComm for which we will pay $364,000 this year. They answer all Glen Ellyn 9-1-1 calls and dispatch our officers, paramedics and Volunteer Fire Department. In calendar year 2011, DuComm handled 41,356 Glen Ellyn police dispatches, which includes calls for service and administrative duties, while this is 5% decrease over calendar 2010, it is still a 3.4 % increase over totals in 2008.

Over the past few, Glen Ellyn and several other communities have pursued a cooperative arrangement with DuComm and the Emergency Telephone System Board (ETSB) to enhance DuComm's level of service by hosting a Records Management System. In January 2004, the ETSB approved a contract valued at over $1,300,000 that provides RMS services, at no cost, to our Police Department and all other DuPage County municipalities. This package enables us to perform wireless, paperless, in-car reporting and should result in substantial man-hour savings. For us to pursue our own RMS package would have cost us an estimated $300,000. In 2010, we continued to implement different features associated with the records management system. In 2011, the RMS package is under review and a new product may be explored.

In 2011, the Police Department will begin operating on a new county-wide radio system which will provide interoperability among police, fire and public works departments. Most of the cost of this new system will be paid for by grants and funds from the ETSB. The remaining balance will be paid for from seized funds awarded to the Police Department for the interdiction of specific criminal acts. On January 25, 2012, the Police Department accepted delivery of their new radios and began training on the new system.

Children Center

Beginning in FY 86/87, the Village provided funds that allowed our Department to participate in the DuPage County State's Attorney's Children Center. This is a specially created, cooperative investigative unit, which handles sexual abuse crimes against children. The Children Center began operations on March 2, 1987. In 2011, the Children Center initiated 358 cases, of which 8 happened in Glen Ellyn. Glen Ellyn's financial contribution to the Center is $4,000 per year. We look forward to our continued participation because of greater staffing efficiency and reduced victim trauma. In addition, they routinely assist our Department in conducting victim-sensitive interviews related to other, non-qualifying cases.

DARE/ School Safety Officer

Beginning in 1992, we began teaching the DARE Program (Drug Abuse Resistance Education) for the fifth grade classes in School District 41. In 1995 we included St. Petronille School. Additionally we teach the program in all four School District 41 elementary schools, and at Park View Elementary School (District 89). We have three officers trained to teach the fifth grade curriculum. In 1994 we began teaching the Junior High School DARE program. In 2004, the State of Illinois stopped supporting DARE and its training due to financial reasons. Glen Ellyn has restructured our program and now exclusively teaches a new fifth grade curriculum. In the 2009-10 school year, over 500 fifth grade students will participate in the elementary school DARE program and the alternative "Too Good for Drugs" program (District 89). We anticipate our DARE officers will spend over 1,000 hours in classroom teaching and preparation.

The fifth grade DARE and Too Good for Drugs programs now lasts 11 weeks (the previous DARE program lasted 17 weeks) and involves a one-hour class presentation per week for each fifth grade class. The DARE curriculum was modified in 1995 to include violence resistance components and again in 2007 to include a bullying presentation and an additional update is scheduled for the Fall of 2012. The DARE program helps to satisfy the Illinois State Board of Education's fundamental requirements for health education and drug prevention. The unique aspect of DARE, which sets it apart from other school based drug education programs, is the fact that its curriculum is delivered by a uniformed police officer and not by a classroom teacher (which is a considerable benefit to both the student and the officer).

The long-term goals of DARE include:

- A reduction in the supply of controlled substances as a result of reduced demand
- Violence resistance education including bullying
- A more positive identification of police officers by children
- Improved decision making in all life situations
- An overall reduction in criminality

High School Liaison

Beginning in school year 1996/97 we dedicated a police officer to serve as a full-time liaison for Glenbard West High School. The officer received special training including certification as a Juvenile Officer. The High School provides an office and secretarial services and, through an intergovernmental agreement, pays about 77% of the salary and related costs of our officer. This program has received very positive feedback from the school and community. In 2001, 2006, 2008 and 2009 (due to an unanticipated retirement), we replaced the officer in this assignment to keep the perspective fresh and provide different opportunities for others. We expect this assignment to rotate among qualified officers about every 3 or 4 years.

Community and Senior Citizens Police Academy

The Community Police Academy began in January of 2002. Through four sessions so far, over 64 Village residents have attended a series of classes on law enforcement topics as well as general Village government issues. The Academy provides community members an opportunity to learn about the job of a police officer in their community. Through various guest speakers and various meeting locations, they will also gain insight into other areas such as: Village government, DuComm, Public Works and the Volunteer Fire Company. "Graduates" have been very positive in their critiques and comments following completion of the program.

In 2007, we held a Seniors Police Academy with 25 senior citizens that lasted seven weeks and followed the curriculum of its predecessor. Again, the "graduates" gave very positive feedback concerning their experience and critique of the program. We held two sessions in 2008, 2009, 2010, and 2011 bringing our total number of graduates to 174! We are planning to continue this very popular and appreciated program in 2011. As part of the Senior Academy Alumni Program, State Representative Peter Roskam, Secretary of State, Jessie White and Illinois Attorney General Lisa Madigan have spoken to our graduates and other residents at the Civic Center.

We hope that these programs will continue to generate interest in other Department programs and result in our establishing a corps of Police Department volunteers who can spend some time assisting us with various tasks.

"Coffee with the Cops"

In December 2007, the Police Department began a new public outreach initiative dubbed "Coffee with the Cops". On the first Saturday morning of each month the Chief of Police and/or the Deputy Chief(s) of Police play host to interested residents. Participants can talk about neighborhood issues such as traffic or parking; seek information on various police programs; learn about specific police duties and responsibilities, such as investigations, traffic reconstruction, evidence collections, etc. This allows people another opportunity to interact with law enforcement personnel in a non-enforcement environment.

Emergency Planning

The Police Department has taken the lead in developing the emergency plan for the Village. An updated revision was submitted to the County Office of Emergency Management in late 2009 for their approval. In March, 2010, we received official notification of our plans approval. Previously, the Village had operated under a Disaster Plan that fortunately was never activated.

The Federal government has now mandated that Emergency Plans be developed and meet a variety of standards. The Village of Glen Ellyn has partnered with the Villages of

Wheaton, Winfield, the College of DuPage and the DuPage County Office of Homeland Security to test our capabilities through a cooperative exercise on May 21, 2008. The exercise was conducted at each entity's emergency operations center, and then the entities came to together at College or DuPage to form an Area Command Center. The issues that arose and needed to be managed included: Communication, perimeter security, evacuation, hazardous material exposure, mass transport of sick and injured, mutual aid and resource procurement/allocation. The exercise was considered very successful and the interested parties continue to meet regularly to improve our cooperation and capabilities.

In February 2011, the Police Department will participate in a County-wide tabletop training exercise, utilizing components of this plan. Further tabletop exercises are planned for 2012.

GENERAL FUND
POLICE DEPARTMENT
(134000)

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
	Personnel Services							
510100	Salaries - FT	$ 659,129	$ 443,252	$ 451,605	$ 452,000	$ 454,291	$ 464,000	
510110	Salaries - Sworn Officers	2,786,143	2,911,659	2,984,578	3,115,000	3,091,780	3,246,000	1
510120	Salaries - PT	-	171,552	159,985	177,000	144,995	170,000	
510150	Crossing Guards	31,785	36,346	34,228	38,000	33,032	38,000	
510200	Overtime	-	-	5,729	-	5,203	-	2
510220	Overtime	334,796	246,087	296,169	298,000	300,251	303,500	2
510400	FICA	96,072	93,695	95,241	102,000	95,298	102,900	
510500	IMRF	31,108	37,602	58,615	59,000	56,043	54,900	
590700	IFT / Police Pension Fund	789,000	813,000	943,000	1,036,000	1,036,000	969,000	3
	Subtotal	4,728,033	4,753,193	5,029,150	5,277,000	5,216,893	5,348,300	
	Contractual Services							
520110	Counseling Services	-	-	-	25,000	25,000	25,000	4
520127	Scholarship Award	1,000	1,000	1,000	1,000	2,000	-	
520600	Dues / Subscriptions	11,563	11,396	12,197	7,500	15,628	7,500	
520615	Recruiting and Testing	10,000	1,753	12,258	5,000	2,102	10,000	
520620	Employee Education	52,121	22,325	18,058	25,000	31,724	25,000	5
520625	Travel	8,694	2,051	1,878	5,000	4,903	5,000	
520705	Prosecutorial Services	79,398	76,109	82,818	80,000	79,563	83,000	6
520905	Printing	4,527	7,029	9,682	7,000	9,869	6,000	
520910	Radio and Radar	7,259	4,339	1,102	8,000	7,079	-	
520920	Du-Comm	367,652	375,048	355,400	366,000	365,480	364,000	7
520930	General Services	15,122	23,244	3,027	15,000	6,619	15,000	
520931	Drug Forfeiture - Federal	-	11,909	16,036	85,000	77,265	-	
520933	Drug Forfeiture - State	13,927	6,592	1,010	5,000	6,525	-	
520934	DARE Program Expenses	2,546	624	753	2,000	828	2,000	
520935	Towing / Impound Fees	7,335	5,133	4,778	7,000	3,106	7,000	
520936	Seized Property Expenses	4,809	1,680	12,198	4,000	6,865	5,000	
520975	Maintenance / Equipment	17,429	17,820	5,155	18,000	4,381	10,000	
521055	Professional Services / Other	32,082	31,155	8,870	35,000	33,303	35,000	8
521195	Telecommunications	24,021	26,005	21,343	25,000	19,542	23,000	
590600	IFT / Health Insurance	342,588	381,496	526,502	535,800	535,800	597,100	
590610	IFT / Insurance - General	75,000	116,900	155,900	204,700	204,700	121,200	
590650	IFT / Equipment Services (O&M)	214,500	262,700	234,700	243,300	243,300	258,500	
590655	IFT / Equipment Services (Replace)	106,800	112,200	126,800	123,900	123,900	136,248	
	Subtotal	1,398,373	1,498,508	1,611,465	1,833,200	1,809,482	1,735,548	
	Commodities							
530100	Office Supplies	10,218	9,249	8,283	14,000	8,545	14,000	
530105	Operating Supplies	28,147	38,941	44,235	50,000	25,251	50,000	9
530445	Uniforms	35,009	24,147	15,615	27,500	23,665	27,000	
	Subtotal	73,374	72,337	68,133	91,500	57,461	91,000	
	Capital Outlay							
580100	Capital Projects	52,641	9,546	87,514	57,586	30,000	-	10
580110	Equipment	-	-	-	16,000	15,993	-	
	Subtotal	52,641	9,546	87,514	73,586	45,993	-	
	TOTAL EXPENDITURES	**$ 6,252,421**	**$ 6,333,584**	**$ 6,796,262**	**$ 7,275,286**	**$ 7,129,829**	**$ 7,174,848**	

POLICE DEPARTMENT
FY 12/13 BUDGET FOOTNOTES

	Budget FY11/12	Budget Fy12/13

1 Sworn Salaries

The salary line reflects salaries for 39 sworn officers' positions including 1 Chief, 2 Deputy Police Chiefs, 7 Sergeants and 29 Police Officers. The authorized sworn strength of the Department is 43 officers; however, due to lack of sufficient revenues, 4 police officer positions will remain unfunded and vacant during FY12/13

Total	$3,115,000	$3,246,000

2 Overtime

The overtime category includes a number of different pay types, many of which represent contractual obligations. Beginning in 2010, we identified three areas to include in overtime calculations with increasing demands on officers' time, those being: Summary Suspension hearings (a mandatory court date as a prelude to DUI prosecution); DUI/Criminal Court (court time is managed by the State's Attorney's office) and Tactical Patrol. The tactical patrol is a program to provide extra patrols in specific areas. These areas would be determined by events and circumstances such as a sudden increase in vandalism or graffiti. The increase in Miscellaneous (Event) is due to the growing number of special events in the Central Business District, particularly those involving the sale of alcoholic beverages.

Overtime Type	FY11/12 Budget	Fy12/13 Budget
Holiday (Excluding base pay)*	$130,000	$130,000
Court/Standby Pay*	56,000	56,000
Overtime (Extra shift)	25,000	25,000
Summary Suspension	16,000	16,000
DUI/Criminal Court	15,000	15,000
Extra Duty (School activities, etc)**	15,000	15,000
Tactical Patrol	10,000	10,000
Training	8,000	8,000
Officer In Charge	5,000	5,000
Field Training Officer	9,000	3,500
DARE	2,000	2,000
Miscellaneous (Event)	8,000	18,000
	$298,000	$303,500

* Court time and Holiday pay are contractual obligations. "Court Standby Pay" is paid annually to each officer as compensation for off-duty time, when they are required to be available in case of legal proceedings. Our control over the amount of time an officer spends waiting for court or actually in court is limited. The DuPage County States Attorney's office has a much greater influence over officers' use of time in court situations. In addition to court time in the contract, there are 11 holidays for which each officer is compensated at an overtime rate, whether or not the officer works on the holiday.

** Extra Duty assignments are those prearranged through mutual agreement with outside organizations such as the high school, wherein the officer is paid at a rate determined by contract and the organization reimburses the Village (which shows in a General Fund revenue account).

3 IFT / Police Pension Fund

Each year, the Village makes a contribution determined by an independent actuary to provide funding for the Glen Ellyn Police Pension Fund which pays the retirement benefits of Glen Ellyn police officers as set by State statute. Police officers are not part of Federal Social Security, but officers hired after April 1, 1986 are covered under Federal Medicare. See "Police Pension Fund" section, which follows this Police Department budget information.

	Budget Fy11/12	Budget FY12/13
Total	$1,036,000	$969,000

4 Counseling Services

Working in concert with the Glen Ellyn school districts and the Police Department, this service is utilized to provide problem assessment, family therapy, individual therapy, crisis intervention, and marriage counseling. The Glen Ellyn Youth and Family Counseling Service is the current provider. This expenditure was previously allocated within the Special Programs Fund and will be funded using revenue previously allocated to the Special Programs Fund.

	Budget Fy11/12	Budget FY12/13
Total	$25,000	$25,000

5 Employee Education

The employee education line item for FY09/10 was reduced to reflect anticipated reductions in recruitment and basic training expenses. That trend continues.

	Budget Fy11/12	Budget FY12/13
Total	$25,000	$25,000

6 Prosecutorial Services: ($83,000)

In August 2001, the Village switched from using the DuPage County State's Attorney for traffic court prosecutions to using our own Village Prosecutor. The chart below shows net traffic fine revenue into the General Fund for the past six calendar years and the related prosecutorial expense:

	2006	2007	2008	2009	2010	2011
Fine Revenue	$284,480	$322,040	$335,898	$343,432	$253,333	$320,156
Prosecution Expense	75,324	72,458	75,556	79,222	86,262	74,773
Net Revenues	$209,156	$249,582	$260,342	$264,210	$167,071	$245,383

7 DuComm

DuPage County Public Safety Communication (DuComm) provides the operation and maintenance of police dispatch services. Reduction this year based on reduced number of approved sworn officers. Additional DuComm expenses of $121,600 are also identified in the budget for the Volunteer Fire Company.

	Budget FY10/11	Budget FY11/12
Dispatch Services (Police)	$368,000	$364,000

8 Professional Services/Other

Collective Bargaining (Legal Fees)	25,000
Children Center	4,000
Internal Random Drug Testing	1,000
Misc.	5,000
Total	$35 ,000

9 Operating Supplies

Budget Fy11/12	Budget FY12/13
50,000	50,000

This line, as suggested by its title, provides for operating supplies from the mundane such as mouth pieces for our breathalyzer machine and notary stamps to more interesting items such as pepper spray and ammunition. Recently this has been increased due to the rising cost of ammunition.

10 Capital/Equipment Projects

Each squad car is equipped with an Automated External Defibrillator. These AED's provide critical live saving assistance to people in cardiac arrest. The current inventory of machines is beyond their useful life and experiencing critical failures. This line represents replacement of all 15 of our units. The Livescan CPU is a necessary replacement of a computer which manages our computer-based fingerprinting function.

Automated External Defibrillators	30,000
Livescan CPU	15,000

These purchases have been removed from the General Fund budget.

VILLAGE OF GLEN ELLYN
FY12/13 ANNUAL BUDGET
PERSONNEL SCHEDULE

POLICE DEPARTMENT

Classification	Status	Salary Range*	FY10/11 Budgeted Employees	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees
Police Chief	FT	V	1.00	1.00	1.00
Deputy Chief	FT	T	2.00	2.00	2.00
Police Sergeant	FT	O	7.00	7.00	7.00
Police Officer	FT	Contract	33.00	33.00	33.00
Records Supervisor/Tech	FT	L	1.00	1.00	1.00
Property Officer	FT	G	1.00	1.00	1.00
Administrative Assistant II	PT	F	0.50	0.50	0.50
Community Service Officer	FT	E	2.00	2.00	2.00
Community Service Officer	PT	E	1.60	1.20	1.20
Records Clerk	FT	D	4.00	4.00	4.00
Records Clerk	PT	D	2.75	2.75	2.75
Crossing Guards	PT	Daily Rate	7 locations	7 locations	7 locations
TOTAL EMPLOYEES (Full-time Equivalents)			**55.85**	**55.45**	**55.45**
Full-time Number of Positions			51	51	51
Part-time Number of Positions			19	18	18

* Information regarding salary ranges can be found in the appendix.

GLEN ELLYN POLICE PENSION FUND

The Glen Ellyn Police Pension Fund is organized under state statute (40 ILCS 5/3-101) to provide "for the benefit of its police officers and of their surviving spouses, children, and certain other dependents". Our Police Pension Fund is administered by a five-member Pension Board as defined by statute, and includes two members (typically residents) appointed by the Village Board, two active police officers, and one current beneficiary.

Money used to pay for the benefits of retired police officers comes from three sources:

- Active Police Officers –This is expected to generate about $320,000 in fiscal year 2012/13. Effective in January, 2001 the contribution from police officers was increased from 9.00 percent to 9.91 percent of salary in accordance with benefit increases approved by the Illinois General Assembly which also increased required taxpayer support. Note – Police Officers do not participate or contribute to Social Security, but do pay a Medicare tax of 1.45% of salary.
- Investment Income – Income generated by the Fund's investment holdings. The pension fund investment portfolio has a longer-term focus than that used for general Village investments.
- Village Contribution – According to calculations performed by an independent actuary, this is the amount needed to fully fund the plan (from a long-term time perspective) based on a set of interest earnings rate, salary rate increase, mortality, and other assumptions. For FY12/13, the actuarially determined contribution by the taxpayers is $969,000, down 6.5% or $67,000 from the FY11/12 contribution of $1,036,000. At the completion of the actuary's latest report (4/30/11) the Pension Fund was 64.3 % of "fully funded" status. Recent changes in state law allowed the Village to extend the amortization period for the existing unfunded liability, which is the reason for the lowered annual contribution for this fiscal year. We expect future required contributions to increase significantly over time, depending on, among other things, investment returns and legislative changes.

Retirement Benefits

The Police Pension Plan, set by State law, provides retirement benefits at age 50, with a minimum of 20 years of service, at a rate of one half the annual salary attached to the rank held on the last day of service. The annual pension increases by 2.5% of the annual salary for each additional year of service over 20 years up to 30 years to a maximum of 75% of such annual salary. Generally, upon the attainment of age 55, retired Police Officers receive an annual compounded increase in their pension of 3% each January 1st. Changes in law have modified this benefit for officers who began employment after January 1, 2011. These modified benefits include normal retirement age of 55, non-compounding CPI-based cost of living increases after age 60, and benefits based on the average salary over the last eight years. As of March 2012, there are 31 beneficiaries receiving a monthly police pension from the Glen Ellyn Police Pension Fund at an annual cost of about $1.43 million.

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget
Revenues / Inflows ***(9000)***							
440700	Employee Contributions	275,151	286,998	294,768	300,000	305,047	320,000
460100	Interest Income	681,788	232,720	605,411	500,000	50,161	500,000
490700	IFT / General Fund	789,000	813,000	943,000	1,036,000	1,036,000	969,000
	TOTAL REVENUES	**$ 1,745,939**	**$ 1,332,718**	**$ 1,843,179**	**$ 1,836,000**	**$ 1,391,208**	**$ 1,789,000**
Expenditures / Outflows ***(90000)***							
	Contractual Services						
520600	Conferences / Seminars	1,225	1,750	1,030	2,000	161	2,000
520605	Association Dues	1,188	750	775	800	775	800
520610	Department of Insurance Filing Fee	3,972	4,085	3,699	4,000	4,186	4,300
520625	Travel	1,313	1,620	-	2,000	-	2,000
520700	Legal Fees	-	-	-	-	-	-
520800	Investment Manager / Advisor	27,821	28,054	30,953	30,000	24,666	33,000
520815	Custodial Account Fees	13,664	14,015	14,767	15,000	15,293	15,500
520820	Actuarial Services	950	950	1,050	1,300	1,050	1,300
520830	Accounting Service Fees	2,100	2,100	2,100	2,100	2,100	2,100
520880	Fiduciary Liability Insurance	2,854	2,854	3,028	3,100	3,473	3,600
521205	Service Pensions	1,113,450	1,142,889	1,173,211	1,206,000	1,217,076	1,255,000
521210	Disability Pensions	58,806	59,261	63,200	71,000	70,941	73,000
521215	Surviving Spouse Pensions	97,433	97,433	97,433	97,500	97,433	97,500
521220	Employee Contribution Refunds	53,113	20,875	55,827	20,000	-	20,000
	TOTAL EXPENDITURES	**$ 1,377,889**	**$ 1,376,636**	**$ 1,447,073**	**$ 1,454,800**	**$ 1,437,154**	**$ 1,510,100**
FUND INCREASE (DECREASE)		**$ 368,050**	**$ (43,918)**	**$ 396,106**	**$ 381,200**	**$ (45,946)**	**$ 278,900**

Table of Contents

VII. VOLUNTEER FIRE COMPANY

Volunteer Fire Company Budget 146
Volunteer Fire Company Service Area Graphic 149
Volunteer Fire Company Service Volume Data 150

GENERAL FUND
VOLUNTEER FIRE COMPANY
(135000)

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
Expenditures / Outflows ***(135000)***							
	Contractual Services						
520150	Fire Company Contribution	114,000	105,000	105,000	105,000	105,000	*1*
520155	Annual Fire Inspection Program	-	28,080	32,000	20,664	30,000	*2*
520401	Disconnection Taxes	29,650	5,725	3,000	2,863	3,000	*3*
520700	Legal	13,435	938	-	823	1,000	
520920	Du-Comm	114,584	114,380	115,700	116,478	121,600	*4*
520925	Ambulance Service	756,323	860,414	895,500	883,071	920,000	*5*
520926	Ambulance Billing Service	19,194	33,866	33,700	30,992	31,250	*6*
520970	Maintenance / Bldgs & Grounds	1,320	1,570	2,530	1,646	2,000	
521055	Professional Services	12,612	400	3,000	-	3,000	
521195	Telecommunications	3,533	4,948	8,000	6,649	8,000	
521200	Utilities	6,551	10,413	9,000	7,748	9,000	
590610	IFT / Insurance - General	143,200	208,700	212,400	212,400	199,100	*7*
590650	IFT / Equipment Service (O&M)	89,900	78,000	107,600	107,600	139,700	
590655	IFT / Equipment Services (Replace)	-	144,000	137,000	137,000	140,000	*8*
590910	IFT / Corporate Reserve Fund	-	46,000	60,000	60,000	60,000	*9*
	Subtotal	1,304,302	1,642,434	1,724,430	1,692,934	1,772,650	
	Commodities						
530105	Operating Supplies	5,004	2,486	5,000	23,443	25,000	*10*
	Subtotal	5,004	2,486	5,000	23,443	25,000	
	Capital Outlay						
580110	Equipment	21,354	-	-	-	-	
	Subtotal	21,354	-	-	-	-	
	TOTAL EXPENDITURES	**$ 1,330,660**	**$ 1,644,920**	**$ 1,729,430**	**$ 1,716,377**	**$ 1,797,650**	

VOLUNTEER FIRE COMPANY
BUDGET FOOTNOTES

1 **Fire Company Contribution: ($105,000)** Beginning in FY03/04, the Village began making quarterly payments to the Fire Company to provide partial support of its operations. This replaced the previous practice of the Village directly paying various operating expenses of the Fire Company.

The contribution to the Fire Company for FY11/12 remains at the same level as approved in FY11 ($105,000). In FY09/10, this contribution was increased by $9,000 to enroll their assistance in performing a portion of the required annual fire prevention inspections of commercial spaces throughout the Village. This function is coordinated through the Planning and Development department which previously utilized two part-time Fire Inspectors to complete this work. These positions have now been eliminated. The total annual cost estimate to complete this function is $30,000 which is identified the line item "Annual Fire Inspection Program".

2 **Annual Fire Inspection Program: ($30,000)** As indicated above, the Fire Company has assumed the responsibility for performing annual commercial fire inspections. The Village will provide reimbursements to the Fire Company as inspections are completed.

3 **Disconnection Taxes: ($3,000)** According to State statute, upon the annexation of unincorporated properties, the Village is obligated to pay disconnection fees to surrounding fire districts whose tax base is reduced through the removal of these properties from their service area. The annual amount payable is calculated based on the amount of property taxes previously paid to the district and is reduced each year over five years. In some cases, the Village has required the annexing property owner to reimburse these costs to the Village upon annexation.

4 **Du-Comm: ($121,600)** DuPage County Public Safety Communication (DuComm) provides the operation and maintenance of fire dispatch services.

5 **Ambulance Service: ($920,000)** Due to increased service volumes and an over-reliance on mutual aid assistance required from neighboring communities, Glen Ellyn expand its contract paramedic service from 1, 24 hour per day ambulance plus 1, 12 hour daytime ambulance to 2, 24 hour per day units beginning June 15, 2009.

Based on a 2008/09 request for proposals process, the Village purchased and now maintains its own ambulance units (previously provided by the contractor), and it utilizes a third party billing vendor to bill and collect for services provided. The annual cost of the service shown above will be partially offset by billing collections which are recorded as General Fund revenues.

FY12/13 represents the fourth year of a five year contract approved in April, 2009.

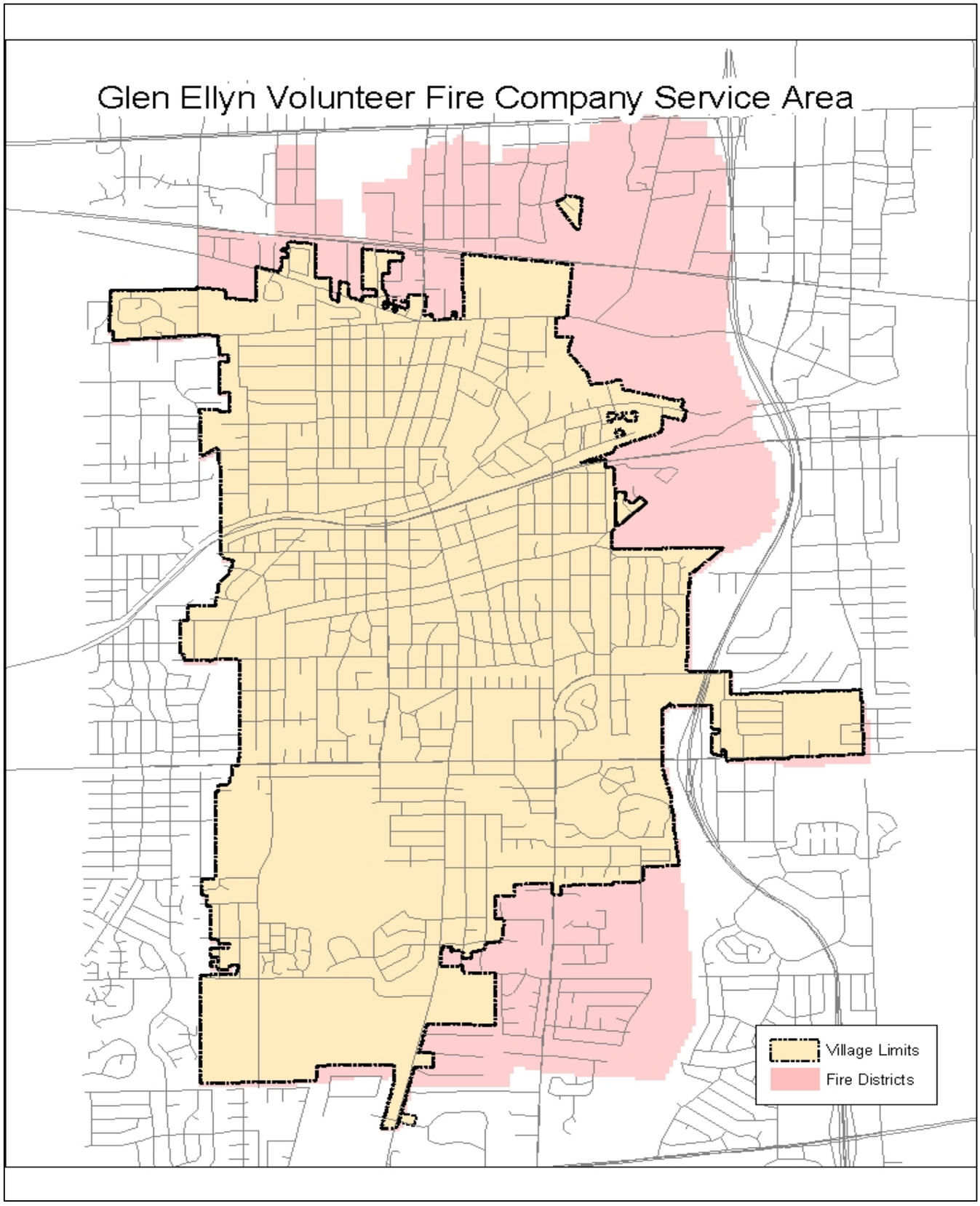
6 **Ambulance Billing Service: ($31,250)** This line reflects the estimated cost of services for billing and collection for ambulance services by an external third party vendor. Compensation to the vendor is based on a percentage of billings collected.

7 **IFT / Insurance - General: ($199,100)** This amount represents a transfer to our Insurance Fund to provide comprehensive property, liability, workers compensation and other general insurance coverages. The amount charged to each department/Fund each year is based in part on general insurance exposure and actual claims experience.

8 **IFT / Equipment Services (Replace): ($140,000)** Contributions for the future replacement of two ambulance units began in FY10/11 ($71,800). Although the recently created SSAs fund the proportionate share of unincorporated fire services, the Village has designated this revenue for future vehicle and equipment replacement. Following the funding of the annual scheduled replacement contribution for two ambulance units, it is estimated that an additional $65,200 collected from the SSAs will be transferred to the Equipment Replacement Fund for future apparatus purchases by our Volunteer Fire Company.

9 **IFT / Corporate Reserve Fund: ($60,000)** In FY08/09, the Village purchased two new ambulance units at a cost of $230,000. These purchases were financed from our Corporate Reserve Fund. Included in FY11/12 is the second of five annual repayments to the Corporate Reserve Fund to reestablish those reserve balances. We are also funding for the eventual replacement of the ambulance units through transfers to the Equipment Services Fund (see footnote 8 above). Revenues received from fire SSAs will fund the reimbursement for these apparatus purchases.

10 **Operating Supplies: ($25,000)** The cost reflected here is an estimate of annual operating supplies needed to stock various consumables for our two ambulance units.



In addition to serving the corporate limits of Glen Ellyn (shown in orange) the Volunteer Fire Company serves areas outside the Village limits (shown in red).

Glen Ellyn Volunteer Fire Company
Service Volumes*

	2004	2005	2006	2007	2008	2009	2010
Structure Fires	21	24	32	28	23	27	30
Vehicle Fires	7	5	11	9	8	10	7
Vegetation Fires	4	22	4	14	12	8	8
EMS / Ambulance Assist**	575	619	470	493	1673	2009	2052
Rescue / Extraction	42	40	25	22	27	22	22
Hazardous Condition / Materials	208	157	175	213	214	179	208
Service Calls / Mutual Aid	125	83	72	69	77	66	79
Good Intent / False Alarms	449	484	563	629	494	518	531
Other	6	30	54	29	26	33	37
	1,437	1,464	1,406	1,506	2,554	2,872	2,974

* Per National Fire Incident Reporting System (NFIRS) reported to the State of Illinois. Reported on a calendar year basis.
** Beginning in 2008, in addition to EMS, ambulance responses are now included.
2011 data not available.

Table of Contents

VIII. PUBLIC WORKS DEPARTMENT

Organizational Chart 152

Public Works Department Narrative 153

Administration & Engineering Narrative 156

Administration & Engineering Budget 163

Operations Narrative 166

Operations Budget 171

Parking Fund 177

Water & Sanitary Sewer Fund Narrative 180

Water & Sanitary Sewer Fund Summary 183

Water & Sanitary Sewer Fund Revenues 184

Water Division Budget 189

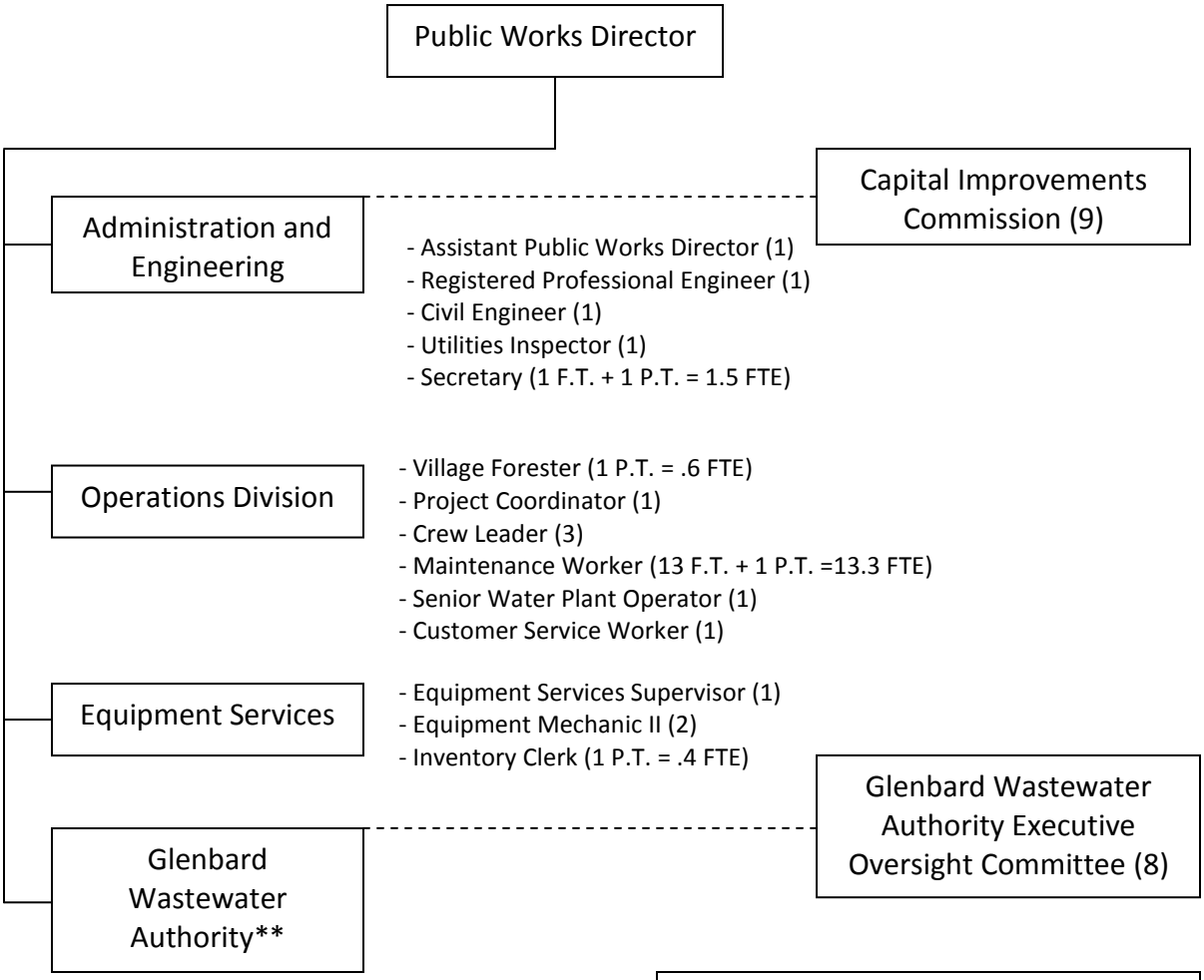
Sanitary Sewer Division Budget 196

Equipment Services Fund Narrative 204

Equipment Services Fund Budget 208

Equipment Services Depreciation Schedule 215

PUBLIC WORKS DEPARTMENT
FY12/13



FY12/13 Budget	Employee Count	FTE
Full Time Personnel	28	28.00
Part-Time Personnel	4	1.80
Total Employees / FTEs	32	29.80

(FTE = Full-Time Equivalent)

	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13
Budgeted Full-Time Employees										
Administration / Engineering	8	8	7	7	5	7	6	6	6	6
Equipment Services	3	3	3	3	3	3	3	3	3	3
Streets / Forestry *	10	10	10	0	0	0	0	0	0	0
Utilities *	13	12	12	0	0	0	0	0	0	0
Operations *	0	0	0	19	21	19	19	19	19	19
Total FT	34	33	32	29	29	29	28	28	28	28

* Street/Forestry and Utilities Divisions have been combined into one Operations Division based on Public Works Reorganization Plan implemented in FY06/07.

** Separate intergovernmental agreement agency with 14 full-time staff who are not Village employees. Per agreement with the Village of Lombard, the GWA Wastewater Manager reports to the Glen Ellyn Public Works Director.

PUBLIC WORKS DEPARTMENT

Overview

The Public Works Department is responsible for a wide variety of programs that provide the basic services required by Village residents. The department handles the purchase, design, construction and maintenance of all Village-owned vehicles, equipment, infrastructure and related assets (except buildings). This includes the drinking water distribution system, sanitary sewage and storm water collection systems, streets, street signs and pavement markings, traffic signals, street lighting, public sidewalks, Central Business District (CBD) landscaping and parking lots, parkway trees, and vehicle fleet management. As the lead agency, the Public Works Director also oversees the daily operation of the Glenbard Wastewater Authority that is jointly owned and operated by the Villages of Glen Ellyn and Lombard.

A major responsibility of the Public Works Department is development and implementation of the various capital projects to maintain and improve the water, sanitary sewer, storm sewer, street, and sidewalk systems. Glen Ellyn residents first constructed a water system in 1907 followed by a sanitary sewer system in 1911. The systems provide water for fire fighting as well as drinking. The sanitary sewers remove wastes from individual homes and provide basic treatment before discharge to the East Branch DuPage River. New concrete streets were built starting around 1910 that led to the construction of storm sewers to carry away rainwater in order to reduce storm water flooding.

All of the four major systems noted above started over 90 years ago. The Village of Glen Ellyn has continually updated and expanded these systems over the years. The systems are collectively in good operating condition and provide reliable service for all residents. The systems continue to need significant capital improvements on a yearly basis. This work is reflected in the budget for the Public Works Department. Capital expenditures make up over 50% of the expenditures for the Public Works Department.

The planning, design and oversight of our major construction programs are a major focus of the department's work. Our Team recognizes the importance of the continued rehabilitation of the various systems and the great responsibility various Village Boards and the residents of Glen Ellyn have placed on us to wisely spend the substantial resources required to maintain our systems. Our Team has focused on this task and will strive to keep the systems working well but also to be sure the work is done correctly.

Within the Public Works Department are four major Divisions: Administration, Engineering, Operations, and Equipment Services (Fleet). Our Administration Division is the primary interface with the public. Resident inquiries are customarily handled by our professional team of administrative assistants. The Engineering Division oversees our Capital Improvement Program as well as oversight of our Plant Operations that include water distribution and sanitary sewer collection facilities. Engineering provides the technical expertise on both the conditions and construction associated with streets, water distribution and the storm and

sanitary sewer systems. The Operations Division is responsible for the daily planning and scheduling of our maintenance responsibilities. The Operations Team performs routine and emergency tasks associated with our streets, forestry, water, sewer, and electrical assets. Our Equipment Services Division provides management of over 140 vehicles and hundreds of pieces of equipment for the Village (Police, Public Works, Planning and Development, and Facilities Maintenance), Fire Company, and Glenbard Wastewater Authority.

The men and women of the Public Works Department perform a variety of tasks to operate and maintain Village infrastructure and support municipal operations. From preventive maintenance and mechanical repairs to equipment, servicing work requests from residents, routine landscaping and pothole repair, to emergency services and disaster assistance planning, round-the-clock preparedness for snow and ice control operations and development of a geographic information system and other information systems to provide a higher degree of accountability in the management of public assets, the individuals of the department maintain a high state of readiness to provide cost-effective and efficient customer service to the residents of Glen Ellyn. Village assets maintained by the Public Works Department include:

- 86 miles of roadway
- approx. 850 street lights (Village owned)
- approx. 15,500 parkway trees
- approx. 4,000 street and traffic signs
- Downtown benches and trash receptacles
- 70 miles of storm sewer mains
- 4,400 storm sewer inlets, basins and manholes
- 1,265 fire hydrants
- 147 miles of water mains
- approx 8,200 water service valves
- 2 one million gallon ground level water reservoirs
- 2 elevated water storage tanks
- 2 water pressure adjusting stations
- 2 water pumping stations
- 2 stand-by ground water wells
- 85 miles of sanitary sewer mains
- 4 sanitary sewer lift stations
- 2,000 sanitary sewer manholes

Below is a summary of the FY12/13 Public Works budget that begins May 1, 2012.

FUND #	PUBLIC WORKS DEPARTMENT EXPENDITURE TOTALS	FY 10/11 ACTUAL	FY 11/12 REVISED BUDGET	FY 11/12 ESTIMATED ACTUAL	FY 12/13 BUDGET
100	Admin. & Engineering	782,229	855,775	850,875	901,500
100	Operations – General Fund	1,933,078	2,280,313	2,220,536	1,999,600
	General Fund	**$2,715,307**	**$3,136,088**	**$3,071,411**	**$2,901,100**
500	Operations – Water	4,479,413	4,479,413	4,479,413	4,479,413
500	Operations – Sewer	5,883,321	6,396,223	5,771,300	6,734,700
	Water / Sanitary Sewer Fund	**$10,362,734**	**$10,875,636**	**$10,250,713**	**$11,214,113**
530	Parking Fund	340,473	386,385	330,285	319,800
650	Equipment Services Fund	1,511,171	1,219,300	1,147,700	1,491,400
210	Motor Fuel Tax Fund	748,771	756,000	755,000	856,000
400	Capital Projects Fund	4,706,742	6,932,478	5,094,000	6,497,000
	Total Expenditures	**$20,385,198**	**$23,305,887**	**$20,649,109**	**$23,479,113**

VILLAGE OF GLEN ELLYN
FY12/13 ANNUAL BUDGET
PERSONNEL SCHEDULE

PUBLIC WORKS DEPARTMENT

Classification	Status	Salary Range*	FY10/11 Budgeted Employees	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees
Administration & Engineering Division					
Public Works Director	FT	V	1.00	1.00	1.00
Assistant Public Works Director	FT	S	1.00	1.00	1.00
Registered Professional Engineer	FT	T	1.00	1.00	1.00
Civil Engineer	FT	O	1.00	1.00	1.00
Utilities Inspector	FT	J	1.00	1.00	1.00
Administrative Assistant I	FT/PT	D	1.50	1.50	1.50
			6.50	6.50	6.50
Operations Division					
Village Forester	PT	L	0.60	0.60	0.60
Project Coordinator	FT	G	1.00	1.00	1.00
Senior Plant Operator	FT	L	1.00	1.00	1.00
Crew Leader I	FT	I	3.00	3.00	3.00
Customer Service Worker	FT	G	1.00	1.00	1.00
Maintenance Worker II	FT	F	9.30	9.30	9.30
Maintenance Worker I	FT	E	4.00	4.00	4.00
			19.90	19.90	19.90
Equipment Services Division					
Equipment Services Supervisor	FT	L	1.00	1.00	1.00
Equipment Mechanic II	FT	J	2.00	2.00	2.00
Inventory Control Clerk	PT	E	0.40	0.40	0.40
			3.40	3.40	3.40
TOTAL EMPLOYEES (Full-time Equivalents)			**29.80**	**29.80**	**29.80**
Full-time Number of Positions			28	28	28
Part-time Number of Positions			4	4	4

* Information regarding salary ranges can be found in the appendix.

ADMINISTRATION / ENGINEERING DIVISION

The Administration and Engineering Division is responsible for the administration of the Public Works department and the Village's public infrastructure capital improvements program The Division's staffing plan consists of the Public Works Director, Assistant Public Works Director, Professional Engineer, Civil Engineer, Utilities Inspector, and one full-time and one part-time Secretary.

The Administration staff is the primary interface between Public Works and the public. Staff makes sure work is completed in a safe and timely manner. The administrative assistants are on the front line fielding phone calls from residents and tracking service requests for the operating divisions. This is in addition to work such as coordination of field activities, processing of all personnel paperwork, issuing water meters, scheduling meter readings and other on-site inspections, monitoring the status of tree preservation and other development plans, monitoring tree inventories, processing invoices, completing required reports and handling of all department correspondence, requests for proposals and bid documents. The Public Works Director oversees the Glenbard Wastewater Authority, an intergovernmental agency serving Glen Ellyn and Lombard.

The engineering group is the primary technical resource for the Village in matters of public infrastructure. This group keeps records of public improvements; develops long term capital plans and budgets for water, sewer and street infrastructure; initiates and coordinates infrastructure project design and construction activities; implements various infrastructure maintenance programs; oversees permits issued to utility companies for work in right-of-way; inspects developer roadway and utility improvements in the public right-of-way; and oversees public improvements related to private development projects.

Administration Accomplishments for FY11/12

1. Received and responded to over 11,900 phone calls, processed approximately 1,750 work orders and resident service requests, coordinated 126 tree preservation plans in support of the Tree Preservation Ordinance, reviewed 109 work-in-the-parkway applications, and scheduled 1,378 customer service appointments.

2. A plan for reopening and maintaining Manor Woods was implemented through a cooperative effort with the Recreation Department. A contractor was hired in April 2011 to clear the paths and overhead canopy for safety precautions. Public Works provided 300 cu yds of mulch in May for a highly publicized event that brought local residents, employees of local government entities and elected officials together to work for a day at the official reopening. The Recreation Department will develop and maintain the property as a natural wooded area.

3. Successfully implemented Cartegraph TreeView module updating the software system that was created in FY10/11 due to the crash of the old system. This effort included working with Cartegraph Systems to customize the software to Public Works needs and

processes. It also required the transfer of data from the previous version of Cartegraph and syncing with the MUNIS address database used by the Village.

4. Continued the Public Works Monthly Report focusing on updating our team of departmental activities as well as monitoring Key Performance Indicators (KPI) for each Division. A quarterly report is provided to the Village for inclusion on Glen Ellyn's website.

5. Updated Village Zoning Map and Master Address Map for Planning and Development Department in our GIS System.

6. A new Public Works Director was hired in November. Public Works functioned for eleven months with an internal Interim Director.

Administration Goals for FY12/13

1. Enhance customer service, improve work order tracking, and increase productivity on the many core functions Public Works performs. In order to accomplish this goal, we will be implementing a work management tool (Cartegraph) that will allow our Team to generate, track, and ultimately share status of work orders with the residents to provide the best in customer service. Tracking our progress will allow our Management Team within Public Works to identify strengths and weaknesses which can lead to better efficiency. Future vision of this software package will allow residents to report, submit, and track work orders online and gain access to work being performed through an online GIS System. All this will assist Public Works to respond faster to citizen requests and improve solutions to citizens' problems.

2. Implement change in the organizational structure as follows:

    a. Operations - Team up employees in the Operations group based on common skills and interests. These teams will be assigned to three separate divisions. The Street Division will perform the work of street and sign maintenance and street lighting. The Forestry Division will perform the work of forestry maintenance and landscaping. The Utility Division will perform water system maintenance along with sanitary and storm sewer maintenance. A Maintenance Worker II will be promoted to Crew Leader increasing the number of Crew Leaders from 3 to 4. This will reduce the span of control for Crew Leaders and provide increased accountability.

    b. Plant Operations – Introduce a Plant Operator I into the department to learn the water system, new SCADA system and plant operations.

    c. Engineering – Reduce the number of staff reporting to engineering to allow more time to focus on Capital Projects.

The Administration staff will continue to evaluate these changes in organizational structure and make necessary changes.

3. Improve snow removal operations by enhancing the route system for snow plowing to increase safety and efficiency as well as reducing the amount of salt utilized for snow removal operations.

4. Reduce expenditures by using Public Works employees to perform some work previously accomplished through contractors. This will reduce dependency on contractors and improve efficiency. Public Works will plant 200 trees in the parkway without contractor assistance; perform more pavement saw cutting; and perform more sewer televising.

5. Continue to develop Key Performance Indicators (KPI) for the major functions performed by the division.

6. Update our Public Works brochures that are distributed to the public. This would include an update to our two sanitary sewer 50/50 programs, our Clearwater Reduction Program, our two Snow and Ice Management brochures, and our Annual Water Quality Report.

<u>Engineering Division Accomplishments for FY11/12</u>

1. **Technical Resource:**

- Provided technical reviews, inputs, special support and/or inspection services for private or institutional development projects including:

  - College of DuPage – Various Projects
  - School District 41 – Various Projects
  - School District 87 – Ped Xing Beacon
  - GE Park District – Various Projects
  - Brandon Court Apartments
  - Prairie Green
  - Deer Glen II
  - Redevelopment of Packey-Webb site
  - Kingsbrook Glen Townhomes
  - Taco Bell / KFC Redevelopment
  - Treasure House (497 Pennsylvania)
  - Nicor Finley Rd Property Redevelopment
  - 165 Exmoor
  - Meatheads Restaurant
  - Various Development Close-outs
  - General Assistance to Development teams

- Continued to update and refine system maps and the atlas of Village infrastructure, including water, sanitary sewer, storm sewer and street lighting systems.
- Took courses at College of DuPage in GIS programs and program development.
- Continued updating of water valve sheets and b-box and sanitary sewer service line cleanout location data bases.
- Took the lead or assisted the Village's Plan Review Consultant (ERA) and Planning and Development Department personnel with various grading and drainage issues associated with single-family home sites and/or redevelopment.
- Provided cost estimates and other technical input to the Planning and other Village departments for improvements including extensions of water and sanitary sewer mains, roadways, parking lots and various other types of infrastructure.
- Attended scheduled Planning Department Status Meetings

- Continued participation in the DuPage County Mayors and Managers Transportation Technical Committee and STP Methodologies Evaluation Task Force.
- Continued to provide the Public Works operating divisions with mapping and plan preparation assistance and technical input and advice as requested / needed.
- Coordinated the testing and certification of Department spoil materials as required by July 2010 state legislation on the disposal of clean construction and demolition debris.
- Coordinated the JULIE locating program for the Public Works Department.
- Continued review of monthly Glenbard Wastewater Authority flow data for unusual activity or trends.
- Reviewed utility company permit applications and interfaced with the utilities regarding field issues and undergrounding projects.
- Provided monthly reports on construction and engineering projects.
- As liaison to the Capital Improvements Commission, continued to provide pre-meeting information packets and other information as needed for the commissioners.

2. **Capital Improvements Planning/Future Projects/Funding/Grants:**

- Continued coordination with the Illinois Department of Transportation for the Lambert Road widening at Roosevelt Road project, where federal aid dollars will be used to fund construction and state involvement with land acquisition is required.
- Attended various consultant meetings, coordinating the design of the Hill Avenue Bridge over the East Branch of the DuPage River with the Village of Lombard staff.
- Coordinated the submittal of an application for federal funding through the Surface Transportation Program (administered locally by the DuPage Mayors and Managers Conference) for reconstruction of Crescent Boulevard between Park and Lake. The application was successful, with up to $1.33 million in aid available for construction.
- The application for 75% project funding ($570,000) via the IKE-PI Program for the installation of a rear-yard drainage system in the Braeside subdivision was successful and project implementation began in FY12.
- Provided follow-up and reporting services for existing CDBG, DCEO and DuPage County grants and reimbursements.

3. **In-house Project Coordination, Design and Construction Oversight:**

- Performed investigations, developed a scope of work and retained a contractor and oversaw the work for repairs of the storm sewer serving Joyce Court that is routed through Sunset Pool Park. A backflow flap gate was also installed ($6,500). Also arranged for a new catch basin installation on Cumnor south of Crescent ($2,500).
- Assisted Plant Operations in upgrading the transformers feeding the Surrey Lift Station ($3,400).
- Secured bids and oversaw the 2011 concrete street pavement markings program using multi-polymer markings ($45,000).
- Assisted District 87 and the Glen Ellyn Police Department in the procurement and installation of the Crescent Boulevard Cross-walk and Parkview School Speed Limit warning beacons.

- Prepared contract documents, obtained bids and provided construction oversight for the 2011/2012 Sidewalk and Concrete Pavement Repair Program ($50,000).
- Assisted Plant Operations with the Well #6 Rehabilitation Project
- Provided coordination with ComEd, Comcast and WOW for the undergrounding of overhead utility wires on Lambert Road just south of Roosevelt Road.

4. **Construction Project Coordination:**

- In 2011, three infrastructure improvement projects were bid and substantially constructed. Engineering staff coordinated project designs with consultants, bid and awarded construction contracts (as required), and oversaw (with the assistance of consultants) project construction. Major projects constructed in 2011 included:

  - Braeside Neighborhood Street Lighting: Installation of a brand new lighting system along all roadways in the Braeside Subdivision including about 100 LED lighting units on decorative poles. Project construction was 50% funded using Community Development Block Grant funds, with a total reimbursement of $236,000. Total project expenses were about $472,000 for construction and $110,000 for design and construction engineering. The project was closed-out in January 2012.

  - Sunset/Turner Improvements: Renovation of 0.8 miles of neighborhood streets including reconstruction of Sunset between Fairview and Turner and enhanced resurfacing with base replacement on Turner between Newton and Forest and on Glenwood between Turner and Hill. The project featured new water mains and services; various sanitary sewer upgrades including new services; and storm sewer installations. Project construction costs amounted to $2.4 million, about 5% above the bid price. Total value of the project was just under $3 million including design and construction phase engineering costs of $575,000.

  - Essex/Lake/Oak/Grand (ELOG) Improvements: Construction in 2011 was completed except for the Essex Court sanitary sewer main replacement. Work featured very significant drainage improvements to Essex Court to solve a long-standing flooding problem and roadway rehabilitation in Essex Court and sections of Lake, Grand and Oak just north of Lake Ellyn Park. Total project expenses are currently estimated at $1.8 million of construction costs and $275,000 in engineering and easement expenses.

- Closeout of various construction projects: Final change orders are anticipated to be processed and contractor payments made to close out the 2010 Bryant-Thain's Addition, 2010 Riford Road and 2010 South Park / South Lambert LAPP projects. The 2009 Park / GE Place / Prairie project is still undergoing an arbitration process to settle liquidated damage claims by the Village.

5. **Coordination with Consultants:**

- Work continued on the multi-year Sanitary Sewer Evaluation Study (SSES) by the RJN Group. The project report was submitted in October 2011.
- Engineering continued on upcoming projects including Hawthorne Reconstruction; Hill Avenue Water and Sanitary Sewer Extensions; Right-turn Lane on Lambert Road at Roosevelt Road; Lake Ellyn Discharge Channel Improvements (including easement discussions and negotiations); sidewalk extensions on Crescent Boulevard; and repairs to the Nicoll Way land bridge.
- A consultant was retained for the design of drainage improvements for the Braeside Localized Drainage Improvements Project where IKE-PE monies will be used to defray construction costs when work is underway in 2012.
- A consultant was retained to provide a drainage study of the Lake Ellyn basin to investigate stormwater inflows, lake performance and downstream impacts of major storm events.
- Continued oversight of the CBD traffic study that is looking at the impacts of changes in one-way street configurations. The draft report was prepared in November 2011.

6. **Public Improvements Inspections**

- Provided services for the inspections of all water, sewer, driveway and sidewalk installations in the Village, ranging from single-family home renovations to complete sub-divisions. The Division responded to over 900 requests in 2011 for various plan reviews (206), inspections (506), work in parkway permits (114) and refund of deposits (88).

<u>Engineering Goals for FY12/13</u>

1. Successfully manage the 2012 construction project on Hawthorne that will require extensive coordination with school districts, special event teams, corridor users and residents throughout the construction timeframe.

2. Select engineering consultants and manage the design for the planned 2013 street improvements program (up to three separate projects will be designed, depending on the best mixture of planned street segments).

3. Bring the Braeside Localized Drainage Project to bid for construction in 2012 and fully realize all available IKE-PE funding.

4. Begin implementation of clear water reduction strategies, studies and projects as recommended by the 2011 SSES report.

5. Complete deferred projects including Lambert Road Left-Turn Lane, Crescent Sidewalk, Nicoll Way Structure Repairs, Lake Ellyn Outlet Channel Rehabilitation, Roosevelt Road undergrounding, Roosevelt/Nicoll Way & Pershing/Route 53 Crosswalk and various street maintenance projects.

6. Begin engineering on future STP-funded projects on Park and Crescent Boulevards.

7. Develop and implement a strategy to rehabilitate water mains in pipe segments with chronic break histories.

8. Complete Pavement Condition Index analysis by the end of calendar year 2012.

9. Start a sidewalk program to systematically inspect every sidewalk in the Village and record condition and take action to repair any tripping hazards.

10. Apply for grant opportunities to help fund capital projects.

GENERAL FUND

PUBLIC WORKS DEPARTMENT

Administration and Engineering Division

(143100)

Village of Glen Ellyn

FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
	Personnel Services							
510100	Salaries - FT	$ 573,097	$ 509,920	$ 513,621	$ 528,000	$ 476,624	$ 550,000	*1*
510120	Salaries - PT	-	20,491	19,367	20,500	20,079	21,000	*2*
510200	Overtime	1,864	2,409	2,855	2,500	3,145	2,500	
510300	Temporary Help	5,841	2,739	8,894	11,600	10,043	10,450	*3*
510400	FICA	42,827	39,027	39,867	43,000	37,309	44,100	
510500	IMRF	36,552	43,081	65,895	69,000	57,517	68,800	
	Subtotal	660,181	617,667	650,499	674,600	604,717	696,850	
	Contractual Services							
520305	Employee Awards / Recognition	1,085	512	836	1,400	373	1,500	
520600	Dues / Subscriptions	385	175	132	300	133	500	
520620	Employee Education	4,299	2,296	1,323	5,100	2,769	5,300	
520625	Travel	1,617	1,108	1,168	1,500	899	1,300	
520905	Printing	57	376	385	700	310	2,000	
520970	Maintenance / Bldgs & Grounds	564	276	3,634	1,000	860	1,000	
520975	Maintenance / Equipment	16,839	14,136	8,266	14,500	15,365	13,600	*4*
521055	Professional Services / Other	11,017	10,161	11,396	26,775	21,191	21,500	*5*
521195	Telecommunications	6,412	6,385	5,619	6,000	4,082	12,700	
590600	IFT / Health Insurance	40,042	40,268	53,879	75,200	75,200	94,800	
590610	IFT / Insurance - General	3,500	6,500	9,000	9,100	9,100	5,400	
590650	IFT / Equipment Service (O&M)	7,900	12,100	14,800	20,100	20,100	25,400	
590655	IFT / Equipment Service (Replace)	11,700	12,400	12,400	12,400	12,400	9,200	
	Subtotal	105,417	106,693	122,838	174,075	162,782	194,200	
	Commodities							
530100	Office Supplies	2,388	2,078	2,321	3,000	3,094	4,000	
530105	Operating Supplies	3,114	1,023	763	2,500	1,318	2,500	
530445	Uniforms	1,810	941	1,201	1,600	866	1,800	
	Subtotal	7,312	4,042	4,285	7,100	5,278	8,300	
	Capital Outlay							
580110	Equipment	15,535	-	4,607	-	-	-	
	Subtotal	15,535	-	4,607	-	-	-	
	TOTAL EXPENDITURES	**$ 788,445**	**$ 728,402**	**$ 782,229**	**$ 855,775**	**$ 772,777**	**$ 899,350**	

PUBLIC WORKS - ADMINISTRATION & ENGINEERING
BUDGET FOOTNOTES

1. **Salaries - FT: ($550,000) -** Assumes full staffing of the Administration and Engineering Division including the Public Works Director, Assistant Public Works Director, Professional Engineer, Civil Engineer, Utilities Inspector, and an Administrative Assistant.

2. **Salaries - PT: ($21,000)** Provides for one part-time Administrative Assistant.

3. **Temporary Help: ($11,500) –** Includes for two interns to assist Administration and Engineering Department. The summer interns work 40 hours per week for 11 weeks assisting in plan preparation, field inspections, aids in document archiving projects, performs computer-aided drafting and assists in GPS data collection.

4. **Maintenance / Equipment: ($13,600)** - Provides for maintenance and operations of department copy machines ($4,000), Automated External Defibrillators ($500), software maintenance fees for our Geographic Information System (GIS) ($5,500), and software maintenance fees for 2 of 3 Cartegraph licenses ($3,600).

5. **Professional Services / Other: ($21,500) –** Provides consulting services for the continued maintenance of our existing GIS system ($5,000), training for Cartegraph (Work Management, TreeView, and SignView modules) ($10,000), Village Engineer, Surveyor and Village Attorney fees ($5,000), and continued archive scanning of documents ($1,500).

VILLAGE OF GLEN ELLYN
FY12/13 ANNUAL BUDGET
PERSONNEL SCHEDULE

PUBLIC WORKS DEPARTMENT - ADMINISTRATION/ENGINEERING

Classification	Status	Salary Range*	FY09/10 Budgeted Employees	FY10/11 Budgeted Employees	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees
Public Works Director	FT	V	1.00	1.00	1.00	1.00
Assistant Public Works Director	FT	S	1.00	1.00	1.00	1.00
Registered Professional Engineer	FT	T	1.00	1.00	1.00	1.00
Civil Engineer	FT	O	1.00	1.00	1.00	1.00
Utilities Inspector	FT	J	1.00	1.00	1.00	1.00
Administrative Assistant I	FT/PT	D	1.50	1.50	1.50	1.50
TOTAL EMPLOYEES (Full-time Equivalents)			**6.50**	**6.50**	**6.50**	**6.50**
Full-time Number of Positions			6	6	6	6
Part-time Number of Positions			1	1	1	1

* Information regarding salary ranges can be found in the appendix.

PUBLIC WORKS OPERATIONS – GENERAL FUND

The Operations – General Fund budget consists of Operational Maintenance of Village owned Rights-of-Way (ROW) and includes such items as maintenance of our streets and roadways, sidewalks, signs, streetlights, parkway trees, landscaping, and Central Business District (CBD) appearance. Some of the everyday activities performed under the Operations Division qualify for Illinois Department of Transportation reimbursement through the Motor Fuel Tax (MFT) Program. These tasks are monitored and documented for inclusion in yearly MFT Resolutions to qualify for the MFT funding.

Street and roadway activities include the maintenance of 86 lane miles of roadway. Responsibilities include: maintenance of streets, curbs, signs and pavement markings, snow and ice management, the sidewalk improvement program, line striping and pavement crack sealing programs, street sweeping, parking meter maintenance, and parking lot and street light maintenance. Operations serves in a support role for special events such as the Taste of Glen Ellyn, Fourth of July Parade, Jazz Fest, and the Holiday Walk. Operations focuses attention on the Central Business District (CBD) through twice a week street sweepings and sidewalk cleaning; flower design, planting and maintenance; executing the seasonal banner program; and removing snow during the winter.

Forestry activities include the maintenance of more than 15,500 trees on parkways and on Village-owned green space. The Comprehensive Forestry Management Program includes: annual winter pruning, tree removal and stump grinding, cabling and annual cable inspection, landscape maintenance, service request inquiry, organization of the annual Arbor Day Celebration, Parkway Reforestation Programs, disease and insect monitoring, educational tree seminars and oversight of the Tree Preservation Ordinance.

Our certified arborists are very knowledgeable at inspecting Village trees for insect and disease concerns. These include inspecting for the most threatening disease and insects: Dutch Elm and Oak Wilt disease, gypsy moth and Emerald Ash Borer (EAB) insects. A computerized tree inventory program is continually updated with each tree planted and removed.

Operations – General Fund Accomplishments for FY11/12

1. Central Business District improvements

    a. Staff implemented the fourth year of a five year program to replace the 50 parkway benches located in the CBD. The 2011 program replaced a total of 10 benches in the CBD leaving 10 more benches to replace.

    b. Ten single hoop bike racks were installed on a concrete pad provided by UP at the SWC of Park and Crescent. (This is in addition to the 32 installed in 2009/10 in cooperation with a DuPage County bike rack project and completes the project.)

c. Staff contracted masonry work in the CBD for damage repair of the Horse Trough bed at Main and Crescent, Stewart Ave West Parking Lot planter, and Firehouse #1 planting bed wall.

d. Four planters were installed at the Flower Clock (2 circular and 2 rectangular).

e. 75 new flag poles were purchased and used while the American Flags flew during the summer holidays.

2. Operations assisted in 30 special events throughout the Village.

3. Operations continued to focus on a program to bring all traffic signs into compliance with the current State of Illinois traffic sign code. Work included installing new signposts and sign faces on Village of Glen Ellyn streets that were paved during the during the 2010-2011 construction season.

4. Operations completed a yearly in-house pavement assessment with Engineering. This clearly defined and prioritized efforts in addressing and maintaining roadways. Roads were categorized one of the following: outside contractor for skip paving, in-house paving, or in-house patching. This assessment focused Operations on the areas within our capabilities needing the most attention. 2011 asphalt ton totals remained consistent with 2010.

5. Operations continued managing the mailbox compliance project. This project was implemented in 2008 to deal with the 1400+ roadside mailboxes in Glen Ellyn. The project's purpose is to remove Village culpability from snow removal damage to non-compliant mailboxes that had previous notification. Currently, over 40% of roadside mailboxes are non-compliant. Residents may choose to remain non-compliant but then take on the responsibility of repair/replacement costs when damaged. A complete mailbox evaluation is done every 2-3 years.

6. Operations dealt with five major storms that came through Glen Ellyn. The first storm was the blizzard of 2011 that occurred on Tuesday and Wednesday, February 1-2. Operations worked eight consecutive 12 hour shifts for snow removal and roadways and school sidewalk crossings were cleared by Friday morning when schools reopened and commuters returned to work in force. 355 truckloads of snow were hauled out of the CBD (more than any yearly amount dating back to records kept since 2007). The second event was on June 9th when 2.7" of rain fell causing minor tree damage but multiple flooding issues. The third was a strong wind event on June 21st. Only .33" of rain fell, but emergency warning sirens sounded as tornados touched down in two other nearby communities. There were 10 sites with substantial tree damage. On July 11th another storm with minimal rain and high winds left 50% of Glen Ellyn residents without power. 156 locations experienced ROW tree damage and there were multiple roadways closed due to downed wires. The damage concentration and timing of the storm allowed

regularly scheduled branch and brush pick up to remove the bulk of debris. The fifth event occurred on July 29th, with substantial tree damage and 90 ROW locations having tree and branch issues. It took the brush removal contractor six days with multiple trucks to remove all the brush. None of these events qualified for reimbursement through IEMA or FEMA.

7. Operations experimented with an anti-icing program on designated roadways using a critical spot sprayer in a 1 ton pickup. 400 gallons of liquid were used per application which covered approximately 11 lane miles of roadway.

8. Although there was a 9% increase in this year's number of Street/Forestry work orders, Operations closed out 97% of the 1487 work orders in 2011. This represents an additional 122 work orders while maintaining the same percentage of closed work orders as 2010. 2011's total amount of work orders is an 18% increase over 2009's total and a 23% increase over 2008's total.

9. The sump pump project continued addressing water discharged into public ROW. Public Works took the lead in listing the sites, taking pictures of the problem, and sending letters to residents explaining the problem, offering solution options, and setting resolution dates. Ninety-eight sump pump issues have been identified with twenty-seven resolved and Public Works continuing to dialogue with sixteen residents seeking solutions to the issue. Nineteen residents will be contacted in the near future as picture confirmation has been obtained.

10. In the yearly cyclical winter tree pruning program, Operations is usually responsible for pruning all trees 6" DBH and under in the working zone. This year Operations increased the DBH from 6" to 10" in order to reduce budget expenses for contracted tree pruning. Operations is responsible for pruning all trees 10" DBH and under (approximately 2,058) and the Contract will prune 1,946, 11" DBH and greater in zone A (everything south of Fairview).

11. Operations attempts to have all stumps ground within 6 weeks between May and October, with no outstanding stumps carrying over into winter. This change reduces the depth of the majority of stump grinding by balancing future tree planting opportunities with the extensiveness of the stump grinding process. Operations averaged 5 weeks between the 5 stump grinding events during this 6 month period. One final stump grinding event in mid-November removed all stumps created by the end of October 2011.

12. In-house forestry work included the removal of over 272 stumps, completion of 676 tree related work orders, and performed 214 tree removals (including 80 ash removals) and treatment of 196 ash trees for EAB.

13. Our contractor removed 79 trees through our regular removal program, 60 through the Ash Reduction Program and approximately 108 stumps were removed.

14. The Village Forester responded to over 730 Forestry Service requests.

15. The Village received the Tree City USA award for the 27th year in a row. For our Arbor Day celebration, we planted two trees at Manor Woods.

16. Planted 275 trees through the Reforestation Program.

17. The Village Forester in conjunction with the Environmental Commission held an Educational Seminar which focused on "Less is More Landscaping".

18. We continued trapping for gypsy moths throughout the Village in addition to adding an egg mass survey to our Gypsy Moth monitoring efforts.

19. Our EAB Management Program consisted of treating approximately 450 trees were treated for control of EAB. Village staff applied chemical control to approximately 200 parkway ash trees and the second year of treatment was applied to approximately 269 parkway trees through the Legacy Tree Project. We rated all ash trees from 1-10 and will remove approximately 241 trees rated 1-5 this year to eliminate the ash that are in the worst condition. Initiated an EAB awareness campaign that included putting information tags on parkway ash trees. Trained volunteers on EAB identification and tagging procedures.

20. The Village Board passed an updated Tree Preservation Ordinance.

21. Updated our tree inventory in Zone B.

22. Received a $20,000 Urban Forest Restoration grant to help replace trees removed through our ash removal program.

23. Participated in the Manor Woods Cleanup effort.

24. The Village Tree Preservation Consultant reviewed 203 tree preservation applications.

Operations – General Fund Goals for FY12/13

1. Continue to identify and remove infested ash trees based on the guidelines identified in the EAB Management Program. Approximately 600 parkway trees will be treated by a contractor for control of EAB and 269 trees will be treated through the Legacy Tree Project and Morton Arboretum research project to help control EAB.

2. Plant 200 parkway trees with Village staff rather than contractor to reduce expenditures.

3. Continue to monitor for gypsy moth and provide a management plan for the upcoming year if needed.

4. Work with Prairie Path representatives to plant a tree along the bike path.

5. Re-stripe and re-number the Duane/Lorraine commuter lot.

6. Continue a five-year program to convert the remaining 10 benches in the Central Business District from wood/recycled material to all metal for reduced long-term maintenance costs.

7. Pressure-wash all remaining wood benches in the Village.

8. Create a CBD sidewalk pressure washing program that will maintain CBD sidewalks on an established rotational basis and contract the first phase of the program.

9. Perform efficient and effective snow removal on all Village-maintained roadways and sidewalks while reducing salt usage.

10. Provide timely and reliable support to the Police and Fire Departments as needed throughout the year for both emergency and special events. Work cooperatively with all Departments in the Village as well as all other government agencies and business groups working in the Village.

11. Create a new inventory of street signs including sign retroreflectivity using a contracted GIS sign database collected in FY11/12 and implementing the SignView module of the Cartegraph software system.

12. Change out banners on Roosevelt Rd (3 seasons), Stacy's Corners (3 seasons) and the CBD (4 seasons) in a timely and cost effective manner.

13. Re-evaluate salt purchasing procedures and determine the most cost effective method for obtaining salt for future snow removal efforts.

14. Reduce expenditures for landscape work performed by the contractor.

15. Continue implementation of and training for the WorkDirector module of the Cartegraph software package.

16. Grind all tree stumps created by in-house removals between November 1st and April 30th by June 15th. Grind every tree stump created by in-house and contractor removals between May 1 and October 30th within 6 weeks. Rather Operations will perform all parkway restorations for all stump removals to reduce expenditures.

17. Continue to monitor, address and resolve the sump pump discharge issues throughout the Village.

18. Continue to enforce and update the mailbox compliance program.

GENERAL FUND

PUBLIC WORKS DEPARTMENT

Operations

(143200)

Village of Glen Ellyn

FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
	Personnel Services							
510100	Salaries - FT	$ 413,176	$ 406,961	$ 420,388	$ 428,000	$ 431,137	$ 435,000	*1*
510120	Salaries - PT	-	7,438	7,398	7,700	7,272	8,200	*2*
510200	Overtime	21,851	13,800	17,974	28,000	20,551	28,000	
510210	Snow	78,746	57,761	71,743	70,000	30,125	70,000	
510300	Temporary Help	21,792	17,313	29,557	30,600	24,709	27,400	*3*
510310	Temporary Help / Snow	26,818	26,690	31,031	25,000	10,085	25,000	*4*
510400	FICA	42,491	39,449	42,932	45,000	38,901	45,400	
510500	IMRF	33,975	40,243	65,539	68,400	57,956	66,600	
	Subtotal	638,849	609,655	686,562	702,700	620,736	705,600	
	Contractual Services							
520600	Dues / Subscriptions	2,124	1,534	2,906	700	1,982	700	
520620	Employee Education	4,356	6,272	4,255	5,300	2,870	6,000	
520625	Travel	2,082	762	2,427	1,100	643	1,000	
520635	Safety Training	22	160	1,258	1,500	479	1,500	
520915	ESDA Expenses	5,384	3,799	6,616	8,800	6,326	8,900	*5*
520970	Maintenance / Bldgs & Grounds	67,585	36,734	52,355	59,121	45,749	48,400	*6*
520975	Maintenance / Equipment	966	1,644	4,676	3,300	2,346	7,100	
520985	Maintenance / ROW					-	-	
520995	Maintenance / Signs	17,940	26,157	31,760	28,500	19,751	28,500	*7*
521035	Maintenance / Street Painting	54,437	37,757	42,345	49,773	48,141	27,000	*8*
521040	Maintenance / Traffic Signals	21,585	24,264	20,086	21,000	18,929	27,000	*9*
521045	Maintenance / Street Lights	36,550	30,559	22,709	54,600	71,465	50,000	*10*
521050	Maintenance / Other	-	-	-	-	125	-	
521055	Professional Services / Other	23,925	85,383	31,781	76,423	19,819	20,700	*11*
521057	CBD Appearance	56,412	40,401	32,685	51,700	53,006	39,800	*12*
521060	Snow Removal Services	19,109	10,563	32,085	30,415	6,401	15,000	*13*
521090	Tree Trimming	95,971	54,540	19,841	85,059	62,773	74,000	*14*
521095	Tree Removal	79,653	79,940	74,819	68,079	46,342	50,000	*15*
521100	Tree Replacement	73,579	-	25,567	45,777	48,619	34,000	*16*
521102	Developer Reforestation Prog.	28,392	9,331	-	-	-	7,000	*17*
521103	EAB Program	-	-	33,334	179,166	67,587	89,000	*18*
521115	Landfill Fees	28,885	-	-	-	-	-	*19*
521120	Disposal Costs	-					-	
521125	Leased Equipment	1,431	1,254	5,068	1,500	2,136	1,500	
521160	Rental Equipment						-	
521190	Street Lighting	-				-	-	
521195	Telecommunications	5,088	3,601	2,619	2,300	2,185	2,300	
590600	IFT / Health Insurance	58,306	46,515	64,922	67,800	67,800	60,100	
590610	IFT / Insurance - General	29,900	65,900	121,300	101,300	101,300	47,600	
590650	IFT / Equipment Service (O&M)	186,600	273,000	294,200	304,300	304,300	310,900	
590655	IFT / Equipment Service (Repl)	198,400	223,600	271,400	274,600	274,600	256,800	
	Subtotal	1,098,682	1,063,670	1,201,014	1,522,113	1,275,674	1,214,800	
	Commodities							
530100	Office Supplies	2,267	1,434	2,080	2,000	2,058	2,000	
530105	Operating Supplies	11,502	5,986	10,354	9,600	9,752	12,700	
530200	Conservancy Program	-				-	-	

GENERAL FUND

PUBLIC WORKS DEPARTMENT

Operations

(143200)

Village of Glen Ellyn

FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
530210	Asphalt	24,229	22,585	15,284	21,500	12,801	19,500	*20*
530225	Safety Supplies	7,241	2,241	7,017	6,300	6,662	12,700	*21*
530445	Uniforms	4,104	3,725	3,489	4,300	3,943	4,400	
	Subtotal	49,343	35,971	38,224	43,700	35,216	51,300	
	Capital Outlay							
580110	Equipment	3,784	3,320	7,278	11,800	9,662	9,700	*22*
	Subtotal	3,784	3,320	7,278	11,800	9,662	9,700	
	TOTAL EXPENDITURES	**$ 1,790,658**	**$ 1,712,616**	**$ 1,933,078**	**$ 2,280,313**	**$ 1,941,288**	**$ 1,981,400**	

OPERATIONS DIVISION – GENERAL FUND
BUDGET FOOTNOTES

1. **Salaries - FT: ($435,000)** Provides one part-time Village Forester and a percentage (40%) of the sixteen members of our Operations Division that will be funded through the Operations – General Fund budget.

2. **Salaries - PT: ($8,200)** Provides for a percentage (40%) of one part-time Maintenance Worker.

3. **Temporary Help: ($27,400)** Provides for a percentage (40%) of ten summer seasonal employees (12 weeks) and two extended seasonal (25 weeks) employees that work for the Operations Division of Public Works. Seasonal employees work on all aspects of Operations including assistance with street and forestry activities, special events such as the Taste of Glen Ellyn and Fourth of July parade, CBD beautification, tree watering, and mowing grass at various locations throughout the Village.

4. **Temporary Help (Snow): ($25,000)** The Public Works Department hires temporary help to assist with our Snow and Ice Management Program. Individuals come from other Village Departments, The Glen Ellyn Fire Company, and other qualifying applicants. These seasonal employees are a vital part of a successful program each year.

5. **ESDA - Emergency Service and Disaster Agency: ($8,900)** Provides for the outdoor emergency warning siren remote radio telemetry contract ($1,900) and the monitoring and maintenance of the sirens ($7,000).

6. **Maintenance / Buildings & Grounds: ($48,400)** Includes $2,000 for miscellaneous plant replacement and $25,000 for our annual contract landscape maintenance program for all Village owned properties other than those under lock and key for security issues and the Public Works Reno Center. Landscape maintenance related to History Park locations has been relocated to the History Division. Similarly, maintenance items related to commuter parking lots, water and sewer facilities, and our two Fire stations have been reassigned to the Parking Fund, Utility Funds, and Fire Department budgets respectively. Also included is 40% of the cost for sidewalk salt ($2,400) for snow and ice removal; the other 60% of the cost is distributed among other funds (Parking, Historical Society, etc.) Also included are the basic repairs and maintenance to multiple masonry walls and planters in the downtown area as needed ($4,000), the transfer of $10,000 to the Recreation Department for the maintenance of Manor Woods, and pressure washing sidewalks in the CBD ($5,000).

7. **Maintenance- Signs: ($28,500)** Provides $8,500 for aluminum sign blanks, $12,000 for sign-face materials, and $8,000 for signposts. We are fabricating Stop and Yield signs in house and have distributed this cost to the sign blanks and sign materials in this line item.

8. **<u>Maintenance - Street Painting</u>: ($27,000)** Provides $2,000 for supplies including Paint, Beads and Thinner to perform in house maintenance of stop bars and crosswalks on an emergency basis. The anticipated life of a pavement marking is three years. We plan to contract basic line striping ($25,000) as needed in high traffic areas throughout the year and resume the line striping program in FY13/14.

9. **<u>Maintenance - Traffic Signals</u>: ($27,000)** Provides $14,000 for maintenance costs shared with IDOT for traffic signals at Baker Hill/Roosevelt Road, Pershing Avenue/Route 53, DuPage Blvd/Route 53, and Spring Avenue/Route 53 intersections. IDOT pays 100% of the maintenance costs of all other signals on state roads. DuPage County is responsible for signals on Geneva and St. Charles Roads. Also includes $8,500 for contract and in-house maintenance of six signalized intersections, six flashing lights at three locations in the CBD, a flashing signal at Hill/Golf (Glen Oak CC), and the Opticom emergency vehicle traffic signal override system equipment as well as $4,500 for contracted yearly maintenance of the Opticom system.

10. **<u>Maintenance – Streetlights</u>: ($50,000)** Provides for contract electrical maintenance services ($20,000) and streetlight parts ($30,000) necessary to maintain more than 800 lights and posts throughout Glen Ellyn with spare fixtures and poles in stock for quick repairs associated with knockdowns. Streetlight maintenance continues to be a large proportion of the Operations Division workload each year as more lights are added in several locations (about 100 street lights added from the Braeside Lighting Project in 2011).

11. **<u>Professional Services/Other</u>: ($20,700)** Includes $2,700 for weather forecasting and monitoring, $5,000 for Consulting Forester charges related to road project Tree Protection Ordinance enforcement, and $3,000 for electrical contractor services. Also included is $10,000 to address electrical upgrades in the CBD associated with event and Holiday light electrical needs.

12. **<u>CBD Appearance</u>: ($39,800)** Amount shown includes: $29,000 for material costs for three seasonal CBD flower plantings, $2,800 for American flags and flag poles, $4,000 for seasonal floral clock displays, and $4,000 for miscellaneous needs to improve the CBD appearance.

13. **<u>Professional Services/Snow Removal</u>: ($15,000)** Provides for contracted snow removal primarily from the CBD (Central Business District) and disposal at Ackerman Park and/or the Village Green Parking Lot on Lambert Road.

14. **<u>Tree Trimming</u>: ($74,000)** Funds contractor trimming of parkway trees 11” Diameter Breast Height (DBH) and larger through our winter pruning program. DBH is the measurement of a tree’s diameter at a height of four and one half feet above the ground. Village staff will prune all trees 10” and less. The 2012-2013 Program will include all trees in Zone B, (everything within Village limits north of Fairview, west of Park and south of the railroad tracks). The Village Staff will prune approximately 1,350 trees that are 11” and less.

15. **<u>Tree Removal</u>: ($50,000)** Provides for contractor removal ($50,000) of approximately 80 trees of 15" diameter and larger. We will continue to utilize the tree contractor to remove contractor stumps (approximately 45) generated between the months of November and April. This will allow us to meet our goal of removing stumps within 6 weeks of tree removal. A total of 83 trees were removed by contractor and 155 by Village in 2011.

16. **<u>Tree Replacement</u>: ($34,000)** Funding will be for the furnishing of parkway trees. This year the Village will plant 200 parkway trees in order to save money on planting costs.

17. **<u>Developer Reforestation Program</u>: ($7,000)** This fund used to provide maintenance to parkway trees that are damaged during construction by **d**evelopers, builders and contractors. It is paid in the form of tree deposits set aside for parkway tree restoration and maintenance of damaged trees associated with private and public projects.

18. **<u>EAB (Emerald Ash Borer) Program</u>: ($89,000)** In March 2009, the Illinois Department of Agriculture confirmed the presence of EAB in Glen Ellyn. Since then, the Village has developed an EAB Management Plan which calls for a number of actions to be taken to combat this deadly insect. The Program for FY12 includes the EAB treatment of 600 trees ($50,000), the contracted removal of 200 trees of 15”DHB and greater, including stump grinding ($39,000). In 2011, together the Village (134) and Contractor (59) removed a total of 193 infested ash trees. Within the next year there are approximately 482 parkway trees identified for removal.

19. **<u>Landfill Fees</u>: ($0)** Provides for the disposal of street sweepings, leaves and asphalt removed during street patching. These were expensed through the Solid Waste Fund beginning in FY09/10.

20. **<u>Asphalt</u>: ($19,500)** Provides $17,000 for asphalt and $2,500 for emulsion used as a primer before asphalt placement. The asphalt will be used for minor repairs and pothole patching throughout the year. The Village’s more comprehensive street patching program will be contracted out and funded in the Capital Projects Fund.

21. **<u>Safety Supplies</u>: ($12,700)** Provides $2,500 for 75 barricades (25 with lights and 50 without lights), $1,000 for traffic safety cones, and $1,500 for safety hats, glasses, gloves, etc. Also funds a share of the cost ($1,800) to provide OSHA required steel-toed boots for employees. Also included is the purchase of 22 portable water-filled Jersey barriers ($6,000) for use at special events in the CBD (22 were rented for Jazz Fest last year and they would be used at multiple events if owned).

22. **<u>Capital Equipment</u>: ($9,700)** Provides $2,500 for a back pack sprayer/injector for in-house EAB treatments, $1,000 for a power pole pruner and $1,000 for a hedge trimmer to assist in maintaining CBD planting beds and create efficiency in tree trimming, $4,000 for a riding lawn mower, and $1,200 for laptop computer for presentations and remote access to work.

VILLAGE OF GLEN ELLYN
FY12/13 ANNUAL BUDGET
PERSONNEL SCHEDULE

PUBLIC WORKS DEPARTMENT - OPERATIONS DIVISION

Classification	Status	Salary Range*	FY09/10 Budgeted Employees	FY10/11 Budgeted Employees	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees
Village Forester	PT	L	0.60	0.60	0.60	0.60
Project Coordinator	FT	G	1.00	1.00	1.00	1.00
Senior Plant Operator	FT	L	1.00	1.00	1.00	1.00
Crew Leader I	FT	I	3.00	3.00	3.00	3.00
Customer Service Worker	FT	G	1.00	1.00	1.00	1.00
Maintenance Worker II	FT	Fixed Rate	9.30	9.30	9.30	9.30
Maintenance Worker I	FT	E	4.00	4.00	4.00	4.00
TOTAL EMPLOYEES (Full-time Equivalents)			**19.90**	**19.90**	**19.90**	**19.90**
Full-time Number of Positions			19	19	19	19
Part-time Number of Positions			2	2	2	2

* Information regarding salary ranges can be found in the appendix.

PARKING FUND

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
Revenues / Inflows ***(5300)***								
440530	Leased Parking Lot Fees	$ 242,548	$ 242,675	$ 244,740	$ 245,000	$ 255,116	$ 245,000	
440532	Duane St / Lorraine Lot	64,310	60,338	66,086	65,000	66,716	65,000	
440534	Coin Collections / Village Lots	21,357	18,236	18,726	18,000	18,622	18,000	
440538	CNW Lot	3,819	3,358	3,423	3,500	3,571	3,500	
460100	Interest Income	12,260	4,082	2,506	2,400	2,547	2,400	
489000	Miscellaneous Income	5,000	300	800	500	1,650	500	
489010	Lease Agreement - Ord 5808	-	-	300	-	300	-	
	TOTAL REVENUES	**$ 349,294**	**$ 328,989**	**$ 336,581**	**$ 334,400**	**$ 348,522**	**$ 334,400**	
Expenditures / Outflows ***(53000)***								
	Contractual Services							
520700	Legal - General Counsel	2,491	770	283	-	2,395	-	
520970	Maintenance / Bldgs & Grounds	200	149,311	105,134	130,585	12,316	58,000	*1*
521050	Maintenance / Other	1,008	22	-	-	-	-	
521055	Professional Services / Other	21	-	-	75,000	-	-	
521155	Rental / Lease	17,127	17,385	17,303	17,500	23,897	23,500	*2*
521200	Utilities	2,027	1,573	1,629	2,200	1,967	2,200	
590120	IFT / Service Charge	27,100	9,800	9,800	9,800	9,800	9,800	
590130	IFT / Service Charge (PW)	102,300	104,900	104,900	104,900	104,900	104,900	
590132	IFT / PW Operations - General	39,800	40,800	40,800	40,800	40,800	40,800	*3*
590610	IFT / Insurance - General	800	1,100	1,100	1,100	1,100	600	
590650	IFT / Equipment Service (O&M)	5,100	4,000	-	-	-	-	
590655	IFT / Equipment Service (Replace)	-	-	-	-	-	-	
	Subtotal	197,974	329,661	280,949	381,885	197,175	239,800	
	Commodities							
530105	Operating Supplies	4,717	3,628	3,193	4,500	3,744	4,500	
	Subtotal	4,717	3,628	3,193	4,500	3,744	4,500	
	Capital Outlay							
580100	Capital Projects	570,115	19,069	56,331	-	-	165,000	*4*
	Subtotal	570,115	19,069	56,331	-	-	165,000	
	TOTAL EXPENDITURES	**$ 772,806**	**$ 352,358**	**$ 340,473**	**$ 386,385**	**$ 200,919**	**$ 409,300**	
FUND INCREASE (DECREASE)		**$ (423,512)**	**$ (23,369)**	**$ (3,892)**	**$ (51,985)**	**$ 147,603**	**$ (74,900)**	

Available Cash Analysis		
Available, May 1, 2011	$	970
Estimated FY12 Inflow/(Outflow)		148
Budgeted FY13 Inflow/(Outflow)		(75)
Less Reserve Policy		(61)
Projected Available, April 30, 2013	$	982

Reserve Policy (25% of operating budget)					
Operating Budget	$	244	X 25% =	$	61
Capital Expenditures		165			
Total Parking Fund Budget	$	409			

VILLAGE PARKING LOTS IN DOWNTOWN AREA		**Available Spaces**
Train Station Lots	Permit	226
Park / Montclair	Permit	173
Main Street	Permit	42
Crescent / Glenwood	Permit	81
Crescent Merchant	Permit	16
Hillside Merchant	Permit	15
Pennsylvania / Fire Station	Permit	76
Pennsylvania / Fire Station (Merchant)	Permit	51
		680
Duane / Lorraine	$1.50 Daily	247
Metered - 3 hour	Metered	106
Metered - 6 hour	Metered	109
Handicapped	Metered	8
TOTAL*		**1,150**

* Does not include Civic Center lot or on-street parking.

PARKING FUND
BUDGET FOOTNOTES

1. **Maintenance / Buildings & Grounds ($58,000):** Funds routine maintenance ($12,000) of the parking facilities and equipment including lights, meters, irrigation, signage, landscape, etc. Also included is $20,000 for contracted improvements to all parking lots for compliance with ADA standards, $18,000 for necessary repairs to the flower clock wall, and $8,000 for electrical upgrades in the Crescent/Glenwood lot needed for supporting events on site.

2. **Rental / Lease: ($23,500) -** The Village maintains portions of its parking spaces along the railroad on Union Pacific property. The Village pays rent ($17,000) to the Union Pacific in an amount, which approximates 1/3 of revenues generated on U.P. property. The Village is also leasing the parking lot at 485 Penn for $6,000/yr.

3. **IFT / Public Works Operations - General: ($40,800) -** Inter-fund transfer to reimburse the General Fund for snow removal, parking space striping and lot sweeping by the Public Works Operations Division.

4. **Capital Improvements: ($165,000) -** The Duane/Lorraine Parking Lot is in need of a full reconstruction. Engineering anticipated for the design of the parking lot with an emphasis on utilizing environmentally-friendly concepts and ideas is $75,000. Design engineering for the Duane/Glenwood lot (property recently purchased by the Village for additional parking) is $40,000.

OPERATIONS – WATER/SEWER

The Operations – Utilities Division is responsible for the operation and maintenance of the Village water and sewer systems, and the storm water conveyance system. The Village has 8,053 residential and 485 commercial services, for a total of 8,538 utility billing addresses, of which approximately 150 are for properties outside of the Village limits. Duties include: monitoring of distribution and storage of potable water and associated regulatory reporting requirements, repair of water mains, valves, hydrants, customer water service lines and valve boxes located in the public right-of-way, hydrant flow testing, water valve exercising, water meter installation, repair and testing, water quality testing, water and sewer utility structure repairs, sanitary sewer lift station maintenance, sanitary and storm sewer system cleaning and televising. Additional duties include responding to resident requests for service and assistance.

Water Production, Pumping, Storage, and Distribution System

- Two pressure adjusting stations located where Glen Ellyn receives Lake Michigan water from the DuPage Water Commission.
- Two 1,000,000 gallon ground storage reservoirs and two elevated storage tanks of 500,000 and 750,000 gallon capacity.
- Two stand-by ground water wells and two water pumping stations.
- 147.58 miles of water mains; 1,265 fire hydrants; 1,368 water main line valves; and 8,717 water meters.
- Supervisory Control and Data Acquisition (SCADA) monitoring and control system.

Sanitary Sewer System

- 85 miles of sanitary sewer mains.
- 4 sanitary sewer lift stations.
- Approximately 2,000 manholes.

Storm Sewer System

- 70 miles of storm sewer mains.
- 3,165 storm sewer inlets and catch basins.
- 1,200 storm sewer manholes.

Division Accomplishments for FY11/12

1. Installed the third generation of SCADA (Supervisory Control and Data Acquisition) radio transmitted automated control of the municipal water production and distribution system.

2. Performed extensive rehab to well 6 that included a new lining of the well to prevent bacteria contamination via surface water infiltration. The well is now back in compliance with IEPA regulatory standards and an IEPA Operating permit has been granted.

3. Drained, cleaned and inspected the interior of Cottage Avenue Water Tower.

4. Rebuilt/recalibrated all pressure relief valves, flow control valves, reservoir flow control valves and altitude valve at our pressure adjusting and pumping facilities.

5. On the water distribution system we pulled 30 routine bacteria samples monthly for a total of 360 samples annually, 84 new construction bacteria samples annually, 24 water main break samples annually, and performed quarterly sampling of the water distribution system to test for disinfection by products. On the two emergency back-up wells we perform monthly bacteria samples. Quarterly we test for volatile organic compounds, synthetic organic compounds, inorganic chemicals, nitrates/nitrites and radionuclides.

6. Refurbished the ejector pumps at Surrey Lift Station and a partial rebuild of the controller at South Park Lift Station.

7. Responded to 133 sanitary sewer back up calls on residential lines and cleared 15 back ups on Village owned sanitary mains.

8. In FY2011/2012 Utility Division completed 340 work orders. An annual increase of 14%.

9. Met all state and federal drinking water regulatory requirements.

10. Contracted the video taping of approximately two miles of sanitary sewer main and prioritized the maintenance and reconstruction needs of these mains.

11. Pressure cleaned 15.1 miles of sanitary main. This exceeds our goal by 4.1 miles.

12. Cleaned 268 of the Village's 3,165 catch basins and cleaned 1210' of storm sewer.

13. Repaired 4 hydrants replaced, 5 hydrant repairs, 2 water valve replaced, 3 valves rehabbed, 8 water line repairs, 43 B-box repairs, 1 water service and 1 sanitary service physically disconnected from utility system, 2 storm sewer repairs, 11 clean out repairs, 63 construction sites and 13 structures restored.

14. Updated Water Atlas, flushed and lubed all 1,265 hydrants, ISO flow tested 118 hydrants.

15. Repaired 41 main breaks which is an increase of 70% over last year. This year in January there were 16 main breaks as compared to 11 in January of the previous year.

16. Marked sanitary sewer, storm sewer and water main locates for 4,497 JULIE requests.

17. In an effort to improve fire protection and reduce water main breaks, 2,200 feet of old 4 inch water main and 1,867 feet of old 6 inch water main was retired during FY2011/2012 construction projects. New water main installed during the FY2011/2012 construction projects includes 696 feet of six inch water main, 6,972 feet of eight inch water main, 475 feet of 10 inch water main and 409 feet of 12 inch water main. Projects receiving the new water main were the Sunset/Turner Improvements, NICOR Company, and the

Essex/Lake/Grand project.

18. Division training includes classes in wastewater collection systems, water production plant operations, and management classes at Michigan Professional Service Institute.

19. Bench tested 75 retired meters and found them to be within the allowable range of 98.5% to 101.5% accurate. Installed 70 new meters, 80 radio-read systems, and 150 new touch pad portals. Performed 50 leak checks, 24 low pressure and 450 sump pump inspections.

Division Goals for FY12/13

1. Complete rehab of South Park Lift Station's primary controller and support electronics.

2. Recoat the exterior and interior of the Newton Avenue Elevated Tower water storage tank. Fit interior of tank with mixer to stop ice build up in the winter and prevent water stratification and bio film build up during the summer. Put Newton Avenue Elevated Tower on a long term maintenance program to ensure quality maintenance for the life of the tower.

3. Sand blast and paint 20% 0f the 1,265 fire hydrants within the water distribution system. This would be year two of a five year program.

4. Continue the ongoing research to identify the sources of clear water inflow in to the sanitary sewer collection system and develop viable plans to mitigate this inflow.

5. Drain, clean and inspect Newton and Wilson reservoirs.

6. Redesign and install a new disinfection system for the entire water production facility that includes both our DWC pressure adjusting stations and our emergency stand by wells.

7. GPS and exercise all 1,368 Water Distribution System main line valves.

8. Clean 11 miles of sanitary sewer, 1 mile of storm sewer and 450 catch basins.

9. Televise 2 miles of sanitary sewer main and prioritize the maintenance and reconstruction needs of these mains.

10. Fill an entry level Water Plant Operator I position to train on Water Supply plant operation and maintenance, SCADA control, regulatory documentation, and Sanitary Lift Station operations.

11. Continue training to meet FEMA / NIMS requirements, and to train with DuPage Department of Homeland Security as scheduled.

12. "In House" televising of sanitary sewers will begin this year to reduce contractor expenses for sewer inspections.

WATER AND SANITARY SEWER FUND

Fund Summary

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget
Water and Sanitary Sewer Revenues							
410112	Special Service Area Tax (Lambert Farr	96,969	96,929	96,784	97,000	96,656	97,000
430150	Comm Development Block Grant	-	583,786	24,214	-	-	-
440510	Metered Water Revenue	4,422,518	4,562,037	5,069,313	5,283,000	5,344,581	5,432,000
440520	Sanitary Sewer Revenue	3,856,141	3,753,182	4,135,943	4,380,000	4,787,785	5,507,000
440521	Illinois American Water (Sewer)	552,789	504,181	525,387	525,000	574,634	600,000
440522	DuPage County (Sewer)	347,860	335,853	303,518	400,000	454,360	475,000
440527	Utility Inspections	-	-	26,000	33,000	30,950	32,000
440529	Clearwater Inspections	-	-	21,150	20,000	21,700	20,000
449000	Connection Fees	77,005	40,905	89,930	65,000	78,024	70,000
460100	Interest Income	33,756	9,356	7,348	7,000	8,526	8,500
	Other Revenue	113,002	78,165	58,270	50,000	55,726	50,000
	TOTAL REVENUES	**9,500,040**	**9,964,394**	**10,357,857**	**10,860,000**	**11,452,942**	**12,291,500**
Water and Sanitary Sewer Expenditures							
	Water Division						
	Personnel Services	567,096	505,605	545,023	560,900	544,942	588,200
	Contractual Services	808,018	768,844	964,334	1,066,294	1,046,531	1,035,000
	Commodities	1,287,590	1,524,953	1,852,916	2,072,700	2,109,990	2,897,600
	Capital Outlay	1,136,068	1,680,011	1,413,477	1,489,947	767,172	1,514,500
	Subtotal Water Division	3,798,772	4,479,413	4,775,750	5,189,841	4,468,635	6,035,300
	Sanitary Sewer Division						
	Personnel Services	541,072	479,833	519,247	531,300	518,720	552,700
	Contractual Services	3,555,827	3,464,318	3,812,171	4,040,795	3,897,304	4,037,500
	Commodities	13,571	9,749	8,919	15,100	10,996	15,600
	Capital Outlay	1,643,370	1,923,047	1,542,984	1,809,028	563,204	1,697,500
	Subtotal Sanitary Sewer Division	5,753,840	5,876,947	5,883,321	6,396,223	4,990,224	6,303,300
	TOTAL EXPENDITURES	**9,552,612**	**10,356,360**	**10,659,071**	**11,586,064**	**9,458,859**	**12,338,600**
	FUND INCREASE (DECREASE)	**$ (52,572)**	**$ (391,966)**	**$ (301,214)**	**$ (726,064)**	**$ 1,994,083**	**$ (47,100)**

Available Cash Analysis (000's)	
Available, May 1, 2011	$ 2,671
Estimated FY12 Inflow/(Outflow)	1,994
Budgeted FY13 Inflow/(Outflow)	(47)
Projected Available, April 30, 2013	$ 4,618
Minimum Reserve Policy	2,000
Projected Available of policy, April 30, 2013	2,618

WATER AND SANITARY SEWER FUND

Revenues

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
Water Revenues / Inflows *(5010)*								
430150	Community Development Block Grant	$ -	$ 212,902	$ 98	$ -	$ -	$ -	
440510	Metered Water Revenue	4,422,518	4,562,037	5,069,313	5,283,000	5,344,581	5,432,000	1
440512	Sale of New Meters	33,480	17,755	34,845	30,000	33,220	30,000	
440515	Water Main Construction Reimb.	-	-	-	-	(2,632)	-	
440527	Utility Inspections	-	-	13,000	15,000	15,475	15,000	
449000	Water Connection Fees	54,905	23,810	73,310	40,000	50,674	40,000	
460100	Interest Income	16,889	4,678	3,674	3,500	4,263	4,500	
480475	Loan Proceeds - Hill Ave. Ext.	-	-	-	-	-	-	
488900	DuPage Water Commission Rebate	-	-		-	-		
489000	Miscellaneous Revenue	42,512	25,221	17,831	15,000	23,196	15,000	
489100	Miscellaneous Over/Short	-	-	75	-	801	-	
	TOTAL WATER REVENUES	**4,570,304**	**4,846,403**	**5,212,146**	**5,386,500**	**5,469,578**	**5,536,500**	
Sanitary Sewer Revenues / Inflows *(5020)*								
410112	Special Service Area Tax (Lambert Far	96,969	96,929	96,784	97,000	96,656	97,000	2
430150	Community Development Block Grant	-	370,884	24,116	-	-	-	
440520	Metered Sewer Revenue	3,563,008	3,458,624	3,850,459	4,085,000	4,503,457	5,222,000	3
440521	Illinois American Water	552,789	504,181	525,387	525,000	574,634	600,000	4
440522	DuPage County	347,860	335,853	303,518	400,000	454,360	475,000	5
440524	Sewer Repair Reimbursement	293,133	294,558	285,484	295,000	284,328	285,000	6
440526	Sewer Permit Fees	22,100	17,095	16,620	25,000	27,350	30,000	
440527	Utility Inspections	-	-	13,000	18,000	15,475	17,000	
440529	Clearwater Inspections	-	-	21,150	20,000	21,700	20,000	
460100	Interest Income	16,867	4,678	3,674	3,500	4,263	4,000	
489000	Miscellaneous Revenue	37,010	35,189	5,519	5,000	3,200	5,000	
489100	Miscellaneous Over/Short	-	-	-	-	(2,059)	-	
	TOTAL SEWER REVENUES	**4,929,736**	**5,117,991**	**5,145,711**	**5,473,500**	**5,983,364**	**6,755,000**	
TOTAL WATER & SEWER REVENUES		**$ 9,500,040**	**$ 9,964,394**	**$ 10,357,857**	**$ 10,860,000**	**$ 11,452,942**	**$ 12,291,500**	

WATER AND SANITARY SEWER FUND
REVENUE BUDGET FOOTNOTES

1. **Metered Water Revenue: ($5,432,000)** Projected revenues for metered water sales are based on estimated water purchased from the DuPage Water Commission of approximately 907 million gallons. We usually bill about 90% of the water we purchase (a portion of the water we purchase is unmetered or otherwise unaccounted for and is unbilled; examples include hydrant flushing, system leaks, meter accuracy). Based on this, we would expect to bill about 815 million gallons in FY11/12.

   Water = 816,000,000 X $6.66*/1000 gal = approximately $5,432,000

   * The "blended" rate shown above includes a 9.5% rate increase scheduled for January 1, 2013 from $6.42 to $7.03 per thousand gallons for residents. There are approximately 150 non-resident accounts who are charged 150% of the resident/in-town rate. The 9.5% rate increase was previously discussed in December, 2011.

   Proposed for FY12/13 is an increase of 9.5% in the Village's water rate. This rate increase is needed to cover an estimated $780,000 increase in our cost of purchasing water through the DuPage Water Commission. The Commission will continue to increase rates due to the loss of the Commission's sales tax in 2016 and to incorporate large rate increases passed on by the City of Chicago. Approved (by the DWC) rate increases are as follows:

   Schedule of water commodity rate increases

Date of Change	Rate per 1,000 Gal.	% Change
January 1, 2012	$2.99	30%
January 1, 2013	$3.59	20%
January 1, 2014	$4.23	18%
January 1, 2015	$4.95	17%

   See Water Fund expenditure footnotes for additional details.

   Schedule of Water Rate Changes

Date of Change	Rate per 1,000 Gal.	% Change
January 1, 1994	$4.54	
May 1, 1995	4.36	(4.0%)

July 1, 2003	4.72	8.3%
May 1, 2004	4.92	4.2%
June 1, 2008	5.10	3.7%
July 1, 2009	5.49	7.6%
June 1, 2010	6.04	10.0%
May 1, 2011	6.34	5.0%
January 1, 2012	6.42	1.3%

2. **Special Service Area Tax (Lambert Farms): ($97,000)** FY12/13 represents year 6 of a 20 year special service area which was established in 2006 to reimburse the Village for the construction of a new sanitary sewer system in the Lambert Farms subdivision which was previously served by private septic systems.

3. **Metered Sewer Revenue: ($5,222,000)** Projected revenues for sanitary sewer usage are based on estimated water purchased from the DuPage Water Commission of 906 million gallons. We usually bill about 90% of the water we purchase (a portion of the water we purchase is unmetered or otherwise unaccounted for and is unbilled; examples include hydrant flushing, system leaks, meter accuracy). Based on this, we would expect to bill 815 million gallons in FY12/13.

   Sanitary Sewer = 815,000,000 X 97%* X $6.61/1000 gal = approx. $5,222,000

   * There are approximately 200 Glen Ellyn water customers who presently do not receive sanitary sewer service and are served either by private septic systems, the Wheaton Sanitary District, or the DuPage County Sewer System. Water consumption which serves as the basis for estimating sanitary sewer billings at 97% of billed water.

Proposed for FY12/13 is an increase of 9.5% in the Village's sewer rate. The proposed rate adjustment is needed to support operating cost increases, including payment to the Glenbard Wastewater Authority, and to support scheduled infrastructure improvements.

A summary of prior sewer rate adjustments is presented below:

Schedule of Sewer Rate Changes

Date of Change	Rate per 1,000 Gal.	% Change
January 1, 1994	$2.60	
May 1, 1995	2.78	6.9%
July 1, 2003	3.49	25.5%
May 1, 2004	3.91	12.0%
July 1, 2007	4.30	10.0%
June 1, 2008	4.45	3.5%

June 1, 2010	4.90	10.0%
May 1, 2011	5.39	10.0%
January 1, 2012	6.42	19.1%

In response to large rate increases by the City of Chicago and DuPage Water Commission the Village reviewed sewer rates. The sewer rates were adjusted to assure long term financial health of the fund. The rate for sewer had traditionally been lower than the water rate. As of January 1, 2012, the rates were set to the same rate per 1,000 gallons.

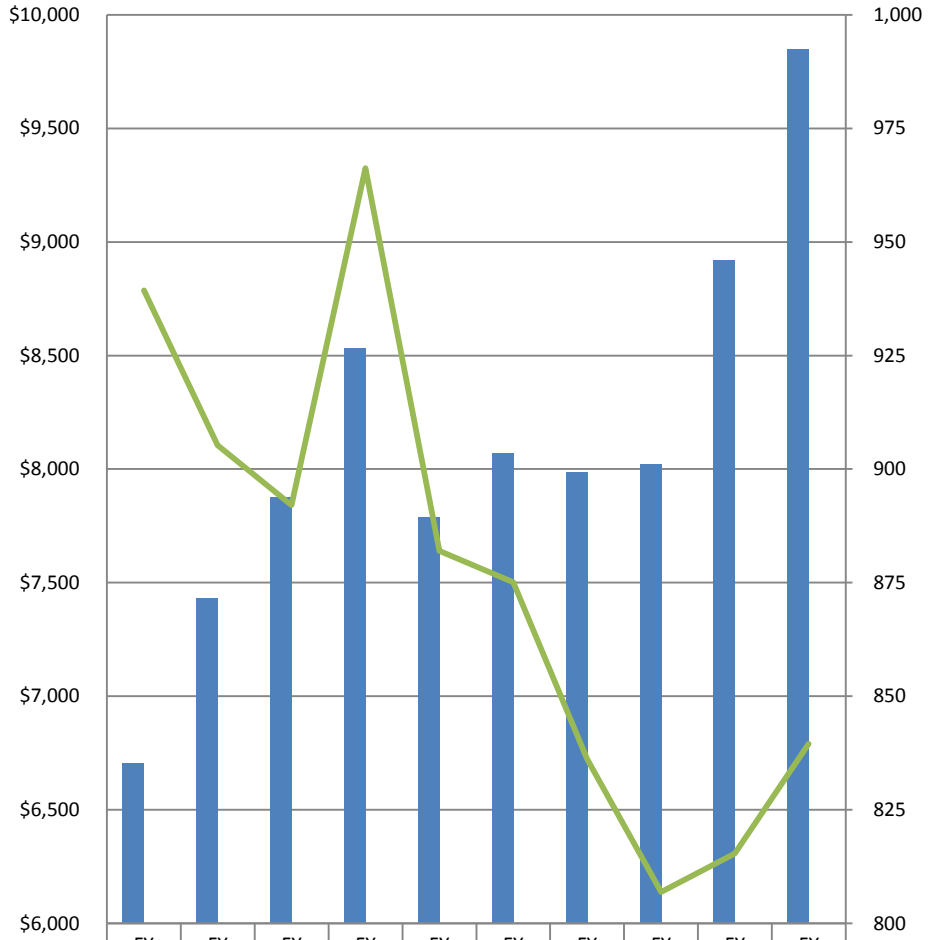
4. **Illinois American Water: ($600,000)** The Illinois American Water Company (formerly Citizens Utilities) is a privately owned utility company that serves an area south of Butterfield Road (such as the Valley View subdivision), and an area east of the river, north of Butterfield Road. Illinois American is a sanitary sewer customer of the Village of Glen Ellyn whose sewage is treated by, and represents about 9% of the total sewage flow treated by the Glenbard Wastewater Authority (GWA). Illinois American pays Glen Ellyn fees for sewage treatment at a rate based on the Wastewater Authority's operating budget and maintenance costs of the South Regional Interceptor which is the transmission line to the GWA.

5. **DuPage County: ($475,000)** There are some 500 unincorporated addresses north of Glen Ellyn which are on the DuPage County sanitary sewer collection and utility billing system but whose sanitary sewage is treated by the Glenbard Wastewater Authority. DuPage County remits amounts billed for sanitary sewer service to the Village on a bi-monthly basis.

6. **Sanitary Sewer Repair Reimbursement: ($285,000)** This account is designed to assist residents with a 50-50 share of repair costs to their private sanitary service lines under a street or within 10 feet of the edge of a street. Each village utility customer address with a sanitary sewer charge pays $2 per month to fund this program. An additional flat charge of $1 per month ($100,000 annual) was added effective May 1, 2006 to assist the Village in completing "inflow and infiltration" reduction projects which will reduce the amount of storm water ("clear water") which enters the sanitary sewer system. This "clear water" increases sewage treatment costs, causes capacity problems at the Glenbard Wastewater Plant, and causes sewage back-ups into some homes during significant storm events.

Annual Water and Sewer Metered Revenue

(in thousands)



	FY 02/03	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12
Total annual water and sewer metered revenue (left axis, in thousands)	$6,707	$7,432	$7,877	$8,532	$7,788	$8,068	$7,986	$8,021	$8,920	$9,848
Total rate (water rate + sewer rate) in place for a majority of the fiscal year	$7.14	$8.21	$8.83	$8.83	$8.83	$9.22	$9.55	$9.94	$10.94	$11.73
Estimated number of 1,000 gallon units collected (right axis, in thousands)	939	905	892	966	882	875	836	807	815	840

Notes:

Estimated number of 1,000 gallon units is the total annual water and sewer metered revenue divided by the total rate.

For more information on water and sewer rates, please see the discussion elsewhere in this section.

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
Water Expenditures / Outflows *(50100)*								
	Personnel Services							
510100	Salaries - FT	$ 377,686	$ 373,139	$ 384,687	$ 394,000	$ 385,939	$ 408,000	*1*
510120	Salaries - PT	23,791	29,379	29,312	33,300	30,168	39,200	*2*
510200	Overtime	28,494	20,529	27,231	25,000	30,143	28,000	
510300	Temporary Help	17,216	17,277	17,917	18,300	14,119	20,600	*3*
510400	FICA	32,798	32,649	33,994	35,900	34,064	37,900	
510500	IMRF (Early Retirement Program)	60,980	-	-	-	-	-	
510500	IMRF	26,131	32,632	51,882	54,400	50,509	54,500	
		567,096	505,605	545,023	560,900	544,942	588,200	
	Contractual Services							
520305	Employee Recognition	-	349	134	500	76	500	
520600	Dues / Subscriptions	2,743	2,960	2,840	2,600	2,841	2,600	
520620	Employee Education	1,547	1,327	1,937	4,800	1,958	5,400	
520625	Travel	3,372	3,495	3,100	300	2,676	3,500	
520700	Professional Services / Legal	1,763	2,009	411	3,000	2,384	3,000	
520825	Audit Fees	-	-	1,333	-	-	-	
520835	Banking Services	9,441	8,293	9,245	14,000	9,878	11,000	*4*
520860	Bad Debt Expense	-	-	313	-	(313)	-	
520900	Postage	9,732	13,573	9,971	12,000	10,044	14,000	
520970	Maintenance / Bldgs & Grounds	15,320	18,949	20,917	50,000	42,005	88,000	*5*
520975	Maintenance / Equipment	8,404	6,150	12,130	15,800	8,141	15,000	
520985	Maintenance / ROW	77,918	30,875	60,488	42,495	58,300	59,000	*6*
521015	Maintenance / Water Meters	52,355	39,949	46,601	30,000	43,125	40,000	*7*
521020	Maintenance / Hydrants	18,938	6,245	23,458	30,000	19,467	47,000	*8*
521025	Maintenance / Valves	9,042	1,320	2,031	5,000	5,600	20,000	
521050	Maintenance / Other	9,977	5,532	20,234	11,000	16,671	20,000	*9*
521055	Professional Services / Other	52,078	127,838	170,249	267,899	240,626	164,400	*10*
521065	JULIE	5,014	5,323	7,993	6,000	5,996	6,500	
521195	Telecommunications	10,467	9,780	8,667	7,100	7,294	7,500	
521200	Utilities	53,681	38,439	43,961	33,200	39,162	29,200	
590113	IFT / Facilities Maintenance	9,700	10,000	10,000	10,000	10,000	10,000	
590120	IFT / Service Charge	152,300	150,000	150,000	150,000	150,000	150,000	
590130	IFT / Service Charge (PW)	88,500	90,700	90,700	90,700	90,700	90,700	
590131	IFT / General Fund Engineering	17,800	18,200	18,700	18,700	18,700	18,700	
590132	IFT / PW Operations - General	9,700	10,000	10,000	10,000	10,000	10,000	
590600	IFT / Health Insurance	35,326	46,838	64,721	67,600	67,600	62,500	
590610	IFT / Insurance - General	45,700	31,800	61,800	48,100	48,100	35,600	
590650	IFT / Equipment Service (O&M)	39,500	51,400	53,000	62,800	62,800	63,800	
590655	IFT / Equipment Service (Replace)	42,700	37,500	59,400	72,700	72,700	57,100	
590690	IFT / Facilities Maintenance Resrv	25,000	-	-	-	-	-	
		808,018	768,844	964,334	1,066,294	1,046,531	1,035,000	
	Commodities							
530100	Office Supplies	2,235	1,406	1,865	2,200	3,322	2,200	
530105	Operating Supplies	5,094	6,748	4,811	5,300	6,858	5,300	
530225	Safety Supplies	5,791	2,452	1,423	4,100	2,019	4,400	
530440	Treatment Costs	1,189	-	508	3,000	-	3,000	
530445	Uniforms	2,966	2,703	2,191	3,100	2,754	4,000	
530500	Purchase of Water	1,270,315	1,511,644	1,842,118	2,055,000	2,095,037	2,878,700	*11*
		1,287,590	1,524,953	1,852,916	2,072,700	2,109,990	2,897,600	

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
	Capital Outlay							
580100	Capital Projects	1,132,104	1,669,449	1,301,881	1,406,746	727,835	1,480,000	*12*
580110	Equipment	3,964	10,562	111,596	83,201	39,337	34,500	*13*
		1,136,068	1,680,011	1,413,477	1,489,947	767,172	1,514,500	
TOTAL WATER EXPENDITURES		**$ 3,798,772**	**$ 4,479,413**	**$ 4,775,750**	**$ 5,189,841**	**$ 4,468,635**	**$ 6,035,300**	
	Operating Expend. (less capital)	$ 2,601,724	$ 2,799,402	$ 3,362,273	$ 3,699,894	$ 3,701,463	$ 4,520,800	

WATER FUND RECAP

Revenues						
Billed Revenues	$ 4,422,518	$ 4,562,037	$ 5,069,313	$ 5,283,000	$ 5,344,581	$ 5,432,000
Non-Billed Revenues	147,786	284,366	142,833	103,500	124,997	104,500
	4,570,304	4,846,403	5,212,146	5,386,500	5,469,578	5,536,500
Expenditures						
Operating Expenses	$ 2,601,724	$ 2,799,402	$ 3,362,273	$ 3,699,894	$ 3,701,463	$ 4,520,800
Capital / Debt Expenses	1,197,048	1,680,011	1,413,477	1,489,947	767,172	1,514,500
Total Expenses	3,798,772	4,479,413	4,775,750	5,189,841	4,468,635	6,035,300
Fund Increase / (Decrease)	**$ 771,532**	**$ 366,990**	**$ 436,396**	**$ 196,659**	**$ 1,000,943**	**$ (498,800)**

OPERATIONS DIVISION – WATER FUND
BUDGET FOOTNOTES

1. **Salaries - FT: ($408,000**) Provides for one-half (50%) of the salaries of the Project Coordinator, Senior Plant Operator, Customer Service Worker, and Plant Operator. Also provides for a percentage (30%) of the fifteen members of our Operations Division that will be funded through the Operations – Water Fund budget.

2. **Salaries - PT: ($39,200)** Provides for four part-time meter readers who read all 8,200 water meters in the Village each month and 30% of one part-time maintenance worker.

3. **Temporary Help: ($20,600)** Provides for a percentage (30%) of ten summer seasonal (12 week) employees and two extended seasonal (25 week) employees that work for the Operations Division of Public Works. Seasonal employees work on all aspects of Operations including water distribution system maintenance activities.

4. **Bank Charges: ($11,000)** Costs associated with the acceptance of credit cards as a form of payment at the Village Cashier's counter.

5. **Maintenance / Buildings & Grounds: ($88,000)** Provides $14,000 for annual landscape maintenance contract at the Cottage Avenue elevated tank site, Newton and Wilson Avenue pumping stations, and North and West Pressure Adjusting Stations. $22,000 to fund the Cottage Avenue maintenance contract. $15,000 to replace the roof at Newton Avenue Pumping Station. $10,000 for pouring a concrete generator pad. $5,000 to directional bore chemical feed line at Newton Avenue Pumping Station. $20,000 to waterproof basement of Newton Pumping Station. Also provides $2,000 for miscellaneous supplies and equipment to assure our water distribution facilities are maintained in a secure and proper working order.

6. **Maintenance / ROW: ($59,000)** Provides for restoration of streets and parkways disturbed during water system repairs (concrete, asphalt, and landscaping material) including the water portion of the material hauling contract for spoil removal and stone delivery. As a result of excavations, Public Works hauls out approximately 1,200 cubic yards of spoil, and purchases 550 tons of gravel each year.

7. **Maintenance / Water Meters: ($40,000)** Provides for water meters, copper horns, and radio reads for new residential and commercial accounts and miscellaneous repair parts as needed. Radio-read units are typically installed when anew meter is required. The cost associated with this upgrade is recovered in the meter fee portion of the building permit for the home or business.

8. **Maintenance / Hydrants: ($47,000)** Provides $22,000 to fund the purchase of parts and supplies to maintain and replace hydrants. Non-functioning hydrants are typically replaced instead of repaired because of obsolescence. On average, the Utilities Division replaces 8 hydrants per year (out of a total of some 1,230 hydrants) in addition to those replaced as

part of our extensive Capital Improvements Program. Also funds the second year of a 5 year program (working north to south) to sand blast and repaint all Village hydrants; funding in the amount of $25,000 is sufficient to recoat about 250 units.

9. **Maintenance / Other: ($20,000)** Provides for all materials for water main and service line repairs. Examples include copper tubing, b-boxes, brass fittings, repair clamps, couplers and fittings.

10. **Professional Services / Other: ($164,400)** – This item covers the cost of various types of services and studies provided by contractors and consultants including such typical and reoccurring expenditures as: $10,000 for water leak location assistance connected with suspected water main breaks; $10,000 for ongoing testing of large meters; $20,000 for emergency water main break repairs; $10,000 for concrete saw cutting; $4,500 for editing and printing of the Illinois EPA mandated annual water quality Consumer Confidence Report; $62,000 for a one-year program to GPS-locate and exercise all distribution valves in the system (numbering some 1,400); $2,000 for root pruning prior to excavating to minimize damage to adjacent tree root structures; $4,000 for traffic control device rental; $6,500 for chemical water analyses; $10,000 for bacterial water analyses; $5,200 for CarteGraph license; $2,000 for Cartegraph training; $8,000 for electrical maintenance; $1,200 for maintenance to auxiliary electric generators, and $8,000 for outsourcing the printing and distribution of more than 100,000 water bills annually and $1,000 associated with the start up of the Cross Connection Control Ordinance.

11. **Purchase of Water: ($2,878,700)** The Village purchases its Lake Michigan water through the DuPage Water Commission. Water from the DWC is metered and billed to the Village monthly. The Water Commission sets the rates billed to municipal customers annually and establishes a commodity or "O&M" rate based on the number of gallons purchased and also assesses a monthly "fixed cost" charge to pay for bonds issued to construct the DWC distribution system. The cost of water from DWC is scheduled to increase every January 1st for four consecutive years starting 1-01-12. The rate for 2011 was $2.30 per 1,000 gallons. Effective January 1, 2012 DWC increased their water rate by 30% to $2.99 per 1,000. Effective 1-01-13 the rate will increase an additional 20% to 3.59 per 1,000 gallons. The Villages budget year will span two increases. From 5-01-12 trough 12-31-12 it is estimated that the Village will purchase 644 million gallons at $2.99 per 1,000 for $1,926,000. From 1-01-13 through 4-30-13 it is estimated that the Village will purchase 263 million gallons at $3.59 per 1,000 for $944,000. This is a total DWC purchase of $2,870,000 for the FY 2012-2013 budget year. Village water usage is quite steady on a year-by-year basis, averaging about 2.5 million gallons per day (907 million gallons per year). There is also a one time cost adjustment for 2008/2009 in the amount of $8,700 due June of 2012.

12. **Capital Projects: (FY11/12 Preliminary Actual - $727,835)** This line item contains capital improvement projects undertaken in the current fiscal year and continuing projects with significant payouts in this fiscal year. These projects will extend into FY12/13, for total costs of $1,016,000.

Project Description	Estimated Cost
a. **Park / GE Place / Prairie Improvements (#00603) –** Water-related construction expenses associated with the 2009 project. The amount shown represents the maximum possible expenditure pending the results of an arbitration hearing; the likely final payment will be less.	**$30,000**
b. **Bryant / Thain's Addition Improvements (#00904)** – Estimated FY12 expenditures associated with project closeout.	**$42,000**
c. **Riford Road Reconstruction (#00505) –** Estimated FY12 expenditures associated with project closeout.	**$20,000**
d. **Well No. 6 Rehabilitation** – Continued water quality problems were experienced during the year due to bacterial contamination, apparently from surface waters near the well site at the Wilson complex near the Public Works Service Center. A two-fold approach was implemented consisting of the installation of a bladder/packer to isolate the lower section of the well for water quality and quantity testing. With successful packer testing, the second phase of the work would be to install a permanent upgraded liner system. A change order approved by the Village Board authorized additional services in the attempt to restore well performance following the installation of the original liner. Total project costs are estimated to be $146,000 with $118,000 expended in FY12.	**$118,000**
e. **Sunset / Turner Improvements (#00902)** – About 2,200 ft. of 8" water main replacement occurred on Sunset between Fairview and Turner and all water services were upgraded project-wide in 2011. Costs shown include construction ($435,000) and field engineering ($55,000).	**$490,000**
f. **Essex Court / Grand / Lake Improvements (#00702)** – Final engineering design, construction and construction oversight costs for the installation of 2,100 ft. of 6", 8" and 12" water main associated with the 2011 ELOG project.	**$283,000**
g. **Design Engineering** – Funding for water main design work for future projects:	**0**
1. **Hill Avenue Water Main Extension (#00511)** – FY12 expenditures to the design engineer for the project to extend utilities into the area north of Hill Avenue and east of Cumnor. The project will be mothballed for the immediate future.	**$3,000**
1. **Hawthorne Improvements (#12001)** – Engineering for water system improvements associated with the reconstruction of the entire length of the Hawthorne in the Village.	**$30,000**
Total for line item:	**$1,016,000**

13. **<u>Capital Projects</u>: (FY12/13 Budget - $1,488,000)** This line item lists projects expected to start in FY11/12 along with the corresponding estimated costs.

Project Description	Estimated Cost
a. Hawthorne Improvements (#12001) – Water main improvements for the project include new and replacement water mains and new water services. Costs shown are for construction and field engineering of water elements.	**$400,000**
b. Newton Water Tank Recoating – Since 2008, the Village has partnered with Utility Service Company in a long-term arrangement for maintenance of the Cottage Avenue elevated tank. A similar arrangement is proposed for the Newton elevated tank located near the YMCA. Under the terms of the agreement, USC would immediately improve the facility by repairing failed interior and exterior coatings and install a tank mixer to improve cold weather operations. Costs shown include the first of five higher annual payments designed to spread out the payments for the work performed immediately.	**$128,000**
c. Water Main Replacement / Extension Project – Estimated cost to extend a water main on Hill Avenue from the GOCC clubhouse to the east end is $750,000 (2,450 ft.). This does not include the cost to connect the main from Hill to Crescent (estimated cost of $250,000). A $750,000 water main replacement project would result in about 3,000 ft. of new water main.	**$750,000**
d. Material Storage Dome – Proportionate share of the costs to build a new salt and material storage building for Public Works operations.	**$75,000**
e. Design Engineering – Funding to accommodate design engineering for capital projects anticipated in the coming years. Please refer to the Capital Improvements footnotes section for more complete project descriptions.	**0**
1. Park Boulevard Improvements – Preliminary water system review and design associated with Phase I engineering.	**$10,000**
2. 2013 Street Improvements – Engineering related to needed water system replacements and upgrades associated with planned 2013 street rehabilitation.	**$125,000**
Total for line item:	**$1,488,000**

14. **<u>Equipment</u>: (FY11-12 Budget - $52,000):**

- $1,000 toward purchase of cut-off saws to be used by Operations Personnel
- $8,000 toward purchase of a trench box
- $43,000 for upgrade of disinfection systems at all four pumping stations (NPAS, WPAS, Newton and Wilson) to inject chlorine into water provided by DWC or from emergency backup wells

<u>Equipment</u>: (FY12-13 Budget - $34,500):

- $12,500 toward purchase of 30" pavement saw and trailer to be used by Operations Personnel (50% funding from water budget)
- $7,500 toward the purchase of a backhoe mounted hydraulic pavement breaker (50% funding from water)
- $7,500 toward purchase of a portable trench box (50% funding from water)
- $5,000 toward purchase of storage racks for hydrants
- $2,000 toward a replacement laptop for remote SCADA access

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
Sewer Expenditures / Outflows *(50200)*								
	Personnel Services							
510100	Salaries - FT	$ 377,686	$ 373,008	$ 384,529	$ 394,000	$ 385,939	$ 408,000	*1*
510120	Salaries - PT	-	5,579	5,548	5,800	5,808	6,200	
510200	Overtime	28,501	20,530	27,228	25,000	30,143	28,000	
510300	Temporary Help	16,904	17,277	17,917	18,300	14,119	20,600	*2*
510400	FICA	30,869	30,819	32,165	33,800	32,201	35,400	
510500	IMRF (Early Retirement Program)	60,980	-	-	-	-	-	
510500	IMRF	26,132	32,620	51,860	54,400	50,510	54,500	
		541,072	479,833	519,247	531,300	518,720	552,700	
	Contractual Services							
520600	Dues / Subscriptions	60	245	211	800	94	800	
520620	Employee Education	1,388	1,247	1,815	4,800	298	5,000	
520625	Travel	179	358	214	300	-	500	
520700	Professional Services / Legal	21,707	24,128	1,645	5,000	1,928	1,000	
520825	Audit Fees	-	-	1,333	-	-	1,500	
520835	Banking Services	9,442	8,293	9,245	14,000	9,778	11,000	*3*
520900	Postage	7,500	10,415	7,506	9,000	7,517	9,000	*4*
520970	Maintenance / Bldgs & Grounds	2	-	753	3,000	1,741	3,000	
520975	Maintenance / Equipment	2,908	3,487	6,071	7,500	5,105	7,500	
520985	Maintenance / ROW	62,425	29,292	35,787	42,495	21,369	38,500	*5*
521005	Maintenance / Storm Sewers	24,384	18,491	12,625	30,000	4,317	20,000	
521010	Maintenance / Sanitary Sewers	21,736	6,056	17,914	15,000	27,452	30,000	
521055	Professional Services / Other	67,811	62,861	38,428	78,200	42,130	85,400	*6*
521125	Leased Equipment	-	-	-	-	-	-	
521130	Payment - Glenbard Wastewater	2,579,800	2,524,833	2,928,421	3,020,000	2,990,169	3,018,000	*7*
521140	Service Line Cost Share Program	64,058	51,054	23,555	35,000	38,720	35,000	*8*
521145	Overhead Sewer Program	10,591	24,534	47,915	51,000	23,765	51,000	*9*
521147	Clear Water Reduction Program	486	-	-	-	-	-	
521150	Sanitary Sewer Televising	57,222	60,502	-	25,000	25,669	40,000	*10*
521195	Telecommunications	4,306	4,536	3,807	4,100	3,510	4,500	
521200	Utilities	6,309	5,703	6,560	8,000	6,197	8,000	
550590	IEPA Loan (Lambert Farms)	107,945	107,945	107,945	108,000	107,945	108,000	*11*
590113	IFT / Facilities Maintenance	9,700	10,000	10,000	10,000	10,000	10,000	
590120	IFT / Service Charge	152,300	150,000	150,000	150,000	150,000	150,000	
590130	IFT / Service Charge (PW)	98,100	100,600	100,600	100,600	100,600	100,600	
590131	IFT / General Fund Engineering	17,800	18,200	18,800	18,700	18,700	18,700	
590600	IFT / Health Insurance	28,568	46,838	64,721	67,600	67,600	62,500	
590610	IFT / Insurance - General	39,800	33,900	53,800	47,200	47,200	33,800	
590650	IFT / Equipment Service (O&M)	49,500	63,800	63,900	62,400	62,400	61,100	
590655	IFT / Equipment Service (Repl.)	84,800	97,000	98,600	123,100	123,100	123,100	
590690	IFT / Facilities Maintenance Resrv	25,000	-	-	-	-	-	
		3,555,827	3,464,318	3,812,171	4,040,795	3,897,304	4,037,500	
	Commodities							
530100	Office Supplies	1,995	1,303	1,743	2,200	3,307	2,200	
530105	Operating Supplies	2,997	2,926	2,486	3,000	2,108	3,000	
530225	Safety Supplies	5,761	2,902	2,526	5,900	2,257	6,300	
530445	Uniforms	2,818	2,618	2,164	4,000	3,324	4,100	
		13,571	9,749	8,919	15,100	10,996	15,600	

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
	Capital Outlay							
580100	Capital Projects	1,643,370	1,914,404	1,542,741	1,762,528	559,310	1,560,000	*12*
580110	Equipment	-	8,643	243	46,500	3,894	137,500	*13*
		1,643,370	1,923,047	1,542,984	1,809,028	563,204	1,697,500	
TOTAL SEWER EXPENDITURES		**$ 5,753,840**	**$ 5,876,947**	**$ 5,883,321**	**$ 6,396,223**	**$ 4,990,224**	**$ 6,303,300**	
	Operating Expend. (less capital)	$ 4,110,470	$ 3,953,900	$ 4,340,337	$ 4,479,195	$ 4,319,075	$ 4,497,800	

SANITARY SEWER FUND RECAP

Revenues						
Billed Revenues	$ 4,756,790	$ 4,593,216	$ 4,964,848	$ 5,305,000	$ 5,816,779	$ 6,582,000
Non-Billed Revenues	172,946	524,775	146,713	168,500	166,585	173,000
	4,929,736	5,117,991	5,111,561	5,473,500	5,983,364	6,755,000
Expenditures						
Operating Expenses	$ 3,941,545	$ 3,845,955	$ 4,232,392	$ 4,479,195	$ 4,319,075	$ 4,497,800
Capital / Debt Expenses	1,812,295	2,030,992	1,650,929	1,917,028	671,149	1,805,500
Total Expenses	5,753,840	5,876,947	5,883,321	6,396,223	4,990,224	6,303,300
Fund Increase / (Decrease)	**$ (824,104)**	**$ (758,956)**	**$ (771,760)**	**$ (922,723)**	**$ 993,140**	**$ 451,700**

OPERATIONS DIVISION – SEWER FUND

BUDGET FOOTNOTES

1. **Salaries - FT: ($408,000**) Provides for one-half (50%) of the salaries of the Project Coordinator, Senior Plant Operator, Customer Service Worker, and Plant Operator. Also provides for a percentage (30%) of the fifteen members of our Operations Division that will be funded through the Operations – Sewer Fund budget.

2. **Temporary Help: ($20,600)** Provides for a percentage (30%) of ten summer seasonal (12 week) employees and two extended seasonal (25 week) employees that work for the Operations Division of Public Works. Seasonal employees work on all aspects of Operations including performing maintenance on sewer structures, pipes, concrete, as well as catch basin and sanitary sewer cleaning.

3. **Bank Charges: ($11,000)** Costs associated with the acceptance of credit cards as a form of payment at the Village Cashier's counter.

4. **Postage: ($9,000)** Costs associated with the monthly Village utility bills are now allocated to the Water (25%) and Sanitary Sewer (25%) Fund and the Residential Solid Waste Fund (50%).

5. **Maintenance / ROW: ($38,500)** Provides for restoration of streets and parkways disturbed during system repairs. This includes $18,000 for the Sewer portion of the concrete restoration contract, $3,000 for landscape materials, $2,500 for IEPA spoil testing, and $15,000 for the sewer portion of the Material Hauling Contract for spoil testing and removal and stone delivery.

6. **Professional Services / Other: ($85,400)** Captures the cost of various types of services and studies provided by contractors and consultants. Provides: $20,000 for emergency repairs to sanitary sewer mains that are deeper than Public Works equipment can safely reach; $10,000 for pavement saw cutting contract; $1,000 for root pruning prior to excavations; $5,000 for lift station maintenance by service contractors/vendors; $4,000 for electrical maintenance; $1,200 for maintenance to the 40 KW auxiliary electric generator; $6,000 for cleaning the 6 vortex separators at Lake Ellyn; $15,000 for bacteria treatments to our sanitary sewer system; $5,150 for Cartegragh license and $10,000 for emergency power rodding and televising. An additional $8,000 is included in this line item for costs to contract the outside printing and mailing of more than 100,000 utility bills annually.

7. **Glenbard Wastewater Authority (GWA): ($3,018,000)** Funds treatment of wastewater generated by Glen Ellyn and portions of unincorporated Glen Ellyn served by the Illinois-American Water Company and DuPage County. Total plant flow at the GWA Bemis Road facility has averaged about 4.8 billion gallons of wastewater per year over the last three calendar years. For general treatment plant operations, the facility partners (Glen Ellyn and Lombard) share expenses based on flow contributions – about 48% of the plant flow is

contributed by Glen Ellyn/IL-American/DuPage County. For other GWA facilities and expenses that relate more directly to Glen Ellyn- or Lombard-specific collection and treatment activities, each partner pays the full cost.

8. **Service Line Maintenance: ($35,000)** This is an account designed to assist residents with a 50-50 share cost of repairs to sanitary service lines under Village streets and/or within 10' of the back of curb. Furthermore, this fund also provides for the following expenditures incurred by the Village's portion of the 50-50 share cost program: staff times for inspection and project specific record documentation, asphalt restoration, concrete restoration, and landscape restoration.

9. **Overhead Sewer Program: ($51,000)** This program provides reimbursements to residents that install an overhead sewer or backflow prevention valve in order to protect their home from sanitary sewer backups. The individual grant amounts are 50% of the cost of the project or $2,500, whichever is less.

10. **Sanitary Sewer Televising: ($40,000)** Funds annual contract sanitary sewer cleaning and televising of approximately three miles of sanitary sewer main.

11. **IEPA Loan (Lambert Farms): ($108,000)** Principal and interest payments for the 15-year IEPA loan received in 2006 to help construct a public sanitary sewer system in the Lambert Farms Subdivision. Residents of this area are paying a special service area property tax over a 20-year period in order to pay for construction expenses.

12. **Capital Projects: (FY11/12 Preliminary Actual $559,310-)** This line item lists projects undertaken in the current fiscal year and continuing projects with significant payouts also expected in this fiscal year. The total of these projects, with final payouts continuing into FY12/13 is $1,172,000.

Project Description	Estimated Cost
a. **Park / GE Place / Prairie Improvements (#00603) –** Sanitary sewer-related construction expenses associated with the 2009 project. The amount shown represents the maximum possible expenditure pending the results of an arbitration hearing; the likely final payment will be less.	**$60,000**
b. Bryant / Thain's Addition Improvements (#00904) – Estimated FY12 expenditures associated with project closeout.	**$3,000**
c. Riford Road Reconstruction (#00505) – Estimated FY12 expenditures associated with project closeout.	**$125,000**
d. Sunset / Turner Improvements (#00902) – New sanitary sewer was installed at various locations along the Sunset corridor and all services were replaced along	**$465,000**

all project streets. Costs shown include construction ($415,000) and field engineering ($50,000).	
e. Essex Court / Grand / Lake Improvements (#00702) – Final engineering design, construction and construction oversight costs for various sanitary sewer improvements associated with the 2011 ELOG project, including easement procurement expenses.	**$146,000**
f. Sanitary Sewer Evaluation Survey (#10603) – Final costs of the RJN Group of Wheaton SSES study to identify and reduce clear water inflows into the sanitary sewer system paid in FY12. The report was completed in the fall of 2011. Additional services were requested from the consultant to provide preliminary engineering for future remediation projects.	**$20,000**
b. Sewer Lining – Many sanitary sewer lining candidates have been identified over the years for installation of cured-in-place lining systems to rehabilitate leaky and structurally deteriorated pipes. Approximately 8,000 to 10,000 ft. of sanitary mains would be lined in the stand-along project to be bid in early 2012.	**$300,000**
g. Design Engineering – Funding for sanitary sewer rehabilitation design work for future projects.	**0**
1. Hill Avenue Water Main Extension (#00511) – FY12 expenditures to the design engineer for the project to extend utilities into the area north of Hill Avenue and east of Cumnor. The project will be mothballed for the immediate future.	**$3,000**
2. Hawthorne Improvements (#12001) – Engineering for sanitary sewer system improvements associated with the reconstruction of the entire length of the Hawthorne in the Village.	**$50,000**
Total for line item:	**$1,172,000**

<u>Capital Projects:</u> (FY12/13 Budget - $1,560,000) This line item lists projects continuing or expected to start in FY12/13 along with the corresponding estimated costs.

Project Description	Estimated Cost
a. Hawthorne Improvements (#12001) – Sanitary sewer improvements for the project include new sanitary sewer mains, various spot repairs and new sanitary sewer services. Costs shown are for construction and field engineering of sanitary sewer elements.	**$600,000**
b. Sewer Lining / SSES Follow-up – Provides funding to begin the long-term process to implement the recommendations of the Sanitary Sewer System Evaluation report completed early in calendar year 2011. Work will focus on correcting significant system deficiencies and making improvements to reduce the contribution of clear water into the sanitary sewers from the public right-of-way. Lining of sewers and manholes is a primary technique to reduce infiltration and inflow ($400K for lining; $500K for system improvements)	**$840,000**
c. Design Engineering – Funding to accommodate design engineering for capital projects anticipated in the coming years. Please refer to the Capital Improvements footnotes section for more complete project descriptions.	**0**
1. Park Boulevard Improvements – Preliminary water system review and design associated with Phase I engineering.	**$10,000**
2. 2013 Street Improvements – Engineering related to needed sanitary sewer system replacements and upgrades associated with planned 2013 street rehabilitation.	**$50,000**
3. Lift Station Replacement – Perform design engineering for the rehabilitation of the Memory Ct. lift station and to investigate options for replacement of the South Park lift station.	**$60,000**
Total for line item:	**$1,560,000**

13. **<u>Equipment</u>: (FY11-12 Budget - $46,500)**

- $1,000 toward purchase of cut-off saws to be used by Operations Personnel
- $8,000 toward purchase of a trench box
- $43,000 to reconfigure the control panel at the South Park lift station to gain better access

<u>Equipment</u>: (FY12-13 Budget - $137,500)

- $12,500 toward purchase of 30" pavement saw and trailer to be used by Operations Personnel (50% funding from water budget)
- $7,500 toward the purchase of a backhoe mounted hydraulic pavement breaker (50% funding from water)
- $7,500 toward purchase of a portable trench box (50% funding from water)
- $80,000 toward purchase of a steerable crawler camera with accessories; system capable of producing CD inspection reports
- $30,000 toward the conversion of the PD Command vehicle into a sewer televising vehicle.

This page intentionally left blank.

EQUIPMENT SERVICES DIVISION

The Equipment Services Division is comprised of three fulltime A.S.E. (Automotive Service Excellence) Certified Master Technicians and one Part-time Data Entry Operator. The Equipment Services Supervisor supervises the Division and provides direction to personnel who are responsible for performing or providing oversight of the following functions, duties and activities:

1. Automotive repairs and maintenance of trucks, tractors, automobiles, fire apparatus, ambulances and other specialized equipment, for all Village departments (except Recreation), the Glenbard Wastewater Authority (GWA) and the Glen Ellyn Volunteer Fire Company. The majority of all repairs are performed in-house (with the exception of body work and warranty work performed by the authorized dealer). This includes about 132 vehicles for the Village (24 Police, 103 Public Works, 3 Planning and Development, and 2 Facilities Maintenance) and 26 for the Glenbard Wastewater Authority and 17 for the Fire Company.

2. Emergency twenty-four hour road service.

3. Fuel distribution, monitoring, and underground storage tank (UST) compliance.

4. Maintenance of the computerized fleet maintenance system that tracks all vehicle repairs and preventive maintenance histories as well as parts disbursements and inventories.

5. Preparation of detailed bid specifications for securing new vehicles and equipment; bid opening, tabulation and award.

6. Coordination of the legal disposition of all “out-of-service” Village-owned vehicles and equipment.

7. Acquisition of parts and processing all vendor invoices related to the Division.

8. Maintenance and servicing of all shop equipment and acquisition of approved new items.

9. Snow removal and ice control assistance, storm damage cleanup and emergency flood response, and other emergency operations with 24/7 capability.

Equipment Services is funded as an internal service fund with each operating division paying an inter-fund transfer amount to the Equipment Services Fund for services, parts and fuel based on the average prior 2-year’s history. Equipment depreciation is also charged with amounts paid annually to the Equipment Services Fund in order to accumulate the financial resources needed for orderly equipment replacement when it has reached the end of its economic and/or useful life. The depreciation account does not include vehicles from the Glenbard Wastewater Authority or the Glen Ellyn Volunteer Fire Company (except ambulances).

Equipment Services Accomplishments for FY11/12

1. Equipment Services Technicians maintained their A.S.E. Master Certified status and re-certified in areas where required. All Equipment Service Technicians hold double Master Certifications in the Automobile and Medium/Heavy Duty Truck Classifications. One technician is EVT certified while another tech is also an A.S.E. certified truck equipment installer.

2. The Equipment Services Division received the ASE "Blue Seal of Excellence" award from the National Institute for Automotive Service Excellence for 2011-2012. The program's emphasis is to identify highly qualified repair facilities with a large percentage of ASE-certified professionals. This is the fifth consecutive year the division has been awarded this honor.

3. The Equipment Services Division continued to maintain a safe work environment and to follow industry standard safety procedures and Village safety policies. The Division has achieved over six (6) years without a "lost time" accident.

4. The Equipment Services Division completed 4,277 repair requests in calendar year 2011.

5. The Equipment Service Division has continued its endeavor to provide a more efficient fleet of equipment and vehicles that will reduce air pollution and our dependence on foreign oil by utilizing renewable fuel sources. The entire fleet of diesel-powered vehicles and equipment runs on ultra-low sulphur diesel oil. The fleet also has a number of gasoline-powered vehicles that are capable of running on an alternative fuel known as E85, which is made up of 85% ethanol. This is made from corn and is also a renewable fuel source. In FY11/12 Equipment Services maintained four hybrid cars and SUVs. Hybrid vehicles utilize internal combustion engines coupled with electric generators/motors that drive vehicles with electric power. These vehicles are very fuel-efficient and provide zero-emissions when running on battery power only. The Equipment Service Division is committed to our goal of providing the Village with a "Green Fleet".

6. Equipment Services developed preventive maintenance (PM) checklists for all new vehicles placed into service.

7. Division personnel tore down old and setup two (2) new marked Police patrol cars, one (1) Community Service Truck, and one (1) Police Chief's administrative/command squad. Equipment removed from the old marked squad cars and subsequently installed in the new units included new laptop computers complete with mounting stations, mobile printers, new audio/video systems, AVL systems, new LED light bars, communication radios, vehicle partitions, sirens, radars, emergency lighting, trunk boxes, electronic weapon racks, a new graphics package, and other equipment as required.

8. Equipment Services wrote specifications, advertised, and procured two (2) vehicles/equipment through the State of Illinois bidding process or through the competitive bidding process for the Glen Ellyn Public Works Department. Equipment Services personnel installed vehicle graphics, safety warning lighting, safety equipment, communication radios and any equipment necessary to satisfy the needs of the department on one (1) aerial bucket truck, and one (1) tractor with snow removal attachments. The Division also procured a brush chip box cap.

9. The ESD performed an annual inspection of vehicle fire extinguishers. Fire extinguishers were removed, inspected, serviced or replaced on all Village vehicles.

10. The ESD tore down and detailed “out of service” vehicles and equipment. Vehicles removed from service this year were sold through an on line auction.

11. The Equipment Services Division trained and acquired the knowledge and equipment to reprogram and narrow band all Village owned radios. The ESD reprogrammed vehicle and base station radios for the Police Department, Fire Company, and Public Works Department.

12. The ESD completed the reassembly and overhaul of the top end of the 1971 Chevy Camaro (DARE) car. It was determined that this car was originally equipped with a 6 cylinder engine and that the replacement 5.7 liter 4 bolt main engine is from a 1979 Chevrolet step van. The ESD installed a street performance hydraulic camshaft and hydraulic lifters. The push rods, rocker arms, timing chain, gears, and valve covers were also replaced. A 600 cfm carburetor, mechanical fuel pump, throttle and downshift cables, and air cleaner were installed. A high volume water pump and water outlet were installed to increase the efficiency of the cooling system. A high voltage HEI ignition coil and ignition wires were installed with custom retainers.

13. Equipment Services completed the installation and calibration of a 400 gallon anti-ice critical spot sprayer and ground speed controller. This unit will be used by the Public Works Operations division to apply an anti-ice solution to hills, curves, intersections, and roadways in advance of storms to prevent frozen precipitation from bonding to the roadway

14. The ESD completed the annual reconditioning of four v-box salt spreaders. This year’s improvements included additional hold downs, new hydraulic motors, and a new gear box. The salt spreaders were installed into multipurpose dump bodies utilizing the new IMT crane. This allowed for the safe and efficient transfer of equipment from storage racks to vehicle beds.

15. The ESD completed an inventory usage analysis and removed all obsolete inventories. Inventory has been consolidated and restocked. The CFA fleet analysis program has been updated to reflect all changes.

16. Continued laboratory analysis of lubricants used in the fleet of the Glen Ellyn Police Department and the various departments of Public Works to lower the cost of preventive maintenance and decrease downtime.

17. ESD staff continued to perform facility related projects at the Reno Center.

18. Required annual line-leak detection testing was performed on (1) gasoline and (1) diesel underground storage tanks.

19. Equipment Services implemented and followed the established standards for the quality of repairs performed in the department and the accountability of staff time.

Equipment Services Goals for FY12/13

1. The Equipment Service Division will meet the needs of operators and departments in an environmentally friendly way and will provide service in an efficient fiscally responsible manner. Personnel will ensure that the Division operates in a user friendly way and will strive to promote team spirit.

2. Division personnel will continue to improve upon its preventive maintenance programs and through cost-effective measures, maintain the current level of services provided.

3. Preventive maintenance checklists will be periodically reviewed and adjusted according to long-term vehicle & equipment repair and maintenance histories.

4. Conduct research in conjunction and cooperation with all Village departments and divisions for which the acquisition of new or the replacement of existing vehicles and equipment are scheduled during the fiscal year to ensure that accurate and detailed bid specifications are properly prepared. As delivery of these vehicles and equipment occur, Division personnel will install all specialized equipment and perform any other tasks necessary to place these vehicles into service.

5. Perform the annual teardown of old and setup of new police squad cars.

6. Continue to ensure that the Division's facility is in full compliance with all environmental-related laws and mandates. Re-examine all practices and procedures to ensure that the Division continues to operate in full compliance with all laws and mandates and in an environmentally safe manner.

7. Mechanic training will continue with both fee-based and free training courses offered by the National Association of Fleet Administrators (NAFA), Elgin Sweeper Company, Navistar Company, Allison Transmission, Emergency (fire) Vehicle Technician (EVT), Municipal Fleet Managers Association, Inland Diesel, etc. Emphasis will focus on Division personnel studying for and taking EVT certification tests (fire equipment) during the course of the fiscal year as well as Automotive Service Excellence (ASE) certifications.

8. Continue to perform cost effective tasks and services in an efficient manner for our customers (e.g., other Village departments and divisions) routinely and as special needs arise.

9. Fuel system upgrade, including the removal of the old fuel tanks and the installation of a new fuel tank.

EQUIPMENT SERVICES FUND

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
Revenues / Inflows ***(6500)***								
440650	Glenbard Wastewater	$ 29,800	$ 34,200	$ 31,500	$ 40,500	$ 40,500	$ 39,200	
440660	Glen Ellyn Park District	59,405	44,937	44,318	40,000	52,118	45,000	*1*
460100	Interest Income	28,129	9,715	6,246	5,000	6,917	5,000	
489000	Miscellaneous Revenue	124,535	56,661	53,637	20,000	34,928	20,000	*2*
490650	IFT / Administration	6,300	-	-	-	-	-	
490652	IFT / Finance	7,100	-	-	-	-	-	
490654	IFT / PW - Adm/Eng	19,600	24,500	27,200	32,500	32,500	34,600	
490656	IFT / PW - Operations	385,000	496,600	565,600	578,900	578,900	567,700	
490658	IFT / Facilities Maint.	16,600	18,900	16,800	20,600	20,600	30,300	
490660	IFT / Police	321,300	374,900	361,500	367,200	367,200	394,748	
490662	IFT / Vol. Fire Company	87,900	89,900	222,000	244,600	244,600	279,700	
490664	IFT / Planning and Devel.	7,700	22,200	17,000	16,200	16,200	14,000	
490666	IFT / Parking	5,100	4,000	-	-	-	-	
490668	IFT / Water	82,200	88,900	112,400	135,500	135,500	120,900	
490670	IFT / Sewer	134,300	160,800	162,500	185,500	185,500	184,200	
490672	IFT / Equipment Services	10,300	9,100	9,000	8,700	8,700	8,800	
490800	IFT/Operating Transfer	304,324	-	-	-	-	-	
	TOTAL REVENUES	**$ 1,629,593**	**$ 1,435,313**	**$ 1,629,701**	**$ 1,695,200**	**$ 1,724,163**	**$ 1,744,148**	
Expenditures / Outflows ***(65000)***								
	PERSONNEL SERVICES:							
510100	Salaries - FT	$ 239,146	$ 222,664	$ 229,814	$ 235,000	$ 232,160	$ 241,000	
510120	Salaries - PT	-	23,468	17,484	23,000	17,377	20,000	
510200	Overtime	4,223	5,649	7,307	10,000	9,618	10,000	
510400	FICA	17,918	18,580	18,714	20,500	18,950	20,800	
510500	IMRF	14,439	19,050	29,714	30,700	28,856	30,400	
	Subtotal	275,726	289,411	303,033	319,200	306,961	322,200	
	CONTRACTUAL SERVICES:							
520600	Dues / Subscriptions	515	555	570	600	625	600	
520620	Employee Education	801	1,819	1,250	2,400	1,301	2,400	*3*
520625	Travel	1,108	1,011	1,099	2,000	402	2,000	
520970	Maint. / Bldgs & Grounds	4,541	7,479	7,753	9,000	8,097	9,000	*4*
520975	Maintenance / Equipment	158	-	0	-	-	-	
521055	Prof. Services / Other	1,904	8,771	3,102	2,000	1,664	2,000	
521120	Disposal Costs	933	859	2,440	1,500	1,344	1,500	*5*
521125	Leased Equipment	2,930	2,986	2,924	3,700	2,845	3,500	*6*
521180	Repairs (Contract, Labor)	35,339	36,106	32,890	35,000	34,096	35,000	*7*
521185	Repairs (Contract, Parts)	17,270	19,437	19,736	20,000	16,352	20,000	*8*
521195	Telecommunications	7,886	8,051	7,229	8,000	7,172	8,000	*9*
590113	IFT / Facilities Maint.	9,700	10,000	10,000	10,000	10,000	10,000	
590120	Service Charge	45,500	-	-	-	-	-	
590130	Service Charge (PW)	12,900	13,200	13,200	13,200	13,200	13,200	
590600	IFT / Health Insurance	31,543	34,830	46,129	49,400	49,400	49,300	

EQUIPMENT SERVICES FUND

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
590610	IFT / Liability Insurance	5,000	8,600	13,800	13,800	13,800	9,500	
590650	IFT / Equipment Service (O	4,700	3,500	3,400	3,100	3,100	3,200	
590655	IFT / Equipment Service (R	5,600	5,600	5,600	5,600	5,600	5,600	
590690	IFT / Facilities Maint Resrv	50,000	-	-	-	-	-	
	Subtotal	238,328	162,804	171,122	179,300	168,998	174,800	
	COMMODITIES:							
530100	Office Supplies	1,494	263	458	1,500	1,163	1,500	
530105	Operating Supplies	10,530	11,686	11,737	12,000	11,515	12,000	
530225	Safety Supplies	1,918	1,918	1,409	1,200	1,066	1,200	
530300	Gas & Oil	271,702	229,990	305,694	305,000	280,866	364,000	*10*
530305	License Plates	1,823	1,439	1,546	1,400	1,557	1,400	
530310	Inventory Parts	108,074	95,556	88,838	90,000	87,819	90,000	*11*
530315	Tires	16,001	14,267	14,282	14,000	15,497	14,000	
530445	Uniforms	1,501	1,499	1,571	2,100	1,634	2,100	
		413,043	356,618	425,535	427,200	401,117	486,200	
	CAPITAL OUTLAY:							
570155	Vehicles	838,461	645,115	608,773	291,500	219,799	494,800	*12*
580110	Equipment	80,863	1,643	2,708	2,100	12,725	330,250	*13*
		919,324	646,758	611,481	293,600	232,524	825,050	
	TOTAL EXPENDITURES	**$ 1,846,421**	**$ 1,455,591**	**$ 1,511,171**	**$ 1,219,300**	**$ 1,109,600**	**$ 1,808,250**	
	OPERATING EXPENDITURES (excludes vehicle purch	$ 1,007,960	$ 810,476	$ 902,398	$ 927,800	$ 889,801	$ 1,313,450	
FUND INCREASE (DECREASE)		**$ (216,828)**	**$ (20,278)**	**$ 118,530**	**$ 475,900**	**$ 614,563**	**$ (64,102)**	

Available Cash Analysis (000's)	
Available, May 1, 2011	$ 2,558
Estimated FY12 Inflow/(Outflow)	615
Budgeted FY13 Inflow/(Outflow)	(64)
Projected Available, April 30, 2013	$ 3,108

EQUIPMENT SERVICES

BUDGET FOOTNOTES

1. **Glen Ellyn Park District: ($45,000) -** The Park District purchases fuel for their fleet from the Village, including a markup of 15% per gallon to help pay for the Village gas pumps and underground fuel storage facilities. The Park District purchased 14,000 gallons of unleaded fuel and 1,000 gallons of diesel fuel in calendar year 2011.

2. **Miscellaneous Revenue: ($20,000)** - This line item primarily receives net revenues generated from the sale of replaced Village vehicles and equipment at the DuPage Mayors and Managers annual auction or through public internet auctions. The amount realized each year depends upon the high bids for the type and number of vehicles sent to auction minus a Conference fee of 15% or an 8% on-line internet auction fee. All vehicles and equipment sold in FY11/12 were sold on-line at a lower cost to the Village and thus resulted in a greater return on investment.

3. **Employee Education: ($2,400)** – Provides for continuing education in the latest methods of diagnosing repairing computer controlled vehicle systems and engine controls. Certification as an Emergency Vehicle Technician (EVT) is also necessary to work on the unique equipment associated with fire apparatus. All Village technicians are currently ASE Certified Master Technicians.

4. **Maintenance of Building, Grounds & Equipment: ($9,000)** – This account provides for testing and repair of the underground storage tanks, lines and monitor sensors; the repair of shop equipment; maintaining hydraulic vehicle lifts; maintaining fuel dispensing equipment; and servicing the electric yard gate. It also provides for building essentials and minor repair or modifications to the Equipment Services section of the Public Works Reno Center.

5. **Disposal: ($1,500)** – Provides for the disposal of waste products generated in the daily operation of the Equipment Services department. The waste stream includes used motor oil, oil absorbent, parts cleaning solvent and used oil and fuel filters. These items are classified as special waste and cannot be disposed of in landfills or recycled without special processing.

6. **Leased Equipment: ($3,500)** – Provides for the rental/lease of various pieces of equipment for the garage (i.e. solvent tanks, floor mats, oxygen/gas tanks).

7. **Repairs/Contracted Labor: ($35,000)** - Provides for labor associated with major and/or specialized repairs such as transmission rebuilding, wheel alignment, IDOT safety inspections, car washes, body work, and fire apparatus repairs by outside vendors.

8. **Repairs/Contracted Parts: ($20,000)** - Provides for parts associated with major vehicle/equipment repairs completed by outside vendors.

9. **Telecommunications: ($8,000)** – Provides for cellular and GPS (global positioning satellite) service associated with everyday operations and AVL (automatic vehicle location) systems installed in vehicles and equipment that are involved in front line Public Works operations. The AVL costs are $300 a year for each of 20 vehicles.

10. **Gas & Oil: ($364,000)** – Provides for the purchase of fuel and oil used by Glen Ellyn Village vehicles, Glenbard Wastewater Authority vehicles, the Glen Ellyn Volunteer Fire Company and the Glen Ellyn Park District. The total amount budgeted for fuel assumes: 70,000 gallons of unleaded gasoline at an average of $3.40; 30,000 gallons of diesel fuel at an average of $3.60; and $18,000 for engine, transmission, hydraulic and differential oil based on current usage. The Village's cost for fuel is less than prevailing retail prices because the Village buys in bulk and is exempt from Federal gas taxes, which are $0.183 per gallon of unleaded gasoline and $0.243 per gallon of diesel fuel; and State sales taxes, which is 5% of the cost per gallon of unleaded gasoline and 6.25% of the cost of diesel fuel. The Village has two underground storage tanks that have the capacity to store 15,000 gallons of unleaded gasoline and 10,000 gallons of diesel fuel.

11. **Inventory Parts: ($90,000)** - Provides for the cost of replacement parts and shop supplies used to repair and maintain Village vehicles and equipment, Glen Ellyn Volunteer Fire Department vehicles and equipment, and GWA vehicles and equipment, when work is performed in-house by Village technicians.

12. **Capital Outlay-FY 12/13 Vehicle Purchases: ($494,800)**
Each Village department contributes annually toward the future replacement of vehicles assigned to it until the end of the vehicles' economically useful lives. This plan assures adequate funding and allows accurate forecasting of future budget requirements.

Equipment replacement is based on several factors:

Cost to operate – maintenance and fuel costs
Condition of vehicular systems – hydraulics, snow removal equipment, etc.
Condition of vehicle – interior and exterior
Does the vehicle do the job it was intended to do and is it cost effective?

Vehicles are normally replaced at the end of the depreciation period. However, some are kept past their expected useful lives due to low hours of use and/or good overall condition. Occasionally, some vehicles need to be replaced before they are fully depreciated due to unreliability or their inability to meet the needs of the department.

All equipment is purchased using advertised sealed competitive bidding, the State of Illinois Joint Equipment Purchase Program, or some other joint governmental purchasing

consortia. Vehicles being replaced are sold at the first convenient DuPage Mayors and Managers Auction, generally held in June and October each year.

Vehicles scheduled for replacement in FY 12/13 are as follows:

VEHICLE #003: A 2009 Chevrolet Impala purchased through State of Illinois bid process for $23,900. This vehicle is on a three-year depreciation schedule, currently has over 70,000 miles on it and will have over 90,000 miles on it when the replacement vehicle is placed in service. Depreciation funds have been reserved in the amount of $26,000 for the replacement of this vehicle. This vehicle is a police patrol unit. The replacement vehicle will be a Chevrolet Impala purchased through the State of Illinois Joint Purchasing Agreement. Projected replacement cost including an amount for equipment to outfit it as a police vehicle is…… **$25,000**

VEHICLE #009: A 2008 Ford Crown Victoria purchased through State of Illinois bid process for $26,200. This vehicle is on a three-year depreciation schedule, currently has over 60,000 miles on it and will have over 90,000 miles on it when the replacement vehicle is placed in service. Depreciation funds have been reserved in the amount of $29,300 for the replacement of this vehicle. This vehicle is a police patrol unit. The replacement vehicle will be a Ford Police Interceptor purchased through the State of Illinois Joint Purchasing Agreement. Projected replacement cost including an amount for equipment to outfit it as a police vehicle is…… **$30,000**

VEHICLE #010: A 2007 Harley-Davidson FLHPI is leased through Wildfire Harley-Davidson for $1,800 per year. This vehicle is on a two-year lease schedule, which has been extended four years and now expires May 31, 2013. This vehicle is a police patrol unit, which is used for parades, special events, and public relations. The lease amount per year is ……..**$1,800**

VEHICLE #018: A 2007 Ford Expedition purchased through State of Illinois bid process for $28,300. This vehicle is on a three-year depreciation schedule, currently has over 80,000 miles on it and will have over 100,000 miles on it when the replacement vehicle is placed in service. Depreciation funds have been reserved in the amount of $30,800 for the replacement of this vehicle. This vehicle is a police patrol unit. The replacement vehicle will be a Ford Expedition purchased through the State of Illinois Joint Purchasing Agreement. Projected replacement cost including an amount for equipment to outfit it as a police vehicle is…….. **$30,000**

VEHICLE #203: A 2003 International 7400 10-wheel, tandem-axle dump truck purchased through the State of Illinois bid process for $93,500. This 9-year old vehicle is fully depreciated and has over 3,500 operating hours. Depreciation funds have been reserved in the amount of $139,300 for the replacement of this vehicle. The Operations Division uses this truck year round for various street maintenance activities and is also used for snow removal. The replacement will be a 6-wheel single axle truck with a stainless steel universal flow-through dump body; a front mounted plow; an underbody plow; closed-loop ground speed controlled salt spreading capabilities; and a pre-wet system. The replacement vehicle will be purchased through the State of Illinois Joint Purchasing Agreement.
Projected replacement cost.....**$156,000**

VEHICLE #215: A 1998 Snogo WK-800 snow blower purchased for $45,000. This 14-year old machine is on a 15-year depreciation schedule and is one year short of being fully depreciated. It has reached the end of its useful life due to severe duty. The Public Works Operations Division uses this machine for the removal of snow from streets throughout the Central Business District and other Village owned properties. Depreciation funds have been reserved in the amount of $61,100 for the replacement of this equipment. The replacement machine will be a Snogo WK-800 snow blower.
Projected replacement cost.....**$96,000**

VEHICLE #251: A 2003 International 7400 10-wheel, tandem-axle dump truck purchased through the State of Illinois bid process for $93,500. This 9-year old vehicle is fully depreciated and has over 3,500 operating hours. Depreciation funds have been reserved in the amount of $139,300 for the replacement of this vehicle. The Operations Division uses this truck year round for various street maintenance activities and is also used for snow removal. The replacement will be a 6-wheel single axle truck with a stainless steel universal flow-through dump body; a front mounted plow; an underbody plow; closed-loop ground speed controlled salt spreading capabilities; and a pre-wet system. The replacement vehicle will be purchased through the State of Illinois Joint Purchasing Agreement.
Projected replacement cost.....**$156,000**

The following vehicles and equipment are fully depreciated and funded, but they will not be replaced this year due to low mileage/hours and or the fact that they are in good overall condition.

VEHICLE #001- A 2009 Ford Expedition
VEHICLE #004- A 2009 Ford Crown Victoria
VEHICLE #006- A 2009 Ford Crown Victoria
VEHICLE #207- A 2000 GMC K2500 Pick-up Truck (eliminated from fleet)
VEHICLE #213- A 1999 GMC K2500 Pick-up Truck (eliminated from fleet)
VEHICLE #222- A 2004 Ford Taurus
VEHICLE #224- A 2004 Ford Ranger
VEHICLE #225- A 2000 Ford F450 Crane Truck (eliminated from fleet)
VEHICLE #226- A 2005 Dodge Grand Caravan
VEHICLE #232- A 2004 Ford F350 Dump Truck
VEHICLE #233- A 2004 Ford F350 Dump/Lift Gate Truck
VEHICLE #270- A 2004 Ford F450 Utility Truck
VEHICLE #514- A 1989 Ingersoll Rand Air Compressor

13. **Capital Outlay- Equipment: ($330,250)**

Diagnostic Scanner & Software: ($5,000) Provides for the purchase of software to update the Snap-On Vantage graphing meter and Solus Engine Scanner to the 2011 model year. This is the most current software available to troubleshoot and diagnose light/medium duty vehicle problems. This also provides for International, Ford, and GM service information DVD discs and on-line service information subscriptions.

Fuel Island: ($331,000) Provides for the Underground Storage Tank (UST) removal and a the installation of a UST System replacing the current fuel island. The scope of work also includes a diesel exhaust fluid (DEF)tank and dispenser, an increase to the size of the canopy, additional concrete above the UST's and accommodations for a future alternative fuel dispenser. The fuel island services all Village owned vehicles (except Recreation) in addition to GWA and the Glen Ellyn Park District. The cost of the island will be approximately $419,000, but the Village will be reimbursed $68,000 from the IEPA LUST Fund as well as $20,000 off the cost for reduced amounts of contaminated soils that need to be removed.

EQUIPMENT SERVICES REPLACEMENT SCHEDULE

Current fiscal year: 2012 **Computes depreciation amounts for fiscal year:** 2013

Dept.Division & Vehicle No.	Service Date	Vehicle Description		Vehicle Cost	Econ. Life	Dep Rate	Repl Cost	Yrs Left	Prior Contrib	Contrib. To Date	Remaining Contrib	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Public Works - Administration																							
212	2008	2009 Ford Expedition	Director's vehicle	27,200	7	4%	34,816	4	14,922	19,896	19,894	4,974	4,974	4,974	4,974	0	0	0	0	0	0	0	0
216	2007	2008 Ford Escape	Asst. Dir. Vehicle	23,000	7	4%	29,440	3	16,824	21,029	12,616	4,205	4,205	4,205	0	0	0	0	0	0	0	0	0
222	2004	2004 Ford Taurus Wgn.	Engineer's wagon	17,300	7	4%	22,144	0	22,144	22,144	0	0	0	0	0	0	0	0	0	0	0	0	0
				67,500			**86,400**		53,890	**63,069**	**32,510**	**9,179**	**9,179**	**9,179**	**4,974**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Public Works - Streets / Forestry																							
200	2005	2006 I.H. 7400	6 wheel dump	96,300	10	4%	134,820	4	80,464	94,053	54,356	13,589	13,589	13,589	13,589	0	0	0	0	0	0	0	0
201	2004	2005 I.H. 7400	10 wheel dump	102,900	10	4%	152,460	3	105,407	121,091	47,053	15,684	15,684	15,684	0	0	0	0	0	0	0	0	0
202	2009	2010 I.H. 7400	6 wheel dump	155,300	10	4%	217,420	8	43,484	65,226	173,936	21,742	21,742	21,742	21,742	21,742	21,742	21,742	21,742	0	0	0	0
203	2002	2003 I.H. 7400	10 wheel dump	93,500	10	4%	139,300	1	124,199	139,300	15,101	15,101	0	0	0	0	0	0	0	0	0	0	0
204	2009	2010 I.H. 7400	10 wheel dump	177,900	10	4%	249,060	8	49,812	74,718	199,248	24,906	24,906	24,906	24,906	24,906	24,906	24,906	24,906	0	0	0	0
206	2000	Ford F450	Sign & lighting truck	59,000	10	3%	78,280	-1	78,280	78,280	0	0	0	0	0	0	0	0	0	0	0	0	0
215	1998	Bertha II	Snow blower	45,000	15	3%	65,250	2	57,041	61,146	8,209	4,105	4,105	0	0	0	0	0	0	0	0	0	0
231	2008	2008 Ford F450	1 ton dump truck	56,900	7	4%	72,832	4	31,214	41,619	41,618	10,405	10,405	10,405	10,405	0	0	0	0	0	0	0	0
232	2004	2004 Ford F350	1 ton dump truck	43,500	7	4%	55,680	0	55,680	55,680	0	0	0	0	0	0	0	0	0	0	0	0	0
233	2004	2004 Ford F350	1 ton dump truck	43,650	7	4%	55,872	0	55,872	55,872	0	0	0	0	0	0	0	0	0	0	0	0	0
238	2008	2008 Ford F350	1 ton dump truck	54,700	7	4%	70,016	4	30,006	40,009	40,010	10,003	10,003	10,003	10,003	0	0	0	0	0	0	0	0
239	2005	2005 DynaPac CC142	Roller	37,150	15	3%	53,868	9	21,546	25,137	32,322	3,591	3,591	3,591	3,591	3,591	3,591	3,591	3,591	3,591	0	0	0
246	2005	2005 Case 721D	Front end loader	134,377	10	4%	188,128	4	113,182	131,918	74,946	18,736	18,736	18,736	18,736	0	0	0	0	0	0	0	0
247	2005	2005 Vermeer SC60tx	Stump Grinder	35,000	10	4%	49,000	4	29,245	34,184	19,755	4,939	4,939	4,939	4,939	0	0	0	0	0	0	0	0
248	2007	2008 Ford F350	Pickup truck	26,600	7	4%	34,048	3	19,456	24,320	14,592	4,864	4,864	4,864	0	0	0	0	0	0	0	0	0
249	2006	2006 Elgin Pelican	Sweeper	138,944	7	4%	177,848	2	127,035	152,442	50,813	25,407	25,407	0	0	0	0	0	0	0	0	0	0
250	2010	2011 Freightliner M2 106	60' Forestry bucket	135,747	10	4%	190,046	9	19,005	38,010	171,041	19,005	19,005	19,005	19,005	19,005	19,005	19,005	19,005	19,005	0	0	0
251	2002	2003 I.H. 7400	10 wheel dump	93,500	10	4%	139,300	1	124,199	139,300	15,101	15,101	0	0	0	0	0	0	0	0	0	0	0
253	1993	John Deere	Mower	16,000	7	3%	19,360	-11	19,360	19,360	0	0	0	0	0	0	0	0	0	0	0	0	0
254	2007	2008 Ford F350	Pickup truck	26,600	7	4%	34,048	3	19,456	24,320	14,592	4,864	4,864	4,864	0	0	0	0	0	0	0	0	0
255	2008	2008 Ford F350	Sign Truck	44,600	7	4%	57,088	4	24,466	32,622	32,622	8,156	8,156	8,156	8,156	0	0	0	0	0	0	0	0
260	2008	2008 Ford F350	1 ton dump truck	54,900	7	4%	70,272	4	30,117	40,156	40,155	10,039	10,039	10,039	10,039	0	0	0	0	0	0	0	0
261	2007	2008 Ford Escape	Village Forester	23,300	7	4%	29,824	3	17,043	21,303	12,781	4,260	4,260	4,260	0	0	0	0	0	0	0	0	0
265	1998	JCB	Forklift	61,000	15	3%	88,450	2	77,323	82,887	11,127	5,564	5,564	0	0	0	0	0	0	0	0	0	0
510	2010	2011 Bandit 1890 XP	Brush Chipper	43,980	10	4%	61,572	9	6,157	12,314	55,415	6,157	6,157	6,157	6,157	6,157	6,157	6,157	6,157	6,157	0	0	0
514	1989	Ingersol comp.	Compressor	0	1	3%	0	-21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10-200	2009	Snow plow		11,700	10	4%	16,380	8	3,276	4,914	13,104	1,638	1,638	1,638	1,638	1,638	1,638	1,638	1,638	0	0	0	0
10-201	2009	Snow plow		11,300	10	4%	15,820	8	3,164	4,746	12,656	1,582	1,582	1,582	1,582	1,582	1,582	1,582	1,582	0	0	0	0
10-202	2009	Snow plow		11,300	10	4%	15,820	8	3,164	4,746	12,656	1,582	1,582	1,582	1,582	1,582	1,582	1,582	1,582	0	0	0	0
10-203	2009	Snow plow		11,700	10	4%	16,380	8	3,276	4,914	13,104	1,638	1,638	1,638	1,638	1,638	1,638	1,638	1,638	0	0	0	0
10-204	2009	Snow plow		12,000	10	4%	16,800	8	3,360	5,040	13,440	1,680	1,680	1,680	1,680	1,680	1,680	1,680	1,680	0	0	0	0
10-251	2009	Snow plow		11,300	10	4%	15,820	8	3,164	4,746	12,656	1,582	1,582	1,582	1,582	1,582	1,582	1,582	1,582	0	0	0	0
502	2005	2006 Landoll	Tilt Tag Trailer	9,200	15	3%	13,340	9	5,335	6,224	8,005	889	889	889	889	889	889	889	889	889	0	0	0
509	1994	Rayco Stumper	Stump grinder			3%	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
				1,878,848			**2,594,201**		1,383,788	**1,640,595**	**1,210,413**	**256,807**	**226,605**	**191,531**	**161,858**	**85,992**	**85,992**	**85,992**	**85,992**	**29,642**	**0**	**0**	**0**
Facilities Maintenance																							
218	2010	2010 Ford Transit Conne	Van	20,400	10	4%	28,560	9	771	3,859	27,789	3,088	3,088	3,088	3,088	3,088	3,088	3,088	3,088	3,088	0	0	0
223	2008	2008 Dodge Sprinter	Van	39,400	7	4%	50,432	4	25,480	31,718	24,952	6,238	6,238	6,238	6,238	0	0	0	0	0	0	0	0
				59,800			**78,992**		26,251	**35,577**	**52,741**	**9,326**	**9,326**	**9,326**	**9,326**	**3,088**	**3,088**	**3,088**	**3,088**	**3,088**	**0**	**0**	**0**
Police																							
001	2009	2009 Ford Expedition	Sergeant vehicle	33,100	3	3%	36,079	1	26,811	36,079	9,268	9,268	0	0	0	0	0	0	0	0	0	0	0
002	2010	2010 Ford Crown Vic	Patrol vehicle	26,100	3	3%	28,449	2	9,483	18,966	18,966	9,483	9,483	0	0	0	0	0	0	0	0	0	0
003	2009	2009 Chevy Impala	Patrol vehicle	23,900	3	3%	26,051	1	17,368	26,051	8,683	8,683	0	0	0	0	0	0	0	0	0	0	0
004	2009	2009 Ford Crown Vic.	Patrol vehicle	24,200	3	3%	26,378	1	17,586	26,378	8,792	8,792	0	0	0	0	0	0	0	0	0	0	0
005	2011	2011 Ford Expedition	Patrol vehicle	31,700	3	3%	34,553	3	0	11,518	34,553	11,518	11,518	11,518	0	0	0	0	0	0	0	0	0
006	2009	2009 Ford Crown Vic.	Patrol vehicle	24,200	3	3%	26,378	1	17,586	26,378	8,792	8,792	0	0	0	0	0	0	0	0	0	0	0
007	2011	2012 Chevy Impala	Patrol vehicle	22,300	3	3%	24,307	3	0	8,102	24,307	8,102	8,102	8,102	0	0	0	0	0	0	0	0	0
008	2010	2010 Ford Crown Vic.	Patrol vehicle	26,100	3	3%	28,449	2	9,483	18,966	18,966	9,483	9,483	0	0	0	0	0	0	0	0	0	0
009	2008	2008 Ford Crown Vic.	Patrol vehicle	26,200	4	3%	29,344	1	24,192	29,344	5,152	5,152	0	0	0	0	0	0	0	0	0	0	0
010	2007	2007 Harley FLHPI	Patrol Motorcycle	1,800	5	0%	1,800	1	0	1,800	1,800	1,800	0	0	0	0	0	0	0	0	0	0	0
011	2011	2011 Ford F150	CSO vehicle	28,750	3	3%	31,338	3	0	10,446	31,338	10,446	10,446	10,446	0	0	0	0	0	0	0	0	0
012	2004	2005 Ford Taurus	Unmarked vehicle	0	7	3%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
013	2006	2007 Toyota Prius	Unmarked vehicle	23,900	7	4%	30,592	2	21,851	26,222	8,741	4,371	4,371	0	0	0	0	0	0	0	0	0	0
014	2010	2010 Dodge Grand Cara	Unmarked vehicle	20,500	7	4%	26,240	6	3,749	7,498	22,491	3,749	3,749	3,749	3,749	3,749	3,749	0	0	0	0	0	0
016	2008	2008 Ford Escape	Unmarked vehicle	17,300	7	4%	22,144	4	9,490	12,654	12,654	3,164	3,164	3,164	3,164	0	0	0	0	0	0	0	0
018	2007	2007 Ford Expedition	Patrol vehicle	28,300	3	3%	30,847	-1	30,847	30,847	0	0	0	0	0	0	0	0	0	0	0	0	0
019	2010	2010 Ford Expedition	Patrol vehicle	31,700	3	3%	34,553	2	11,518	23,036	23,035	11,518	11,518	0	0	0	0	0	0	0	0	0	0
020	2008	2008 Ford Escape	CSO vehicle	21,300	7	4%	27,264	4	11,685	15,580	15,579	3,895	3,895	3,895	3,895	0	0	0	0	0	0	0	0
022	2008	2008 Chevy Impala	Unmarked vehicle	22,400	7	3%	27,104	4	11,616	15,488	15,488	3,872	3,872	3,872	3,872	0	0	0	0	0	0	0	0
025	2010	2010 Ford Explorer	Dpty Chief vehicle	27,550	7	3%	33,336	6	10,010	13,898	23,326	3,888	3,888	3,888	3,888	3,888	3,888	0	0	0	0	0	0
026	2007	2007 Chevy Impala	Dpty Chief vehicle	21,800	7	3%	26,378	3	15,073	18,841	11,305	3,768	3,768	3,768	0	0	0	0	0	0	0	0	0
027	2011	2011 Ford Expedition	Chief's vehicle	32,200	3	3%	35,098	3	0	11,699	35,098	11,699	11,699	11,699	0	0	0	0	0	0	0	0	0
				515,300			**586,681**		248,348	**389,789**	**338,333**	**141,441**	**98,954**	**64,100**	**18,566**	**7,636**	**7,636**	**0**	**0**	**0**	**0**	**0**	**0**
Fire Company																							
121	2009	2008 Ford E-450	Medtec Ambulance	115,800	5	11%	179,490	3	71,796	107,694	107,694	35,898	35,898	35,898	0	0	0	0	0	0	0	0	0
122	2009	2008 Ford E-450	Medtec Ambulance	115,800	5	11%	179,490	3	71,796	107,694	107,694	35,898	35,898	35,898	0	0	0	0	0	0	0	0	0
102	2010	2007 Ford Expedition	Ast. Chief Squad	8,036	1	0%	8,036	0	8,036	8,036	0	0	0	0	0	0	0	0	0	0	0	0	0
				239,636			**367,016**		151,628	**223,424**	**215,388**	**71,796**	**71,796**	**71,796**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

EQUIPMENT SERVICES REPLACEMENT SCHEDULE

Current fiscal year: 2012 **Computes depreciation amounts for fiscal year:** 2013

Dept.Division & Vehicle No.	Service Date	Vehicle Description		Vehicle Cost	Econ. Life	Dep Rate	Repl Cost	Yrs Left	Prior Contrib	Contrib. To Date	Remaining Contrib	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Planning & Development																							
217	2007	2007 Toyota Prius	Inspector	21,300	7	4%	27,264	3	15,580	19,475	11,684	3,895	3,895	3,895	0	0	0	0	0	0	0	0	0
211	2008	2009 Ford Escape	Inspector	16,800	7	4%	21,504	4	9,216	12,288	12,288	3,072	3,072	3,072	3,072	0	0	0	0	0	0	0	0
220	2008	2009 Ford Escape	Inspector	16,800	7	4%	21,504	4	9,216	12,288	12,288	3,072	3,072	3,072	3,072	0	0	0	0	0	0	0	0
				54,900			**70,272**		34,012	**44,051**	**36,260**	**10,039**	**10,039**	**10,039**	**6,144**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL GENERAL FUND				**2,815,984**			**3,783,562**		1,897,917	**2,396,504**	**1,885,645**	**498,587**	**425,898**	**355,970**	**200,867**	**96,716**	**96,716**	**89,080**	**89,080**	**32,730**	**0**	**0**	**0**
Parking Fund																							
207	2000	sold		24,000	7	3%	29,040	-4	29,040	29,040	0	0	0	0	0	0	0	0	0	0	0	0	0
				24,000			**29,040**		29,040	**29,040**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Water Fund																							
205	2003	2004 IH 7400	10 wheel dump	66,182	12	4%	97,949	4	64,407	72,793	33,542	8,386	8,386	8,386	8,386	0	0	0	0	0	0	0	0
208	2008	2008 Ford F350	Pickup truck	26,600	7	4%	34,048	4	14,592	19,456	19,456	4,864	4,864	4,864	4,864	0	0	0	0	0	0	0	0
209	2010	JCB 3CX15	Backhoe	94,606	10	4%	132,448	9	13,245	26,490	119,203	13,245	13,245	13,245	13,245	13,245	13,245	13,245	13,245	13,245	0	0	0
224	2004	2004 Ford Ranger	JULIE truck	13,700	7	3%	16,577	0	16,577	16,577	0	0	0	0	0	0	0	0	0	0	0	0	0
226	2004	2005 Dodge Caravan	Van	20,400	7	4%	26,112	0	26,112	26,112	0	0	0	0	0	0	0	0	0	0	0	0	0
227	2008	2008 Ford F350	Pickup truck	27,700	7	4%	35,456	4	15,195	20,260	20,261	5,065	5,065	5,065	5,065	0	0	0	0	0	0	0	0
228	2009	2009 Ford F550	Crane/utility truck	88,300	7	4%	113,024	5	32,292	48,438	80,732	16,146	16,146	16,146	16,146	16,146	0	0	0	0	0	0	0
229	2009	2009 Ford E250	Van	18,600	7	4%	23,808	5	6,802	10,203	17,006	3,401	3,401	3,401	3,401	3,401	0	0	0	0	0	0	0
270	2004	2004 Ford F450	Utility vehicle	50,300	7	4%	64,384	0	64,384	64,384	0	0	0	0	0	0	0	0	0	0	0	0	0
271	2007	2008 Ford F350	Pickup truck	26,600	7	4%	34,048	3	19,456	24,320	14,592	4,864	4,864	4,864	0	0	0	0	0	0	0	0	0
515	1999	Sullivan comp.	Compressor	11,882	15	3%	17,229	3	13,902	15,011	3,327	1,109	1,109	1,109	0	0	0	0	0	0	0	0	0
				444,870			**595,084**		286,964	**344,044**	**308,120**	**57,080**	**57,080**	**57,080**	**51,107**	**32,792**	**13,245**	**13,245**	**13,245**	**13,245**	**0**	**0**	**0**
Sewer Fund																							
210	2002	JCB Backhoe	Backhoe	57,389	10	4%	80,345	1	71,928	80,345	8,417	8,417	0	0	0	0	0	0	0	0	0	0	0
214	1997	Case 721B XR	Front end loader	89,095	15	7%	182,645	1	165,835	182,645	16,810	16,810	0	0	0	0	0	0	0	0	0	0	0
230	2005	2006 IH 7400 Vactor	Vactor 2110	231,200	10	3%	300,560	4	180,336	210,392	120,224	30,056	30,056	30,056	30,056	0	0	0	0	0	0	0	0
234	2006	2006 IH 7400 Dump	10 wheel dump	76,797	10	4%	107,516	5	53,758	64,510	53,758	10,752	10,752	10,752	10,752	10,752	0	0	0	0	0	0	0
241	2009	2009 Ford F350	1 ton dump truck	48,600	7	4%	62,208	5	17,774	26,661	44,434	8,887	8,887	8,887	8,887	8,887	0	0	0	0	0	0	0
242	2010	2010 IH 4300 Vactor	Vactor Ramjet	174,985	10	4%	244,979	9	24,498	48,996	220,481	24,498	24,498	24,498	24,498	24,498	24,498	24,498	24,498	24,498	0	0	0
243	2008	2008 Ford F450	1 ton dump truck	42,540	7	4%	54,451	4	23,337	31,116	31,114	7,779	7,779	7,779	7,779	0	0	0	0	0	0	0	0
244	2008	2008 Ford F450	1 ton dump truck	40,900	7	4%	52,352	4	22,437	29,916	29,915	7,479	7,479	7,479	7,479	0	0	0	0	0	0	0	0
245	2008	2008 Dodge Caravan	Inspector vehicle	19,400	7	4%	24,832	4	10,642	14,190	14,190	3,548	3,548	3,548	3,548	0	0	0	0	0	0	0	0
252	2008	2008 JCB 190 II	Skid steer	37,800	10	4%	52,920	7	18,788	23,664	34,132	4,876	4,876	4,876	4,876	4,876	4,876	4,876	0	0	0	0	0
				818,706			**1,162,807**		589,333	**712,432**	**573,474**	**123,099**	**97,873**	**97,873**	**97,873**	**49,012**	**29,374**	**29,374**	**24,498**	**24,498**	**0**	**0**	**0**
Equipment Services Fund																							
300	2006	2007 Ford 250	Service truck	32,375	7	3%	39,174	2	27,981	33,577	11,193	5,596	5,596	0	0	0	0	0	0	0	0	0	0
				32,375			**39,174**		27,981	**33,577**	**11,193**	**5,596**	**5,596**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL - ALL FUNDS				4,135,935			**5,609,667**		2,831,235	**3,515,598**	2,778,432	**684,363**	586,448	510,923	349,848	178,521	139,335	131,699	126,823	70,473	0	0	0

VILLAGE OF GLEN ELLYN
FY12/13 ANNUAL BUDGET
PERSONNEL SCHEDULE

PUBLIC WORKS DEPARTMENT - EQUIPMENT SERVICES

Classification	Status	Salary Range*	FY10/11 Budgeted Employees	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees
Equipment Services Supervisor	FT	L	1.00	1.00	1.00
Equipment Mechanic II	FT	J	2.00	2.00	2.00
Inventory Control Clerk	PT	E	0.40	0.40	0.40
TOTAL EMPLOYEES (Full-time Equivalents)			**3.40**	**3.40**	**3.40**
Full-time Number of Positions			3	3	3
Part-time Number of Positions			1	1	1

* Information regarding salary ranges can be found in the appendix.

Table of Contents

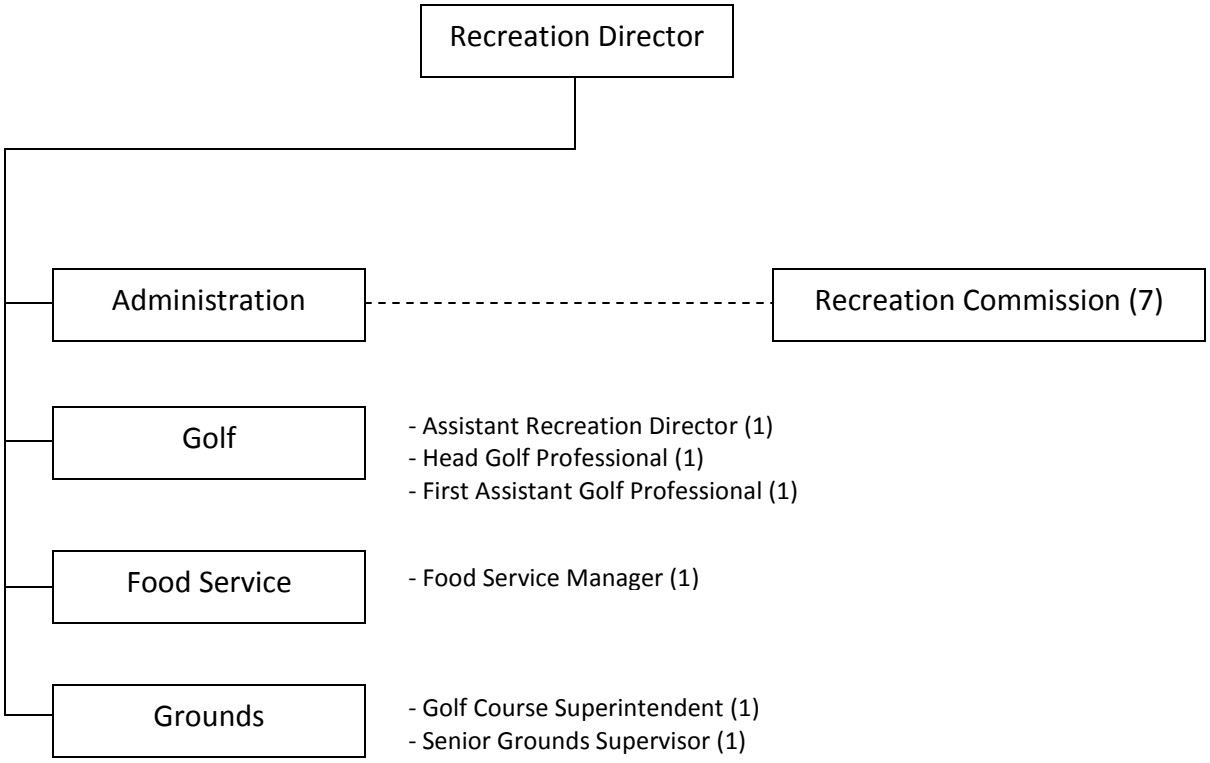
IX. RECREATION DEPARTMENT

Organizational Chart 9-2

Recreation Department Narrative .....9-3 – 9-9

Recreation Department Budget .....9-10 – 9-31

RECREATION DEPARTMENT
FY12/13



FY12/13 Budget	Employee Count	FTE
Full Time Personnel	7	7.00
Part-Time Personnel	100	29.00
Total Employees / FTEs	107	36.00

(FTE = Full-Time Equivalent)

	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13
Budgeted Full-Time Employees										
Administration	2	2	2	2	1	1	1	1	1	1
Grounds	8	8	8	8	5	4	4	3	3	2
Golf	3	3	3	3	3	3	3	3	3	3
Food Service	2	1	1	1	1	1	1	1	1	1
Total FT	15	14	14	14	10	9	9	8	8	7

RECREATION DEPARTMENT - BUDGET

Facilities

The Recreation Department operates 4 facilities on 280 acres. These facilities are incorporated into a sophisticated storm water detention system that detains 30% of Glen Ellyn's stormwater and is a primary reason that the Village developed and operates these properties.

27-Hole Golf Course	
Village Links of Glen Ellyn	240 acres
Passive Use Parks	
Panfish Park	18 acres
Lambert Lake Nature Preserve	22 acres
Co-Op Park	1 acre

Village Green park (35 acres of athletic fields) is owned by the Village. Since 2003, it is operated by the Glen Ellyn Park District under a rolling 25 year lease. The Village Green does not impact this budget.

Budget Organization

The Recreation Department has 3 operating divisions: Grounds, Golf, and Food Service. The budget is divided into 9 accounting sections. Segregating expenditures by revenue center and by managerial responsibility allows us to monitor the financial performance of each revenue center and maintain managerial accountability for each line item.

Grounds Division
Division Head: Golf Course Superintendent

Responsible for Budget Sections:
55 710 - Golf Course Grounds
55 740 - Parks Maintenance
55 7x5 - Mechanical Maintenance for equipment and buildings in all Divisions

Golf Division
Division Head: Director of Golf

Responsible for Budget Sections:
55 720 - Golf Services
55 750 - Pro Shop Merchandise
55 780 - Motorized Carts

Food Service Division
Division Head: Food Service Manager

Responsible for Budget Sections:
55 730 - Food Service

Administration, 55 700, includes line items not specific to an individual operating division, along with all capital expenditures and debt service.

Financial Overview

No tax dollars are used to maintain or operate Recreation Department facilities. The Recreation Department operates solely on golf course fees. Residents pay golf green fees at roughly a 40% discount off market prices.

Golf Course profits are used to subsidize resident use of the golf course, park maintenance and the maintenance and operation of the storm water detention system.

Financial Goal - Our financial goal is to generate enough revenue to cover operating expenses, plus $340,000 a year in debt service and $250,000 a year in capital replacement. We generally accomplish that goal, although weather and business conditions cause results to vary from year to year.

Providing resident Green Fee discounts is a primary goal. In 2011 residents received $400,000 in discounts.

Profit - $3,300,000 in profits have been earned in the seven years since the 2004 golf course renovation. Those profits were used to make $2,300,000 in debt service payments, reinvest $600,000 in capital equipment replacement, and increase cash reserves by $500,000.

Revenue - Nationwide demand for golf weakened after September 11, 2001 and weakened again during the recent recession. Golfers have supported most of our new programming efforts, but open play continues to decline. The number of golf rounds played dropped from 98,000 in 2000 to 68,800 in 2011. Revenues followed suit, dropping from $3,700,000 in 2000 to $3,000,000 in 2011. Much of the revenue decline followed the economic downturn.

Future revenues are uncertain. Golf demand is stagnant. Revenues are held down by significant price competition stemming from an excessive number of golf courses operating in the market. It is not likely that very many of those golf courses will close. Most courses are non-for-profit and many are subsidized by tax dollars.

Expenses - Cost containment efforts started in 2002 have helped lower operating expenses from $3,100,000 in 2000 to $2,700,000 in 2011. Reducing expenses has allowed us to remain profitable.

Summary - The Village Links is well positioned. The course is popular and has an active clientele. The physical plant and equipment is in generally solid condition. Still, the future financial viability of the Village Links should not be taken for granted.

Storm Water Detention System

The Village Links is a golf course and a storm water detention system. Built in 1966 and expanded in 1973, the storm water detention system consists of twenty-four interconnected ponds: one pond at Lambert Lake, two at Panfish Park and twenty-one on the golf course.

Rain water entering the system at the northwest portion of the system flows from pond to pond via a series of underground storm drain pipes for more than a mile before leaving the golf course for the DuPage River.

The storm water is slowed as it moves from pond to pond. Silt debris washed from streets and sidewalks settles in the ponds before it can pollute downstream rivers. The water stored in the detention ponds is used to irrigate the golf course. The golf course turf filters the mildly polluted storm run off water, cleaning it before it replenishes the aquifers below.

Since 1966, Village Links revenues have paid for the maintenance and operation of the storm water detention system. During the 2003 golf course renovation, $350,000 was spent on the storm water detention system, including pond expansion, silt removal, pipe replacement, and shoreline stabilization.

Shoreline Stabilization - The storm water detention system has 6.4 miles of shoreline. Wave erosion causes the lake banks to fall into the water, increasing the water surface and reducing the water depth. Shoreline stabilization efforts initiated in the 1970's and 2000's have been effective.

Shoreline - Village Links Ponds -	4.9 miles
Shoreline - Panfish Park Ponds -	1.0 miles
Shoreline - Lambert Lake -	.5 mile
Total Shoreline	6.4 miles

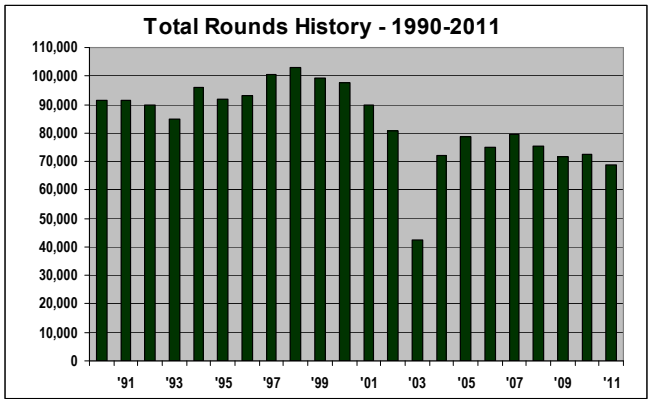
Silt Removal - Silt removal is likely to be the biggest expense incurred over the next 20 years. Disposal of detention pond silt is expensive because concentrations of metals and fuels dropped onto roads by vehicles require that it be treated as a hazardous material.

Drain Pipe Replacement - Many of the original corrugated metal pipes that connect the golf course ponds were replaced in 2003. The new drain pipes (concrete or composite plastic) should last indefinitely.

Control Structure Replacement - Three concrete control structures are in fair condition for their age and will not be prohibitively expensive to replace in another 25-35 years.

2011 REVIEW

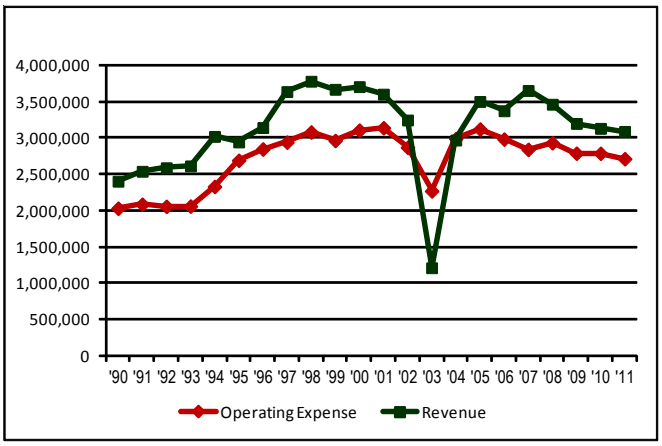
2011 was a successful year for the Village Links as the business remained profitable even though golf rounds and revenue decreased slightly.



Rounds played dropped sharply following the September 2001 terrorist attacks and again after the Great Recession.

In a typical economic environment, the results from 2011 would not be viewed as a success. But with the economy facing its most serious challenges in a generation and many golf courses losing money, the Village Links generated enough profit to fully pay annual debt service without using cash reserves.

Operating expenses before debt service remain lower than for any full season since 1996. We continue to look for ways to constrain expenses.



The 18-hole course was closed for renovation for all of 2003, through June 24, 2004.

We need to spend about $250,000 a year on capital replacement to keep the facility and equipment up to date. Profits are used to fund worn capital equipment replacement as needed.

Grounds (Golf Course Maintenance)

We have employed a number of new technologies to maintain very good playing conditions while lowering operating expenses. Vibratory rollers improve putting speeds while reducing stress on putting green turf. Plant growth regulators allow us to reduce mowing frequencies. This saves labor and fuel, reduces plant stress and prolongs equipment life. Improved equipment maintenance practices has produced healthier turf.

The widespread contamination of the weed grass *Poa Annua* appears to have been contained. Efforts are underway to reduce the amount of *Poa Annua* on the course.

Severe summer weather in 2011 caused widespread turf damage on area golf courses for the second consecutive season. Small areas of turf were damaged at the Village Links in 2011, but the course was still among the best maintained golf courses in Illinois.

The full-time grounds staff is reduced to two members, down one from last year and down from eight full-time staff prior to 2007. Long term, five full-time staff is the optimum size for our grounds operation. We have deferred adding the three additional staff members until the golf business and the economy stabilize.

Golf

The golf staff continues to offer expanded golf event and golf instruction programs. In-house leagues are popular. Programming increased slightly in 2011. The Village Links is the most heavily programmed golf course in Illinois, offering golfers an array of options not available elsewhere.

The number of golf rounds played continues to decline, in spite of an expansion of discount promotions, leagues and outings.

Pro Shop

Pro Shop sales increased 17% in 2011, to the highest total in the last three years. This could be an indication that the consumer economy is rebounding. The Pro Shop has little impact on our bottom line. It covers some fixed costs, but each sale carries a high variable cost of goods.

There is little long term improvement to be expected in Pro Shop sales. Big-box off course retailers will continue to grab a larger share of the market. These large retailers can offer more selection and lower prices than an independent store with a single location.

Food Service

Food Service sales increased 3% in 2011. Operating expenses increased slightly, resulting in a continued decline in profitability.

Our analysis of Food Service Profit/Loss includes the impact of providing $35,000 in complimentary beverages that the golf business gives to customers. These beverages were given to golfers to promote "KEEPING PACE" with the group ahead and to add value to the round of golf. While no money changes hands, these beverages are being “sold” by Food Service and “purchased” by Golf. We do not track these as formal revenues, to avoid inflating overall income. Instead, we factor these transactions into any year-end analysis of financial performance, as shown below.

FOOD SERVICE PROFIT/LOSS
including credit for sale of Keep Pace beverages

	Actual 2010-11	Estimated 2011-12	Budget 2012-13
Keep Pace Beverages	70,000	35,000	35,000
Sales	473,337	510,000	530,000
Gross Sales	543,337	545,000	565,000
Expenses	558,814	555,300	559,400
Net	-15,477	-10,300	5,600

While neither the Pro Shop nor Food Service make significant direct contributions to our financial success, both areas play an important role in providing customer services that are key elements of our marketing efforts. The complimentary beverages and the 10% Pro Shop discount program for multi-play, permanent time and VIP customers are examples where we use these complementary operations to increase customer loyalty.

Debt Service

In 2002, the Recreation Fund borrowed $4,500,000 through a 20 year general obligation bond issue to help finance the golf course renovation. In November 2010 a bond refinancing was conducted to restructure this debt and take advantage of lower interest rates. Interest rates for the new bond issue are 2% initially and top out at 3.9%.

Annual principal and interest payments remain unchanged at about $340,000. The bulk of the savings, about $225,000, will be realized at the end of the issue, with a reduced final payment on January 1, 2023.

Golf Course Renovation Bond Payment - Recap		
Prior Payments		2,772,839
Latest Payment - December 2011		281,059
Total Payment to date		3,053,898
Unpaid Principal & Interest		3,520,392

The Reduced Capacity of a Golf Course

Improved golf ball and club technology has effectively reduced the capacity of golf courses. For years, we scheduled 8 groups (32 golfers) per hour. In the mid-1990's, we began spreading mid-day tee times on the 18-hole course. Since 2005 we have spread play out even further, routinely only teeing off 6 or 7 groups per hour. This effectively reduces our capacity by 15% and is a major influence on the reduction in rounds played over time.

At some point, the reduced capacity of the golf course will force us to consider restructuring the 18-hole Weekend Permanent Time program and cut back the number of tee times scheduled. This could result in a reduction of up to 25% of the tee times and would be disappointing to the resident golfers who occupy the weekend morning times.

PREVIEW 2012-13

The Village Links faces diverse competition. Many courses, desperate to attract more play, are offering green fees below their break even point. Less drastic changes are expected from courses owned by local governments, many of whom subsidize golf like they do swimming pools and skating rinks. Some governments are getting out of the golf business, bringing in management companies that invariably lower costs and service levels. Management companies tend to produce golf as a low cost commodity. At the other end of the spectrum, private clubs are dropping guest fees, member dues and outing fees to compete with high end public courses.

This could all be quite confusing for the golfing public. Discounting will effectively lower green fee prices, but course conditions and services will also drop at some facilities.

The Village Links will remain competitive, offering green fee specials outside of prime time. Successful programming strategies will be used to keep the course busier than most others in the area.

Costs will continue to be cut in ways that many golfers might not notice. Superior course conditions will help the Village Links remain a superior value.

Primary Objectives for 2012

Grounds must maintain superior overall course conditions.

Golf must fill the reservation tee sheets, get golfers teed off on time, and get golfers around the course comfortably. This includes an emphasis on pace of play and tight management of the number of tee times scheduled each hour.

Food Service must provide the golf customer hospitality without a financial subsidy from golf.

Grounds

Costs will be constrained using technology to mimic conditions that previously could only be attained through mowing. The crew size will be reduced and work flows will be revised to lower costs.

Greens will continue to benefit from properly maintained mowers, more effective irrigation, a balanced fertility program, and frequent light topdressing.

Full-time Staff - The optimum full-time staff configuration is a Golf Course Superintendent and four other full-time staff members with overlapping capabilities and shared responsibilities in all areas (Turf Management, Irrigation and Drainage, Horticulture and Mechanical Maintenance). All five staff members would be developed with the eventual goal of being capable of becoming a golf course superintendent. Until the economy and the golf market stabilize, we will continue to operate with only two full-time staff in this division.

Golf

Programmed Golf - We will continue to increase the amount of programmed golf at the Village Links in 2012, including leagues, tournaments and instructional schools and classes.

Course Maximization - We will continue to try to squeeze more golfers onto the course. The Golf Division has the

job of scheduling the proper number of tee times, filling the tee times, getting the customers in those tee times started on time, and helping them move around the course in a reasonable amount of time.

Golf Outings - The declining demand for golf requires that we seek more golf outing business. This is not popular with golfers who find "their course" closed to the public from time to time. We will do our best to minimize conflicts with our customers, at the same time that we develop a golf outing clientele. It will not be easy to build up an outing business as golf outings have also declined throughout the industry. Full-time staff in the Golf and Food Service Divisions are devoting more time to outing sales and marketing.

Back Nine Combo - We offer a Combo Option for weekend 18-Hole Permanent Times, using the Back 9 of the 18-hole course and the 9-hole course. This has not been well patronized since first offered in 2007.

Keep Pace Program - We will continue to use a modified Keep Pace Program that matches staffing with course volume. We will also explore the use of the internet and social media to communicate pace of play results.

Direct Mail Coupons - We will continue to use direct mail coupons to promote the driving range, 9-hole course and Village Links Grill.

Email Communication - We will continue to expand email communication with customers by collecting more email addresses and providing information and specials that appeal to more customers.

Website - We continue to provide expanded content on our website, which has seen significant increases in visitor traffic. Unfortunately, website traffic seems to have little impact on revenues.

Point-of-Sale System - We are working on the acquisition of a new Point-of-Sale (POS) System. We hope to significantly upgrade customer service in several areas, including allowing customers to schedule tee time via the internet.

Keep Pace Beverages - We will again give a complimentary beverage to golfers who KEEP PACE. In 2012, we expect to give away $35,000 (at retail) of these beverages. This program was scaled back in 2011 as we resized golf staffing to meet pace of play needs.

Food Service

The decrease in rounds of golf played has hurt Food Service financially. Food Service sales are closely tied to rounds played. When rounds and food sales drop, it is impossible to reduce expenses by a comparable amount, without reducing the level of hospitality being offered to the remaining golf customers. The only way that we can maintain the current level of hospitality in the face of lower rounds played is to reduce Food Service's reliance on golf sales. We continue to use promotional coupons mailed to the general public, build a year-round lunch business and increase the number of private parties held during the off-season. We will continue to operate the beverage cart more hours on busy days. Even though this extra service does not pay for itself in beverage sales, customer feedback shows that this is important to some golfers.

Park Maintenance

This budget provides $15,200 to maintain three Recreation Department Parks: Lambert Lake Nature Preserve, Co-Op Park and Panfish Park. These parks are part of the Village Links storm water detention system. Included in the maintenance of Panfish Park is maintenance of walkways that run through the Waters Edge Condominium Association and connect to the park.

Throughout the years, Village Links revenues have paid for over $1,000,000 in park maintenance

In 2011 the Recreation Department began habitat restoration at Manor Woods Park, a Village owned property, to restore native plants, remove invasive species and maintain trail access. This work at Manor Woods is budgeted at $10,000 and is paid for with revenue from the General Fund.

IMRF - Retirement Fund Contributions

The employer portion of retirement fund contributions budgeted for 2012-13 is $121,300, 9.4% of total wages.

Capital Projects

Our goal is to earmark $250,000 annually for capital expenditures. In 2012-13 $107,800 is budgeted in capital expenditures. While we have extended some equipment beyond its useful life, our equipment and physical plant is in acceptable condition. If revenues permit, it will take most of the coming decade to get our equipment replacement program back on schedule.

Village Links Facility Improvement Project

In January 2012, design work began on planned facility improvements to the Village Links. These improvements include a remodeling and expansion of the clubhouse, an expansion of the driving range tee, and more convenient parking. There are no funds for this project included in this budget. When the plan is finalized, the budget will be amended.

Emerald Ash Borer

The presence of the Emerald Ash Borer (EAB) in adjoining neighborhoods, virtually insures that it will eventually attack the Village Links' 450 ash trees. In 2008 we preventively injected about 200 ash trees with the insecticide Pointer® (active ingredient imidacloprid), at a cost of $8,000. We were disappointed with the amount of labor required for this preventive treatment, prompting a switch to a curative strategy.

Over the past four years we have spent $17.78 per ash tree to address the EAB threat.

Village Links of Glen Ellyn
Emerald Ash Borer Expenses Since 2008

Number of Ash Trees	450
EAB Related Expenses	8,000
Cost Per Tree To Date	$17.78

EAB is moving slowly. Because we scout the property for plant pests virtually every day in season, we expect we would notice an EAB outbreak before it becomes irreversible. We expect that we can hold off protecting trees until the EAB is present on our property. We are monitoring the development of new controls; presently there are five insecticides that control the EAB.

2012 GOALS

We have six Major Goals for 2012.

1 - Pace of Play - Have play move at a faster pace at the Village Links than at any comparable public golf course in the Chicago market. Improve customer awareness of their pace of play and our efforts to assist them on both the 18 and 9 hole courses.

2 - Course Conditions - Maintain the 18-hole course in superior condition. Maintain greens that are smoother and faster than those at most public golf courses.

3 - Revenue Growth - Rebuild golf revenues.

4 - Expand Food Service Revenues - Increase sales from non-golf customers to avoid the need for a financial subsidy from golf while continuing to meet the hospitality needs of our golf customers.

5. - Constrain Expenditures - Constrain expenditures to match revenues, without customers noticing the cutbacks.

6. - Generate Profit - Generate a profit to fund $250,000 in capital replacement.

Key Performance Indicators - We track the following Key Performance Indicators. Target performance levels are identified.

Total Revenue - $3,200,000

Rounds Played - 72,000

Golf Revenue (Green Fees, Motor Carts, & Driving Range) - $2,300,000

Food Service - $530,000

Controllable Food Service Expenses - Wages for seasonal / part time employees is 35% of revenue. The cost of products for resale, including dry goods, beer / wine, food, and beverages, is no more than 42% of revenue.

Keep Pace - 80% of golfers Keep Pace

On Time - Be on time (within 7 minutes) for 90% of all rounds.

Stimpmeter (weekly) - Average 10.0, minimum 9.0 feet April 15 - November (9-hole course 1.0 foot slower).

Meet Target Maintenance Interval Frequencies (MIF)

Maintenance Interval Frequencies
Maintenance is programmed at the following frequencies, stated in number of days between maintenance occurrences. These Maintenance Interval Frequencies (MIF) define the base standards of condition for our facilities.

Maintenance Interval Frequencies stated in # of days between task performance		
	Spring / Fall	Summer
Greens		
Mow Greens	1	1
Groom	7	14
Lightly Topdress	10	10
Mow Surrounds	3-4	2-3
Mow Long Collars	2-3	2
Tees		
Mow Tees	3-4	2-3
Mow Tee Surrounds	3-4	3-4
Seed Divots	7	7
Fairways		
Mow Fairways	2	2
Mow Par 3 Fairways	2-3	2-3
Seed Divots	21	14
Roughs		
Mow Intermediate Roughs	3-4	3-4
Mow Roughs	7	7
Trim Roughs	7	7
Trim Clubhouse Lawns	7	7
Bunkers		
Rake - mechanical	1	1
Rake - manual		
Trim Edge	21	21
Edge	45	45
Miscellaneous		
Change Cups	1	1
Pick Up Litter	1	1
Seed Driving Range Tee	1-2	1-2
Mow Driving Range Tee	3-4	2-3
Mark Water Hazards	10	10
Trim around Trees	30	30
Trim Lake Banks	30	30
Trim Willow Trees	42	42
Sweep Cart paths	30	21
Edge Yardage Plates	21	21
Mow Parks (Spring)	7	7
Mow Parks	7	7

RECREATION FUND

Summary

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
Revenues / Inflows *(5500)*								
410400	Sales Tax	54,714	53,241	52,671	57,800	59,283	58,000	
440550	Green Fees	1,879,756	1,812,414	1,647,694	1,900,000	1,754,468	1,700,000	
440552	Food Service	540,156	498,180	473,337	550,000	536,510	530,000	
440554	Pro Shop Sales	204,313	163,959	153,544	150,000	181,246	170,000	
440555	Motor Carts	403,032	374,199	366,300	400,000	418,860	390,000	
440556	Driving Range	229,224	235,738	188,798	240,000	210,281	190,000	
440557	Resident Cards	30,302	28,741	25,034	30,000	36,736	30,000	
440558	Parks	-	-	-	-	10,000	10,000	*1*
440600	Health Plan EE Contribution	425	367	242	-	283	-	
460100	Investment Income	31,523	9,536	6,459	8,000	5,764	8,000	
489000	Miscellaneous Revenue	91,109	95,152	100,430	105,000	126,618	100,000	*2*
489100	Miscellaneous -Over/Short	704	818	131	-	(352)	-	
	TOTAL REVENUES	**$ 3,465,258**	**$ 3,272,345**	**$ 3,014,640**	**$ 3,440,800**	**$ 3,339,697**	**$ 3,186,000**	
Expenditures/Outflows								
55700	Administration	860,239	743,765	811,939	811,400	820,243	781,700	
55710	Golf Course Maintenance	833,782	812,458	836,292	839,900	692,202	750,000	
55720	Golf Services	658,159	642,495	638,310	674,500	617,844	655,100	
55730	Food Services	551,206	515,560	548,418	561,700	550,709	543,300	
55740	Parks Maintenance	14,456	7,489	19,312	15,500	22,193	25,200	
55750	Pro Shop	244,932	154,222	185,254	163,600	193,930	185,600	
55780	Motorized Carts	43,444	33,477	35,813	37,800	40,361	40,900	
55705	Mech Maintenance-Admin	-	599	-	1,000	-	1,000	
55715	Mech Maintenance-Grounds	77,750	88,331	92,922	93,400	90,729	97,900	
55725	Mech Maintenance-Golf	4,534	8,793	6,330	8,700	6,284	8,700	
55735	Mech Maintenance-Food Servic	14,587	17,752	10,377	13,700	15,585	16,100	
55755	Mech Maintenance-Pro Shop	225	225	-	300	-	300	
55785	Mech Maintenance-Carts	2,390	4,315	7,327	7,800	8,767	7,800	
	Total Operating Expenses	3,305,704	3,029,481	3,192,294	3,229,300	3,058,847	3,113,600	
	Capital Outlay	183,734	310,062	20,343	231,000	27,314	107,800	
	TOTAL EXPENDITURES	**$ 3,489,438**	**$ 3,339,543**	**$ 3,212,637**	**$ 3,460,300**	**$ 3,086,161**	**$ 3,221,400**	
	FUND INCREASE (DECREASE)	**$ (24,180)**	**$ (67,198)**	**$ (197,997)**	**$ (19,500)**	**$ 253,536**	**$ (35,400)**	

Available Cash Analysis (000's)	
Available, May 1, 2011	$ 2,000
Estimated FY12 Inflow/(Outflow)	254
Budgeted FY13 Inflow/(Outflow)	(35)
Projected Available, April 30, 2013	$ 2,218

FY12/13 BUDGET FOOTNOTES
RECREATION FUND REVENUES

1. **Parks: ($10,000)** Funds to perform annual component of 10 year property development program at Manor Woods park.

2. **Miscellaneous Revenues: ($100,000)**

   Includes the following revenue items:

Hand Cart Rentals	$25,000
Club Repairs	5,000
Handicaps	22,000
Lockers	7,000
Club Rentals	8,000
Junior Golf Lessons	9,000
Adult Group Golf Lessons	7,000
Permanent Time Registration	8,000
Other	9,000
Total	$100,000

RECREATION FUND
Administration
(55700)

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
	Personnel Services							
510100	Salaries	$ 118,075	$ 118,955	$ 121,012	$ 124,400	$ 121,618	$ 121,900	
510300	Temporary Help	-	-	-	-	-	-	
510400	FICA	8,212	7,929	8,386	9,500	7,973	9,300	
510500	IMRF	150,678	10,046	15,591	16,200	15,012	15,800	1
	Subtotal	276,965	136,930	144,989	150,100	144,603	147,000	
	Contractual Services							
520600	Dues / Subscriptions	6,319	5,494	3,713	6,500	5,828	6,500	
520620	Employee Education	-	300	-	1,500	-	300	
520855	Paying Agent Fee	600	200	400	-	-	-	
520890	Health Insurance/Seasonal	1,511	778	142	1,000	-	1,000	
520955	Sales Taxes-Links	53,846	51,123	52,731	57,800	57,645	58,000	
521055	Professional Services	-	-	2,117	-	17,780	-	2
590120	Accounting Service Charge	83,100	60,000	60,000	60,000	60,000	60,000	
590300	Debt Service Payment	338,920	337,260	340,420	335,000	335,050	335,000	3
590600	IFT / Health Insurance	66,835	85,600	110,802	113,100	113,100	115,900	4
590610	IFT / Insurance - General	28,000	60,200	91,500	79,400	79,400	51,000	
	Subtotal	579,131	600,955	661,825	654,300	668,803	627,700	
	Commodities							
530100	Office Supplies	4,143	5,880	5,125	7,000	6,837	7,000	
	Subtotal	4,143	5,880	5,125	7,000	6,837	7,000	
	Capital Outlay							
570100	Buildings	-	-	-	-	22,805	-	
570135	Land Improvements	-	-	-	-	-	-	
570155	Vehicles	-	-	-	-	-	33,000	
580110	Equipment	183,734	310,062	20,343	231,000	4,509	74,800	
	Subtotal	183,734	310,062	20,343	231,000	27,314	107,800	
	TOTAL EXPENDITURES	**$ 1,043,973**	**$ 1,053,827**	**$ 832,282**	**$ 1,042,400**	**$ 847,557**	**$ 889,500**	

This Division consists of the office of the Recreation Director and general expenses that support the operating divisions. This includes the expense of processing invoices for payment, payroll, Resident Cards and VIP Cards. This division prepares newsletters, flyers, signs and brochures. All department insurance expenses (with the exception of Liquor Liability, which is in Food Service) and all capital expenditures are in this division.

BUDGET FOOTNOTES
RECREATION FUND – ADMINISTRATION DIVISION (55700)

Since July 2002 the Recreation Department has had a hiring freeze in effect for all full-time positions. In that time, through attrition we have reduced the number of full-time staff from fifteen to seven. The only position that we have filled from the outside during this period is Food Service Manager.

In coming years we expect to add three additional full-time staff members in the Grounds Division. This will give us enough supervisors to oversee our seven day operation and will allow for the training and development of multiple staff who would eventually be capable overseeing our turf management operation. Until the golf business and the economy stabilize, we will remain at current staffing levels.

1. **IMRF ($15,800)** - The rate of contribution into the Illinois Municipal Retirement Fund is 12½% in 2010-11, and 13% in 2011-12 and 2012-13.

2. **Professional Services ($0)** - FY 2011-12 is the cost of a consultant review by the National Golf Foundation of the Village Links Facility Master Plan.

3. **Debt Service Payment ($335,000)** - This is debt service on a 20-year $4,580,000 January 2003 General Obligation Bond Issue to finance a golf course renovation. The bond issue carries an average annual interest cost of 4.25%. The bond repayment schedule calls for annual principal and interest payments of about $340,000. The total amount of all principal and interest payments to retire the bonds is $6,830,000. Payments began in 2003. $2,789,000 in payments have been made to date. $3,856,000 remains to be paid. The final payment is scheduled for January 1, 2023. In November 2010, a bond refunding was done to take advantage of lower interest rates. This refunding will save $255,000 in interest over the life of the remaining debt. Most of the interest savings will be realized in 2023 General Obligation Bonds were issued to obtain the most favorable interest rate, with the full cost of retiring the bonds to be borne by the Recreation Fund. Bond payments are funded from golf course user fees. No property taxes are used.

4. **IFT/Health insurance ($115,900)** - In 2012-13 there are seven full-time positions eligible for the health insurance benefit.

BUDGET FOOTNOTES
RECREATION FUND – ADMINISTRATION DIVISION (55700)

5. <u>Equipment</u>: ($107,800)

	QTY	ITEM	BUDGET	
Replacement	1	Push Lawn Mower	1,300	(1)
Replacement	1	Driving Range Ball Picker	6,000	(2)
Replacement	1	Beverage Cart	6,000	(3)
Replacement	1	Sand Bunker Rake	9,500	(4)
Replacement	1	Electric Sand Bunker Rake	11,000	(5)
Replacement	1	Wide Area Rotary Rough Mower	12,000	(6)
Replacement	1	Pick Up Truck – Full Size	33,000	(7)
Replacement	1	Computers and Components	20,000	(8)
Replacement	1	Contingency	9,000	(9)
			$ 107,800	

1 - Routine replacement of a worn lawn mower.

2 - Routine replacement of a worn driving range ball picker.

3 - Routine replacement of a beverage cart used to sell snacks and beverages to golfers during their round.

4 - Routine replacement of a worn sand bunker rake.

5 - Routine replacement of a worn electric sand bunker rake. We use an electric powered bunker rake when performing early morning bunker maintenance near residences. The quiet electric equipment does not disturb sleeping residents like gasoline powered equipment.

6 - Routine replacement of a rotary rough mower. This rotary mower is used to mow golf course roughs and parks.

7 - This is routine replacement of a worn full size pick up truck.

8 - This is routine replacement of existing computers, peripherals and software. We do not have service agreements on any computer hardware or peripherals, finding that it is more economical to replace these items when they fail rather than maintain expensive service agreements.

9 - This is to earmark funds for unforeseen capital expenditures.

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
Golf Course Maintenance (55710)								
	Personnel Services							
510100	Salaries	$ 183,978	$ 168,710	$ 173,596	$ 178,300	$ 164,568	$ 115,400	*1*
510200	Overtime	17,049	7,860	3,060	3,500	1,350	500	
510300	Temporary Help	293,102	312,372	266,558	269,000	228,273	269,000	
510400	FICA	37,121	36,784	33,274	34,500	29,607	29,400	
510500	IMRF	14,036	29,271	45,707	47,300	40,798	39,000	*2*
	Subtotal	545,286	554,997	522,195	532,600	464,596	453,300	
	Contractual Services							
520615	Recruiting and Testing	-	-	-	-	-	-	
520620	Employee Education	2,781	1,090	3,316	3,000	1,532	3,000	
520625	Travel	-	-	-	-	26	-	
520630	State Unemployment Claims	10,791	55,126	60,056	52,000	32,490	41,000	
520970	Maintenance-Bldg & Grounds	8,556	15,435	3,972	3,500	3,263	3,500	
520980	Maintenance-Drain & Irrig	3,482	5,315	5,413	4,100	5,332	4,500	*3*
521055	Professional Services-Other	1,700	1,798	1,800	1,800	1,800	1,800	*4*
521195	Telecommunications	2,542	2,530	2,579	2,400	2,606	2,400	
521200	Utilities	7,191	4,707	68,271	52,000	28,557	45,000	*5*
	Subtotal	37,043	86,001	145,407	118,800	75,606	101,200	
	Commodities							
530105	Operating Supplies	25,494	23,105	20,508	23,000	13,982	20,000	*6*
530300	Gas & Oil	32,473	25,237	25,245	25,000	31,633	31,000	
530415	Fertilizer	33,590	34,417	31,421	35,000	28,752	35,000	*7*
530425	Landscape Supplies	22,923	19,750	16,101	15,000	13,020	15,000	*8*
530435	Sod, Seed, Sand & Gravel	24,103	27,049	16,336	23,000	15,817	23,000	*9*
530440	Treatment Costs & Pesticides	110,184	39,509	58,228	66,000	47,764	70,000	*10*
530445	Uniforms	2,686	2,393	851	1,500	1,032	1,500	
	Subtotal	251,453	171,460	168,690	188,500	152,000	195,500	
	TOTAL - Golf Course Grounds	**$ 833,782**	**$ 812,458**	**$ 836,292**	**$ 839,900**	**$ 692,202**	**$ 750,000**	

This Division is responsible for maintaining the 240 acre Village Links golf course, including the clubhouse site, practice facilities, parking lots, storm water detention system and fences.

BUDGET FOOTNOTES
RECREATION FUND – GOLF COURSE MAINTENANCE (55710)

1. **Salaries ($115,400)** Salaries decreased in FY 2012-13 due to the elimination of a Horticulturist position. Work will be performed by seasonal staff.

2. **IMRF Employer Contributions: ($39,000)** The rate of contribution into the Illinois Municipal Retirement Fund is 12½% in 2010-11, and 13% in 2011-12 and 2012-13..

3. **Maintenance - Drain and Irrig.($4,500)** - 55710-520980 - Include funds for drain tile; irrigation parts (sprinklers, controllers, pipe, wire); rental of air compressor to drain the system in the Fall ($1,000).

4. **Professional Services - Other ($1,800)**- Include funds for laboratory testing of soils, top dressing and irrigation water, and consultation services with the United States Golf Association.

5. **Utilities ($45,000)**- Includes funds for heat and electricity for the maintenance building, and electricity to operate the irrigation system. Expense in FY 2010-11 is greater than usual as we resolved a long standing billing dispute with Com Ed by witholding payment for nearly two years to rectify significant billing errors.

6. **Operating Supplies ($20,000)** - Includes funds for bunker rakes and green & tee equipment: golf flags and flagsticks, tee markers, tee benches, ball washers, benches, trash containers; miscellaneous supplies: paints, stains, wipes, soaps, cleaners, etc. Provides for the cost of leasing special equipment used on projects.

7. **Fertilizer ($35,000)** - Includes fertilizer for greens, tees, driving range tee, fairways, and roughs. The cost of fertilizer is tied closely to the cost of petroleum and remains quite volatile.

8. **Landscape Supplies ($15,000)** - Provides materials used in the planting and care of all landscaping and trees at the golf course. This includes new trees and shrubs, annual flowers, spring bulbs, contract tree trimming, and materials (mulch, decorative stone, soil amendments, timbers, fabric, etc.) This line item is reduced in 2011-12 as we converted some annual flower beds to perennial plantings to save money.

9. **Sod, Seed, Sand & Gravel ($23,000)** - Includes: seed, sod, bunker sand, greens topdressing, driving range tee soil. We topdress greens with sand improve putting conditions and control thatch. We add sand to bunkers to maintain playability.

10. **Treatment Costs & Pesticides ($70,000)** - Includes: insecticides, wetting agents, herbicides, plant growth regulators, fungicides, plastic spray and miscellaneous specialized pesticides. The actual expense level in this line item can vary greatly, depending on weather and pest activity. We continue to rely more on post patent products that are priced more competitively. We will continue to experiment with reducing the frequency of some applications, to take advantage of disease resistance inherent in the bentgrass varieties on the 18-hole course. We have made more preventive material applications to prevent grub damage, in order to reduce applications to control grubs after they become a problem.

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
Golf Services (55720)								
	Personnel Services							
510100	Salaries	$ 184,406	$ 189,789	$ 191,297	$ 216,800	$ 192,270	$ 216,800	*1*
510200	Overtime	6,620	1,577	343	-	1,028	500	
510300	Temporary Help	194,273	193,769	169,262	149,000	150,005	149,000	
510400	FICA	29,023	28,851	26,930	28,000	25,510	28,000	
510500	IMRF	13,368	22,009	33,224	37,400	29,402	37,500	*2*
	Subtotal	427,690	435,995	421,056	431,200	398,215	431,800	
	Contractual Services							
520600	Dues / Subscriptions	3,230	3,704	4,559	4,000	3,498	4,200	
520620	Employee Education	-	2,125	75	300	1,855	3,000	*3*
520625	Travel	1,115	-	-	1,500	52	1,500	
520630	State Unemployment Claims	-	-	-	12,000	8,035	10,000	
520810	Credit Card Fees	49,607	50,043	47,954	48,000	51,395	50,000	
520900	Postage	5,814	4,786	2,380	3,500	4,941	5,200	
520905	Printing	12,861	14,834	10,476	16,000	13,557	13,000	*4*
520940	Club Repair	5,402	3,062	6,889	2,000	540	2,000	*5*
520950	Handicaps Fees	21,660	20,200	20,800	22,000	20,800	22,000	*6*
521055	Professional Services-Other	17,250	13,100	-	3,000	-	-	
521195	Telecommunications	10,732	9,852	14,232	16,000	13,570	13,400	*7*
521200	Utilities	12,694	7,851	47,826	40,000	19,444	27,000	
	Subtotal	140,365	129,557	155,191	168,300	137,687	151,300	
	Commodities							
530105	Operating Supplies	82,772	74,753	61,324	71,500	79,222	70,000	*8*
530445	Uniforms	7,332	2,190	739	3,500	2,720	2,000	
	Subtotal	90,104	76,943	62,063	75,000	81,942	72,000	
	TOTAL - Golf Services	**$ 658,159**	**$ 642,495**	**$ 638,310**	**$ 674,500**	**$ 617,844**	**$ 655,100**	

This Division schedules play, sells green fees, and helps play move through the course. It also operates the golf driving range, sells resident cards, lockers, handicaps, club repairs, and conducts golf events and instruction programs.

BUDGET FOOTNOTES
RECREATION FUND – GOLF SERVICES (55720)

1. **Salaries ($216,800)** - We have increased the salary allocation of full-time staff to reflect increased time spent managing and supervising Golf Operations. More time is spent selling Golf Outings. Less time is spent managing Pro Shop and Food Service Operations.

2. **IMRF ($37,500)** - The rate of contribution into the Illinois Municipal Retirement Fund is 12½% in 2010-11, and 13% in 2011-12 and 2012-13.

3. **Employee Education ($3,000)** - As part of our employment arrangement with seasonal staff Assistant Golf Professionals, we pay the cost of the education required for membership in the Professional Golfers Association of America. The expense level in this line item varies in those years when a staff member qualifies for this education.

4. **Printing ($13,000)** - Includes the cost of printing newsletters, brochures, business forms, envelopes, and stationery, and score cards.

5. **Repairs Clubs ($2,000)** - Club repair revenue exceeds expense and is reported in Miscellaneous Revenue 5500-89000.

6. **Handicaps Fees ($22,000)** - We provide golf handicaps as a service to our customers. We collect a fee from each handicap customer that covers the handicap fee charged to us by the Chicago District Golf Association. Handicap Revenues are reported in Miscellaneous Revenue 5500-489000.

7. **Telecommunications ($13,400)** - Includes a Yellow Pages listing program that provides display ads and in-column ads in Yellow Pages directories in the greater DuPage County area, at a cost of about $12,000 annually.

8. **Operating Supplies $70,000)** - Includes driving range balls and baskets. Includes score card pencils, janitorial supplies, rest room supplies, and office supplies. Includes rental of equipment for special events (tents, tables, chairs, linens, etc.). Includes $5,000 for direct mail promotional coupons and advertising, paying for half of a $10,000 coupon program promoting the 9-hole course, the driving range and the Village Links Grill.

RECREATION FUND
Food Services
(55730)

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
Food Services Division (55730)								
	Personnel Services							
510100	Salaries	$ 63,342	$ 63,502	$ 63,502	$ 57,500	$ 69,478	$ 68,200	*1*
510200	Overtime	1,369	920	200	1,000	15	1,000	
510300	Temporary Help	184,344	190,259	194,584	200,900	194,364	190,000	
510400	FICA	20,622	20,942	20,933	19,800	21,690	19,800	
510500	IMRF	4,716	7,661	11,465	11,400	11,690	12,800	*2*
	Subtotal	274,393	283,284	290,684	290,600	297,237	291,800	
	Contractual Services							
520600	Dues / Subscriptions	3,000	3,635	1,135	3,500	3,635	3,200	
520620	Employee Education	141	453	450	200	189	300	
520630	State Unemployment Claims	-	-	-	-	856	-	
520810	Credit Card Fees	3,442	3,475	3,330	3,600	3,569	3,500	
520875	Liability Insurance Deductible	1,780	1,212	1,062	2,000	968	1,500	
521195	Telecommunications	1,505	1,470	1,483	1,400	1,486	1,500	
521200	Utilities	12,353	7,395	38,019	30,000	12,205	13,000	
	Subtotal	22,221	17,640	45,479	40,700	22,908	23,000	
	Commodities							
530105	Operating Supplies	12,857	12,421	10,491	15,000	15,222	12,000	*3*
530400	Beer and Wine	42,654	36,694	37,368	39,600	42,539	42,600	
530402	Spirits	998	2,018	2,617	2,800	2,596	2,600	
530405	Beverages/Resale	46,854	39,707	35,531	41,300	34,557	35,400	
530410	Dry Goods	8,376	6,612	6,385	7,200	7,005	6,600	*4*
530420	Food/Resale	138,285	116,493	118,216	121,000	126,447	127,300	
530445	Uniforms	4,568	691	1,647	3,500	2,198	2,000	
	Subtotal	254,592	214,636	212,255	230,400	230,564	228,500	
	TOTAL EXPENDITURES	**$ 551,206**	**$ 515,560**	**$ 548,418**	**$ 561,700**	**$ 550,709**	**$ 543,300**	

This Division offers food and beverage service at the Clubhouse, at Golf Express, at the Halfway House, through vending machines, and through an on-course beverage cart.

This division provides $70,000 worth of free beverages to golf customers, as a reward for their efforts KEEPING PACE on the course. This represents a lost sales opportunity for food service. A profit analysis of food service should include this $70,000 in revenue, which the Golf Division would pay, since Golf is the beneficiary of the expenditure. Expenses are incurred in seasonal labor, dry goods, utilities and beverage line items.

BUDGET FOOTNOTES
RECREATION FUND – FOOD SERVICES (55730)

1. **Salaries: ($57,500)** We increased time spent by Golf and Food Service Managers selling Golf Outings. As aresult of this change in duties, 15% of the Food Service Manager's salary is expensed to the Golf Division.

2. **IMRF Employer Contributions: ($11,400)** The rate of contribution into the Illinois Municipal Retirement Fund is 12-1/2% in 2010-11 and 13% in 2011-12 and 2012-13.

3. **Operating Supplies: ($15,000)** Includes tableware, glassware, kitchenware, janitorial and sanitation supplies.

4. **Dry Goods: ($7,200)** Disposable paper products including cups, lids, napkins, place mats, and coffee stirrers.

RECREATION FUND
Parks Maintenance
(55740)

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
Parks Maintenance (55740)								
	Personnel Services							
510100	Salaries	$ 1,363	$ 1,909	$ 2,271	$ 4,600	$ 2,260	$ 4,600	*1*
510300	Temporary Help	8,818	3,651	6,602	7,500	16,469	15,500	*2*
510400	FICA	773	418	669	900	1,424	1,500	
510500	IMRF	88	264	405	1,000	1,517	2,100	
	Subtotal	11,042	6,242	9,947	14,000	21,670	23,700	
	Contractual Services							
520970	Maintenance-Bldg & Grounds	495	-	7,025	-	-	-	
	Subtotal	495	-	7,025	-	-	-	
	Commodities							
530105	Operating Supplies	-	1,247	2,340	-	523	-	
530435	Sod, Seed, Sand, Gravel	2,919	-	-	1,500	-	1,500	
	Subtotal	2,919	1,247	2,340	1,500	523	1,500	
	TOTAL - Parks Maintenance	**$ 14,456**	**$ 7,489**	**$ 19,312**	**$ 15,500**	**$ 22,193**	**$ 25,200**	

This Division performs all grounds maintenance for Panfish Park, Lambert Lake, and Co-Op Park.

1. **<u>Salaries</u> ($4,600)** - A portion of the salaries of our grounds managers are allocated to parks maintenance to reflect the work and supervision of these properties. The allocation was adjusted in 2011-12 to better reflect actual time spent on parks maintenance.

2. **<u>Temporary Help</u> ($15,500)** – In 2011, we began implementing a property development program at Manor Woods Park.

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
Pro Shop Merchandise (55750)								
	Personnel Services							
510100	Salaries	$ 41,301	$ 42,246	$ 42,354	$ 35,200	$ 42,354	$ 35,200	*1*
510400	FICA	3,050	3,128	3,124	2,700	3,112	2,700	
510500	IMRF	2,708	3,508	5,353	4,600	5,099	4,600	
	Subtotal	47,059	48,882	50,831	42,500	50,565	42,500	
	Contractual Services							
520810	Credit Card Fees	4,824	4,865	4,662	4,800	4,997	4,800	
520945	Products/Resale	189,994	97,503	126,963	112,500	131,190	131,800	
521195	Telecommunications	1,789	1,746	1,750	1,800	1,743	1,700	
	Subtotal	196,607	104,114	133,375	119,100	137,930	138,300	
	Commodities							
530105	Operating Supplies	1,266	1,226	1,048	2,000	5,435	4,800	
	Subtotal	1,266	1,226	1,048	2,000	5,435	4,800	
	TOTAL - Pro Shop	**$ 244,932**	**$ 154,222**	**$ 185,254**	**$ 163,600**	**$ 193,930**	**$ 185,600**	

This Division operates a retail golf equipment business.

1. **<u>Salaries</u>: ($35,200)** In 2010 we are decreasing the salary allocation of full-time staff to reflect less time spent managing Pro Shop Operations and increased time spent managing and supervising Golf Operations and selling Golf Outings.

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget
Motorized Carts (55780)							
	Personnel Services						
510200	Overtime	$ 14	$ 13	$ -	$ -	$ -	$ -
510300	Temporary Help	26,675	25,882	25,266	23,000	25,908	25,000
510400	FICA	2,042	1,980	1,933	1,800	1,982	1,900
	Subtotal	28,731	27,888	27,199	24,800	27,890	26,900
	Commodities						
530300	Gas and Oil	14,713	5,589	8,614	13,000	12,471	14,000
	Subtotal	14,713	5,589	8,614	13,000	12,471	14,000
	TOTAL - Motorized Carts	**$ 43,444**	**$ 33,477**	**$ 35,813**	**$ 37,800**	**$ 40,361**	**$ 40,900**

This Division rents and services the motorized golf cart fleet (87 carts).

RECREATION FUND
Mechanical Maintenance Summary
(557X5)

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget
Mechanical Maintenance (557X5)							
	Personnel Services						
510100	Salaries	$ 19,602	$ 32,356	$ 34,602	$ 35,500	$ 34,660	$ 35,500
510300	Temporary Help	24,484	27,449	31,788	34,200	35,012	37,200
510400	FICA	3,279	4,438	4,918	5,200	5,185	5,400
510500	IMRF	1,886	4,948	8,445	9,100	8,473	9,500
	Subtotal	49,251	69,191	79,753	84,000	83,330	87,600
	Contractual Services						
520970	Maintenance-Bldg & Ground	3,637	14,369	1,916	6,600	5,621	6,600
520975	Maintenance-Equipment	41,822	31,528	32,960	32,400	29,320	35,100
	Subtotal	45,459	45,897	34,876	39,000	34,941	41,700
	Commodities						
530105	Operating Supplies	3,788	4,754	1,980	1,500	3,094	2,100
530445	Uniforms	988	173	347	400	-	400
	Subtotal	4,776	4,927	2,327	1,900	3,094	2,500
	TOTAL - Mech Maintenance	**$ 99,486**	**$ 120,015**	**$ 116,956**	**$ 124,900**	**$ 121,365**	**$ 131,800**

This is a summary of Mechanical Maintenance Expenditures for the maintenance of Equipment and Buildings.

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
55705 - Administration								
	Contractual Services							
520975	Maintenance-Equipment	-	599	-	1,000	-	1,000	
	Total - Admin	**$ -**	**$ 599**	**$ -**	**$ 1,000**	**$ -**	**$ 1,000**	
55715 - Grounds Maintenance								
	Personnel Services							
510100	Salaries	$ 16,144	$ 24,062	$ 24,480	$ 25,100	$ 24,544	$ 25,100	*1*
510300	Temporary Help	23,148	25,822	29,373	30,000	31,613	33,000	
510400	FICA	2,926	3,713	4,004	4,200	4,192	4,400	
510500	IMRF	1,651	4,126	6,888	7,200	6,841	7,600	*2*
	Subtotal	43,869	57,723	64,745	66,500	67,190	70,100	
	Contractual Services							
520970	Maintenance-Building & Grour	141	2,472	321	2,000	24	2,000	
520975	Maintenance-Equipment	28,964	23,209	25,539	23,000	20,691	23,300	
	Subtotal	29,105	25,681	25,860	25,000	20,715	25,300	
	Commodities							
530105	Operating Supplies	3,788	4,754	1,970	1,500	2,824	2,100	
530445	Uniforms	988	173	347	400	-	400	
	Subtotal	4,776	4,927	2,317	1,900	2,824	2,500	
	Total - Grounds	**$ 77,750**	**$ 88,331**	**$ 92,922**	**$ 93,400**	**$ 90,729**	**$ 97,900**	

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget
55725 - Golf Services							
	Personnel Services						
510100	Salaries	$ 1,430	$ 2,056	$ 2,271	$ 2,400	$ 2,260	$ 2,400
510300	Temporary Help	135	61	637	700	373	700
510400	FICA	114	154	213	200	193	200
510500	IMRF	101	174	362	400	316	400
	Subtotal	1,780	2,445	3,483	3,700	3,142	3,700
	Contractual Services						
520970	Maintenance-Building & Grour	820	3,834	640	2,500	2,320	2,500
520975	Maintenance-Equipment	1,934	2,514	2,207	2,500	822	2,500
	Subtotal	2,754	6,348	2,847	5,000	3,142	5,000
	Total - Golf	**$ 4,534**	**$ 8,793**	**$ 6,330**	**$ 8,700**	**$ 6,284**	**$ 8,700**
55735 - Food Services							
	Personnel Services						
510100	Salaries	$ 1,401	$ 3,930	$ 4,322	$ 4,400	$ 4,321	$ 4,400
510300	Temporary Help	343	617	-	1,400	165	1,400
510400	FICA	128	332	311	400	326	400
510500	IMRF	93	379	543	800	534	800
	Subtotal	1,965	5,258	5,176	7,000	5,346	7,000
	Contractual Services						
520970	Maintenance-Building & Grour	2,676	8,063	955	2,100	3,277	2,100
520975	Maintenance-Equipment	9,946	4,431	4,246	4,600	6,962	7,000
	Subtotal	12,622	12,494	5,201	6,700	10,239	9,100
	Total - Food	**$ 14,587**	**$ 17,752**	**$ 10,377**	**$ 13,700**	**$ 15,585**	**$ 16,100**

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget
55755 - Pro Shop							
	Contractual Services						
520975	Maintenance-Equipment	225	225	-	300	-	300
	Total - Pro Shop	**$ 225**	**$ 225**	**$ -**	**$ 300**	**$ -**	**$ 300**
55785 - Motorized Carts							
	Personnel Services						
510100	Salaries	$ 627	$ 2,308	$ 3,529	$ 3,600	$ 3,535	$ 3,600
510300	Temporary Help	858	949	1,778	2,100	2,861	2,100
510400	FICA	111	239	390	400	474	400
510500	IMRF	41	269	652	700	782	700
	Subtotal	1,637	3,765	6,349	6,800	7,652	6,800
	Contractual Services						
520975	Maintenance-Equipment	753	550	968	1,000	845	1,000
	Subtotal	753	550	968	1,000	845	1,000
	Commodities						
530105	Operating Supplies	-	-	10	-	270	-
	Subtotal	-	-	10	-	270	-
	Total - Carts	**$ 2,390**	**$ 4,315**	**$ 7,327**	**$ 7,800**	**$ 8,767**	**$ 7,800**
	TOTAL EXPENDITURES	**$ 99,486**	**$ 120,015**	**$ 116,956**	**$ 124,900**	**$ 121,365**	**$ 131,800**

Grounds Division

1. **Salaries: ($25,100)** Expenses reflect an allocated portion of salaried staff.

2. **IMRF Employer Contributions: (7,600)** The rate of contribution into the Illinois Municipal Retirement Fund is 12½% in 2010-11,and 13% in 2011-12 and 2012-13.

VILLAGE OF GLEN ELLYN
FY12/13 ANNUAL BUDGET
PERSONNEL SCHEDULE

RECREATION DEPARTMENT

Classification	Status	Salary Range*	FY09/10 Budgeted Employees	FY10/11 Budgeted Employees	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees
Administration						
Recreation Director	FT	U	1.0	1.0	1.0	1.0
Grounds						
Golf Course Superintendent	FT	O	1.0	1.0	1.0	1.0
Assistant Golf Course Superintendent	FT	I	1.0	1.0	1.0	1.0
Grounds Supervisor	FT		1.0	-	-	-
Horticulturist	FT		1.0	1.0	1.0	-
Golf						
Assistant Recreation Director	FT	P	1.0	1.0	1.0	1.0
Director of Golf	FT		-	-	-	-
Head Golf Professional	FT	K	1.0	1.0	1.0	1.0
First Assistant Golf Professional	FT	H	1.0	1.0	1.0	1.0
Food Service						
Food Service Manager	FT	L	1.0	1.0	1.0	1.0
TOTAL EMPLOYEES			**9.0**	**8.0**	**8.0**	**7.0**
Full-time Number of Positions			9	8	8	7
Part-time Number of Positions			95	100	100	100

* Information regarding salary ranges can be found in the appendix.

Since July 2002 the Recreation Department has had a hiring freeze in effect for all full-time positions. In that time, through attrition we have reduced the number of full-time staff from fifteen to eight. The only position that we have filled from the outside during this period is Food Service Manager.

In coming years we expect to add two additional full-time staff members in the Grounds Division. This will give us enough supervisors to oversee our seven day operation and will allow for the training and development of multiple staff who would eventually be capable overseeing our turf management operation. Until the golf business and the economy stabilize, we will remain at current staffing levels.

This page intentionally left blank.

Table of Contents

X. CAPITAL PROGRAM

Five Year Capital Improvement Plan 250
Capital Projects Fund Budget 255
Facilities Maintenance Reserve Fund 270
Corporate Reserve Fund 273
Debt Service Fund 278
Long-Term Debt History – Last 10 Years 280
Long-Term Debt – Future Debt Service 281
Motor Fuel Tax Fund 282

Village of Glen Ellyn
FY 2013-2017 Village-Wide Capital Improvements Program

Project	Summary	Funding Source	5 Year Plan 2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Facilities Maintenance / Facilities Maintenance Reserve--Updating 20 year Plan for next year							
Telephone System Update	Replaced system at end of 11/12 Fiscal Year ($23,000)	Facilities Maintenance Reserve					
GETV and Board Room Improvements				xxxx			
Civic Center							
Climate Control	Address persistent HVAC System Issues	Facilities Maintenance Reserve	20,000				
Reno Center			-				
Climate Control	Address persistent HVAC System Issues	Facilities Maintenance Reserve	40,000				
Exterior Doors	Problems with existing doors	Facilities Maintenance Reserve	10,000				
Fire Station 1 and 2							
History Park Facilities							
Total Facilities Maintenance / Facilities Maintenance Reserve			**70,000**	**-**	**-**	**-**	**-**
Finance Department / Information Technology							
Computer Equipment / Projects	Replacement of PCs and printers across all village departments and needed server replacements	General	33,500	33,500	33,500	33,500	33,500
Total Finance Department			**33,500**	**33,500**	**33,500**	**33,500**	**33,500**
Planning and Development Department							
Wayfinding Sign Design and Construction	Comprehensive Plan and Downtown Plan goal; Design parking and directional signs in the downtown; design attraction signs and directional signs throughout the community	Capital/TIF	30,000	75,000	75,000		
Downtown Streetscape Improvements	Downtown Plan Goal	Capital/TIF				xxxx	
North Greenway	Downtown Plan Goal	Capital/TIF				xxxx	
Pedestrian Underpass-Grant	Downtown Plan Goal	Capital/TIF		xxxx			
Replace Banners on Roosevelt Road and Stacey's Corners	Downtown Alliance is coordinating downtown banners in 12/13; Village is responsible for other commercial areas	Capital/TIF		40,000			
Total Planning and Development Department			**30,000**	**115,000**	**75,000**	**-**	**-**
Police Department							
Replacement of AED Units	15 Units to replace failing equipment	Seized Funds/General	30,000				
Replacement Computer	Livespan CPU manages fingerprinting process	Seized Funds/General	15,000				
Total Police Department			**45,000**	**-**	**-**	**-**	**-**
Volunteer Fire Company							
Total Volunteer Fire Company		General	**-**	**-**	**-**	**-**	**-**

Village of Glen Ellyn
FY 2013-2017 Village-Wide Capital Improvements Program

Project	Summary	Funding Source	5 Year Plan 2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Public Works Operations							
EAB Control Program	Removal of infected trees and stump grinding	General	89,000	90,000			
Total Public Works - Operations			**89,000**	**90,000**	**-**	**-**	**-**
Public Works - Equipment Services							
Fueling Station Replacement	The fueling station and underground tanks at the Public Works Facility require replacement due to a leak	Equipment Services	352,250				
Total Public Works - Equipment Services			**352,250**	**-**	**-**	**-**	**-**
Recreation							
Lambert Lake & Panfish Pond Rehabilitation	Shoreline Stabilization & Silt Removal	Unknown					
Manor Woods		Unknown					
Clubhouse Renovation and Expansion	Design Phase, no exact costs known	Recreation Reserve Fund/Bonds					
Total Recreation			**-**	**-**	**-**	**-**	**-**
Capital Projects Fund							
Roadway Projects							
Taft Avenue	Extension of Taft behind Fresh Market, including various stormwater provisions	Corporate Reserve	793,000				
2012 Hawthorne Reconstruction	Complete reconstruction project of Hawthorne Avenue from the border of Wheaton to N. Ellyn Road	Capital Projects	3,500,000				
Lambert & Roosevelt	Right turn lane for northbound Lambert - STP Project - IDOT Contract - Glen Ellyn share of costs shown	Capital Proj. / Grants (1)	180,000				
Lenox - Linden		Capital Projects	130,000	1,500,000			
Forest / Oak / Euclid		Capital Projects	90,000	1,100,000			
2013 Street Improvements		Capital Projects	130,000	1,570,000			
North Park Boulevard LAPP	STP Project - IDOT Contract - Glen Ellyn share of costs shown	Capital Proj. / Grants (2)	80,000			650,000	
Chidester and Elm Reconstruction	Chidester & Elm between Lenox and Riford	Capital Projects			1,040,000		
West Elm		Capital Projects			2,270,000		
2014 Street Improvements		Capital Projects			1,575,000		
CBD Resurfacing	Resurfacing of Main Street, Crescent Boulevard, Prospect avenue, Pennsylvania Avenue, Duane Street, Forest avenue, and Glenwood Avenue	Capital Projects				2,775,000	
Crescent Reconstruction	STP Project - IDOT Contract - Glen Ellyn share of costs shown	Capital Proj. / Grants (3)	100,000		755,000		
2015 Street Improvements		Capital Projects				2,430,000	
South East Roadways		Capital Projects					6,670,000
2016 Street Improvements		Capital Projects					2,620,000
Misc	Road Evaluation Study	Capital Projects	20,000				
Subtotal - Roadway Projects (includes Taft)			**5,023,000**	**4,170,000**	**5,640,000**	**5,855,000**	**9,290,000**

Village of Glen Ellyn
FY 2013-2017 Village-Wide Capital Improvements Program

Project	Summary	Funding Source	5 Year Plan 2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Non-Roadway Projects							
CBD Fences	Train Station Fence	TIF/Capital Projects	53,000				
	Crescent Boulevard Fence	TIF/Capital Projects	53,000				
CBD Benches	10 Metal Benches	TIF/Capital Projects	15,000				
Village Entry Signs	15 Signs	TIF/Capital Projects		30,000			
Sidewalks	East Crescent, within Village limits	Capital Projects	200,000				
	Fawell screenings path - total costs shown	Capital Proj. / Grants (4)	50,000				
	Crescent east of Park to Ellyn	Capital Projects	25,000				
	Nicoll / Pershing / Route 38 / Route 53 Connections-Engineering	Capital Projects	50,000				
	General Program	Capital Projects	50,000	50,000	50,000	50,000	50,000
Hill Avenue Bridge	Glen Ellyn share of engineering and construction costs, partnering with Lombard, the lead agency	Capital Projects	25,000	250,000			
Nicoll Way Land Bridge	Bridge deck (partial) & curb replacement	Capital Projects	120,000				
Lake Ellyn Outfall Channel	Channel Rehabilitation - Total costs shown	Capital Proj. / Grants (5)	100,000				
Storm Sewers	Braeside Localized Drainage - IKE PE Project - Total costs shown	Capital Proj. / Grants (6)	707,000				
	Annual Miscellaneous Improvements	Capital Projects	25,000	25,000	25,000	25,000	25,000
Street Lighting	Roosevelt Road Street Light Painting	Capital Projects	65,000				
Miscellaneous Projects	General Engineering including bike plan project	Capital Projects	25,000	25,000	25,000	25,000	25,000
Subtotal - Non-Roadway Projects			**1,563,000**	**380,000**	**100,000**	**100,000**	**100,000**
Total Capital Project Fund			**6,586,000**	**4,550,000**	**5,740,000**	**5,955,000**	**9,390,000**
Parking							
Duane - Lorraine Improvements	Reconstruction; begin engineering in FY13	Parking	75,000		1,325,000		
Duane / Glenwood Lot (New)	CMAQ Grant for construction and land purchase; Construction cost = $525,000; Engineering cost = $80,000; begin engineering in FY13; land costs = ??	Parking / Grants (7)	40,000	565,000			
Parking Garage Feasibility Study/Land Acquisition	Plan and engineer downtown parking garage	Capital/Parking	50,000	100,000		xxxx	
Total Parking			**165,000**	**665,000**	**1,325,000**	**-**	**-**
MFT							
Material Storage Facility	Funding of salt and material storage facility. Total cost of the facility is $250,000	Motor Fuel Tax	125,000	125,000			
Total MFT			**125,000**	**125,000**	**-**	**-**	**-**

Village of Glen Ellyn
FY 2013-2017 Village-Wide Capital Improvements Program

Project	Summary	Funding Source	5 Year Plan 2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Water							
Hawthorne Improvements		Water	600,000				
Newton Water Tank Recoating	Utility Service Company Agreement for tank maintenance	Water	130,000	130,000	130,000	130,000	130,000
General Rehabilitation and improvements	Would include extending water main to Glen Oaks CC at their expense	Water	750,000			650,000	680,000
2013 Roadway Projects		Water		1,500,000			
2014 Roadway Projects		Water			1,390,000		
2015 Roadway Projects		Water				115,000	
Newton and Wilson PS Upgrades		Water				780,000	800,000
2016 Roadway Projects		Water					300,000
Total Water			**1,480,000**	**1,630,000**	**1,520,000**	**1,675,000**	**1,910,000**
Sanitary Sewer							
Hawthorne Improvements		Sanitary Sewer	600,000				
SSES Follow-up		Sanitary Sewer	600,000				
Lining	Manhole and Sewer Lining Projects	Sanitary Sewer	300,000	175,000	100,000	365,000	345,000
2013 Roadway Projects		Sanitary Sewer		965,000			
2014 Roadway Projects		Sanitary Sewer			1,210,000		
Memory Court Lift Station	Lift Station Replacement	Sanitary Sewer	60,000		575,000		
2015 Roadway Projects		Sanitary Sewer				710,000	
2016 Projects		Sanitary Sewer					975,000
Surrey Lift Station	Lift Station Update	Sanitary Sewer					440,000
Total Sanitary Sewer			**1,560,000**	**1,140,000**	**1,885,000**	**1,075,000**	**1,760,000**
TIF							
Total TIF			**-**	**-**	**-**	**-**	**-**
Grants							
Grants (1): Lambert Road Right Turn	Federal share of construction costs shown	STP	286,000				
Grants (2): North Park Boulevard LAPP	Federal share of construction costs shown	STP			1,135,000		
Grants (3): Crescent Reconstruction-Park to Lake	Federal share of construction costs shown	STP				1,329,000	
Grants (4): Lake Ellyn Outfall Channel	Anticipated reimbursement from DuPage County	Reimb. to Capital Projects	20,000				
Grants (5): Fawell Sidewalk	Anticipated reimbursement from College of DuPage	Reimb. to Capital Projects	25,000				
Grants (6): Braeside Localized Drainage Project	Anticipated reimbursement from DECO for construction expenses - IKE PE funding	Reimb. to Capital Projects	570,000				
Grants (7): Duane / Glenwood Parking Lot	Anticipated reimbursement from CMAQ for land acquisition and construction expenses	Reimb. to Parking	780,000				
Total Grants			**1,681,000**	**-**	**1,135,000**	**1,329,000**	**-**

Village of Glen Ellyn
FY 2013-2017 Village-Wide Capital Improvements Program

Project	Summary	Funding Source	5 Year Plan 2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Overall Expenditures							
Total General Fund Projects			**197,500**	**238,500**	**108,500**	**33,500**	**33,500**
Total IFT to Equipment Services Projects			**352,250**	**-**	**-**	**-**	**-**
Total Facilities Maintenance Projects		Updated 20-year plan will be completed next year	**70,000**	**-**	**-**	**-**	**-**
Total Recreation Projects			**-**	**-**	**-**	**-**	**-**
Total Capital Projects			**6,586,000**	**4,550,000**	**5,740,000**	**5,955,000**	**9,390,000**
Total Parking Projects			**165,000**	**665,000**	**1,325,000**	**-**	**-**
Total MFT Projects			**125,000**	**125,000**	**-**	**-**	**-**
Total Water Projects			**1,480,000**	**1,630,000**	**1,520,000**	**1,675,000**	**1,910,000**
Total Sanitary Projects			**1,560,000**	**1,140,000**	**1,885,000**	**1,075,000**	**1,760,000**
Overall Expenditures Total			**10,535,750**	**8,348,500**	**10,578,500**	**8,738,500**	**13,093,500**
Total TIF Projects			**-**	**-**	**-**	**-**	**-**
CPF Detail, by Capital Outlay expenditure accounts							
Non-Roadway Construction			1,188,000	330,000	50,000	50,000	50,000
Sidewalk Program			375,000	50,000	50,000	50,000	50,000
Street Program			4,230,000	4,170,000	5,640,000	5,855,000	9,290,000
Taft Avenue			793,000	-	-	-	-
TOTAL			6,586,000	4,550,000	5,740,000	5,955,000	9,390,000

Note: The projects in the capital plan are largely replacement or enhancement of exisiting infrastructure. As such, there is minimal impact on ongoing operational costs. Exceptions include: Braeside street lighting, sewer lining, Village Links renovation and contemplation of new parking garage.

CAPITAL PROJECTS FUND

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
Revenues / Inflows *(4000)*								
410100	Property Tax	$ -	$ 932,839	$ 988,119	$ 1,530,000	$ 1,526,939	$ 1,660,000	*1*
410500	Telecommunications Tax	1,369,416	1,329,435	1,232,654	1,200,000	1,195,521	1,200,000	*2*
410510	Electricity Use Tax	1,007,546	955,882	1,043,234	975,000	1,018,743	1,000,000	*3*
410520	Natural Gas Use Tax	295,762	337,348	358,429	300,000	291,609	250,000	*4*
410600	Real Estate Transfer Tax	363,228	375,097	432,843	400,000	367,029	375,000	*5*
430150	Community Devel. Block Grant	-	90,548	11,452	300,000	235,709	570,000	*6*
440400	Storm water Ord. (fee in lieu)	-	27,237	-	-	-	-	
460100	Interest Income	27,545	10,203	7,123	5,000	7,305	7,500	
480420	Vacation of Right of Way	-	135,000	11,550	-	-	-	
489000	Miscellaneous Revenue	11,561	14,835	226,412	27,000	183,285	46,000	*7*
490800	Operating Transfer - General Fund	3,000,000	-	-	-	-	-	*8*
490800	Operating Transfer - Corp Reserve	-	-	-	-	-	793,000	*9*
	TOTAL REVENUES	**$ 6,075,058**	**$ 4,208,424**	**$ 4,311,816**	**$ 4,737,000**	**$ 4,826,140**	**$ 5,901,500**	
Expenditures / Outflows *(40000)*								
	Contractual Services							
520700	Legal - General Counsel	17,691	4,118	6,946	15,000	4,601	15,000	
520825	Audit Fees	-	-	2,222	-	-	-	
520990	Contract Street Maintenance	183,028	181,146	82,074	225,000	-	260,000	*10*
521055	Professional Services-Other	8,080	9,894	8,457	9,000	8,457	9,000	
	Subtotal	208,799	195,158	99,699	249,000	13,058	284,000	
	Capital Outlay							
580100	Construction Projects	3,070,133	613,778	116,351	959,665	638,749	1,188,000	*11*
580105	Design Engineering Contingency	53,324	15,989	4,300	-	-	-	
580125	2000 Referendum Projects	709,511	58,304	-	-	-	-	
580150	Real Estate Purchases	7,192	-	-	-	97,500	-	
580155	Sidewalk Program	49,471	81,371	4,976	81,662	38,949	375,000	*12*
580160	Street Program	1,824,492	3,339,606	4,362,558	5,526,151	3,185,756	4,230,000	*13*
	Taft Avenue						793,000	*9*
580165	Utility Undergrounding	-	-	6,358	-	-	-	
590131	IFT / General Fund Engineering	106,400	110,000	112,500	116,000	116,000	116,000	*14*
	Subtotal	5,820,523	4,219,048	4,607,043	6,683,478	4,076,954	6,702,000	
	TOTAL EXPENDITURES	**$ 6,029,322**	**$ 4,414,206**	**$ 4,706,742**	**$ 6,932,478**	**$ 4,090,012**	**$ 6,986,000**	
FUND INCREASE (DECREASE)		**$ 45,736**	**$ (205,782)**	**$ (394,926)**	**$ (2,195,478)**	**$ 736,128**	**$ (1,084,500)**	

Available Cash Analysis (000's)	
Available, May 1, 2011	$ 2,687
Estimated FY12 Inflow/(Outflow)	736
Budgeted FY13 Inflow/(Outflow)	(1,085)
Projected Available, April 30, 2013	$ 2,339

CAPITAL PROJECTS FUND

FUND SUMMARY AND REVENUE FOOTNOTES

The Capital Projects Fund is used primarily for the design, construction, and significant maintenance of streets, storm sewers and sidewalks within the Village. Funding is primarily obtained through taxes on the use of natural gas, electricity and telecommunications services. A real estate transfer tax was added in December of 2000 in connection with a 20 year street and storm sewer improvement plan. Beginning in FY09/10, the use of a portion of the Village property tax has been allocated to continue our investment in public infrastructure assets and to provide a stable revenue source into the future.

Other revenues include a stormwater "fee in lieu" which is collected on developments that add impervious surface area and are unable to provide adequate on-site detention of storm-water runoff. These impact fees are to be used to fund storm sewer system improvements in the Village. The Capital Projects Fund also generates some additional revenues through the periodic sale of unneeded Village-owned land / rights of way and applies these funds toward future Village property purchases, where desirable.

FY12/13 Budget Summary The FY12/13 Capital Projects Fund budget includes a full complement of projects and initiatives which continue our strong emphasis on reinvestment in the maintenance of the public infrastructure. Most of these programs also have a significant impact our Water and Sanitary Sewer Fund as we generally address many of these infrastructure components in concert, to optimize efficiency and minimize cost. Included in the budget is a planned drawdown of cash reserves totaling $1.085 million to support the completion of these projects and improvements. As we consider the use of cash reserves to complete current year projects, we are cognizant of the impact the depletion of these reserves has on our flexibility with respect to project scheduling as well as our ability to address unanticipated or emergency issues or new opportunities.

REVENUE FOOTNOTES

1. **Property Tax: ($1,660,000)** Beginning in FY09/10, a portion of the Village property tax was allocated to the Capital Projects Fund as a new permanent revenue source needed to sustain the 20 year street improvement program. In 2000, in conjunction with a voter-approved referendum to issue bonds to complete storm sewer improvements, the Village Board committed to improving overall roadway surfaces by completing rehabilitations on a 20 year cycle versus the previous 30 year program.

   Declining revenues combined with additional increases in the scope of scheduled construction projects significantly impacted our ability to maintain pace with the 20 year plan. After significant discussion of this problem, our Capital Improvements Commission (CIC) in the fall of 2008 proposed a plan to utilize a scheduled reduction in property taxes (from 1987 series capital bonds which are now paid off) to begin filling the gaps in our street improvement program. Instead of a general property tax reduction, we would maintain property taxes generally at current levels and use the amount previously paid to retire debt for direct financing of future road projects.

   This proposal was communicated to the public through a special edition Village newsletter mailed to all Village residents in August 2008. The CIC hosted two televised special meetings in September 2008 to receive public input on the proposal. Additionally, the proposed property tax levy was reviewed on three separate meetings, including a formal public hearing, prior to adoption in November 2008, allowing maximum opportunity for public input and feedback.

   Based on the CIC proposal, we will continue to infuse additional property tax dollars into the Capital Projects Fund as other Village bonds are retired. This is expected to continue through 2014 as property tax supported debt for capital improvements are reduced to zero. See Debt Service Fund budget for future debt service on Village issued general obligation bonds.

2. **Telecommunications Tax: ($1,200,000)** This revenue source is derived from a 6% tax on telecommunication services within Glen Ellyn. Monthly payments are received from the Illinois Department of Revenue which, in January, 2003, took over as the centralized collection agent for all municipally-imposed telecommunications taxes. This revenue source has been declining in recent years, possibly due to changes in technology with less people utilizing traditional phone lines.

3. **Electricity Use Tax: ($1,000,000)** Prior to 1998, the Village imposed a utility tax of 5% of gross charges on electrical companies. Changes in State law at that time resulted in the conversion of this tax to a use tax based on the number of kilowatt hours of electrical consumption per month (Village Ordinance VC-4618; 7-27-98). This revenue source is affected by weather and its impact on usage of electricity.

The amount budgeted for FY12/13 is an estimate of electricity use tax receipts based on "average" electricity consumption in a given year.

4. **Natural Gas Use Tax: ($250,000)** In December, 2003 the Village converted its 5% utility tax on gross charges for natural gas to a use based tax of 2¢ per therm of natural gas used (effective 2-1-04) in order to:

   - ✓ Provide equity among Glen Ellyn taxpayers. Those who purchased their natural gas from an out-of-state supplier did not pay tax on the gas they purchased. Under the new form of tax, all Glen Ellyn customers will pay the same tax.

   - ✓ Provide some stabilization in the amount of tax collected from residents. The 2¢ per therm use tax is not tied to the market price of natural gas, therefore taxes collected will not change as gas prices fluctuate.

   Our revenue projection for FY12/13 is based on 12.5 million therms of gas consumed in Glen Ellyn at a rate of 2¢ per therm for a total of $300,000.

5. **Real Estate Transfer Tax: ($375,000)** Collections of this tax, which is assessed at $3 per $1,000 of a property's sales value, first began on December 1, 2000. This revenue source is solely dedicated to help pay for the 20 year street/storm sewer program as recommended by the Capital Improvements Commission and approved by the Village Board in July, 2000. Specifically, this revenue source is allocated to pay for expenses incurred in the "Street Program" line item as defined in Ordinance 4872, adopted August 28, 2000.

   Collections of this tax spiked in FY10/11 after two down years. Receipts have again fallen due to the lagging real estate market, and we anticipate no change for FY12/13.

6. **Community Development Block Grant: (FY11/12 Estimated Actual - $235,700)** A portion of the Braeside Area / Surrey Drive Improvements project is eligible for reimbursement from a Community Development Block Grant.

   FY12/13 Budget - ($570,000) A Community Development Block Grant in the amount of $570,000 will help defray construction expenses for the installation of localized drainage improvements throughout the Braeside subdivision.

7. **Miscellaneous Revenue:**

	FY11/12 Estimate	FY12/13 Budget
DuPage County Reimb. (Riford Rd.)	$39,000	$0
DuPage County (Crescent Ave jurisdictional transfer)	139,000	0
County Grant – Riford Open Channel Stabilization	0	20,000
Glen Ellyn Park District (Lake Ellyn Channel)	25,000	20,000
Miscellaneous Other	0	6,000
	$203,000	46,000

8. **Operating Transfer – General Fund: (FY08/09 Actual - $3,000,000)** Available General Fund reserves were used to fill a short-term funding gap in the Capital Projects Fund.

9. **Operating Transfer – Corporate Reserves**: **(FY12/13 Budget - $793,000)** The Village has agreed, in principle, to a redevelopment agreement wherein the Village would reimburse the developer of the former Packey Webb Dodge dealership on Roosevelt Road for certain costs related to building Taft Avenue and some extraordinary stormwater management costs. This is to be funded from the Corporate Reserve Fund, expended from the Capital Projects Fund, and will be repaid by new sales tax receipts generated from the development.

10. Contract Street Maintenance: (FY11/12 Estimate - $105,000) - Provides funds for the contract maintenance of Village streets for the following procedures and locations:

- $25,000 will be utilized in the 2011/2012 Sidewalk and Concrete Pavement Repair Program for various curb & gutter and roadway pavement repairs to be done in April 2012.
- $80,000 will be used to install larger patches on asphalt roadways using a grind and overlay method performed by a contractor. Candidate streets for this type of work generally will be rehabilitated in three to five years and but would benefit immediately with repair of selected areas to improve rideability and reduce chronic pot-hole and spot maintenance. Work will be performed in the spring of 2012.

Contract Street Maintenance: (FY12/13 Budget - $260,000)

The proposed FY12/13 contract street maintenance work will include:

A. Asphalt Roadway Surface Treatments	$ 100,000
B. Asphalt Roadway Crack Sealing	45,000
C. Asphalt Street Major Patching Project	80,000
D. Concrete Curb & Street Pavement Repair	35,000
E. Concrete Street Grinding / Leveling	0
F. Concrete Street Joint and Crack Sealing	0
TOTAL	**$260,000**

The Public Works Department develops an annual list of candidate street sections for various types of large scale maintenance work performed primarily by private contractors under contracts developed, let and supervised by staff.

A. The surface treatment program will consist of the application of a preservative seal to the approximately seven miles of asphalt roadways reconstructed and resurfaced in 2009, 2010 and 2011.
B. Another major maintenance effort on asphalt streets is crack sealing, with candidate street sections including both recently paved streets (to seal the curb joint as appropriate) and somewhat older streets to fill developing cracks.
C. Large-scale patching efforts will continue with targeted streets identified and evaluated by engineering and operations staff. The major patching program is typically completed by a contractor as a stand-alone project.
D. The concrete curb and street pavement repair program consists of the replacement of deteriorated sections of curb and pavement at spot locations throughout the Village as identified by staff.

E. Diamond grinding of concrete streets improves ride quality by re-profiling the pavement. The candidate section for budgeting purposes is Main Street between Fairview and Hillside and would improve about 8,400 square yards of pavement. **This project/program is being deferred until FY15.**

F. After grinding, the work on Main Street between Fairview and Hillside would be completed with the re-sealing of joints and cracks. The budget amount is based on sealing approximately 25,000 ft. of joints and cracks. **This project/program is being deferred until FY15.**

11. **Non-Roadway Construction Projects: (FY11/12 Preliminary Actual $638,749, previously estimated at $737,000)** – This line item lists various non-roadway rehabilitation projects undertaken in the current fiscal year and also continuing projects with payouts in the current fiscal year.

Project Description	Estimated Actual
a. Braeside Area Lighting Improvements (#01102) – A new LED lighting system was installed along all streets in the Braeside Subdivision in 2011. A total of 99 decorative light pole and acorn-style luminaires as well as new wiring and control unit were constructed. Costs shown consist of $472,000 for construction and $57,000 for engineering and other professional expenses associated with construction oversight; the CDBG grant will cover one-half of the actual construction costs.	**$529,000**
b. Miscellaneous Storm Sewer Improvements and Drainage Investigations – Expenses associated with the repair and installation of the storm sewer pipe located in Sunset Park that drains Joyce Court properties ($6,500) and placement of a new catch basin on Cumnor south of Crescent ($2,500).	**$9,000**
c. Miscellaneous Expenses – Miscellaneous account charges incurred during the fiscal year: ❑ NPDES general stormwater permit ($1,000) ❑ Village Engineer general assistance ($500) ❑ Consulting Traffic Engineer assistance for: - Crescent Pedestrian Beacon near Glenbard West ($500)	**$2,000**
d. Project Engineering – Projects where engineering was authorized, completed or carried forward from previous fiscal years:	
1. **Lake Ellyn Outfall Channel Rehabilitation (#00505)** – Costs incurred in FY12 include continued design engineering, appraisal and permitting expenses. Efforts in 2011 focused on permits and easement procurement. Construction is expected in 2012. ❑ Design Engineering ($9,000) ❑ Appraisal Services ($4,000)	**$58,000**

❑ Easement Costs ($45,000)	
2. **Lake Ellyn Hydrologic and Hydraulics Study** – A study was commissioned in 2011 to analyze and assess the Lake Ellyn drainage area, Lake Ellyn itself, and downstream overflow routes to better understand and accommodate the lake's function as a critical stormwater management facility. Engineering costs will be approximately $55,000 with the Glen Ellyn Park District reimbursing the Village for about $25,000 of the project expenses.	**$55,000**
3. **Nicoll Way Land Bridge Repairs –** Design engineering expenses for the project to repair portions of the structure located north of Roosevelt Road that is exhibiting general curb and isolated pavement failures.	**$6,000**
4. **Hill Avenue Bridge** – Glen Ellyn portion of Phase I engineering costs for the replacement of the existing bridge over the East Branch of the DuPage River. The lead agency for the project is Lombard, with the two communities splitting the local share of bridge design and construction expenses. A federal grant will pay 80% of the project costs.	**$25,000**
5. **Braeside Area Localized Drainage Improvements** – An IKE-PE grant was awarded to the Village in 2011 to defer construction expenses associated with a project to install a local drainage system in the Braeside Subdivision. Pavia-Marting is the project engineer and design expenses incurred in FY12 are shown.	**$53,000**
TOTAL for this line item	**$737,000**

<u>Non-Roadway Construction Projects:</u> **(FY12/13 Budget - $1,188,000**) – Significant non-roadway capital projects expected to be constructed or undertaken in FY12/13.

Project Description	Estimated Cost
a. Lake Ellyn Outfall Channel Rehabilitation (#00505) – East of Riford Road the discharge from Lake Ellyn and other local storm sewers is conveyed to Perry's Pond via an existing unimproved channel. The channel was damaged and eroded during the September 2008 and July 2010 major rainfalls in addition to being in generally poor repair. The Village has Water Quality Improvement Project funds available through DuPage County for rehabilitation of the channel using a naturalized approach supplemented with engineered erosion prevention devices; the County program will reimburse 20% of eligible project costs, up to $22,000. The cost shown is the estimate for construction expenses to be incurred in 2012.	**$100,000**

b. Nicoll Land Bridge Repairs – The proposed project will consist of various repairs to the pavement, curb, and joints of the structure located on Nicoll Way between Roosevelt Road and DuPage. Estimated construction phase costs including construction oversight.	**$120,000**
c. Hill Avenue Bridge – Glen Ellyn has agreed to partner with the Village of Lombard to replace the existing Hill Avenue bridge over the East Branch of the DuPage River. The Village will invest up to $300,000 for engineering and construction of the new structure, scheduled for construction in 2013. The expenditure shown is for Glen Ellyn's share of Phase II engineering expenses to be incurred in FY13. Anticipated future expenditures include $250,000 for construction in FY14**.**	**$25,000**
d. Braeside Localized Drainage Improvements (#12002) – In January 2011 a successful application for IKE-PI disaster funds was made to the IL DCEO for 75% funding of a project to install storm drains in rear yard easements for homes along Brighton, Londonberry and Heather. Total project cost is expected to be $760,000 with the Village contribution of $190,000 earmarked primarily for engineering design ($53,000), construction oversight ($57,000) and the balance of construction expenses not covered by the grant ($80,000). The grant will cover $570,000 in construction costs.	**$707,000**
e. Roosevelt Road Street Light Painting – Street light poles along Roosevelt Road are undergoing significant pitting due to action of deposited deicing materials and need to be re-coated. About 130 poles will be rehabilitated.	**$65,000**
f. Streetscaping / Signage – The following projects will be funded by the capital projects budget: ❑ Crescent Boulevard Fence Replacement ($53,000) ❑ Train Station Fence Replacement ($53,000) ❑ CBD Benches – 10 metal benches ($15,000)	**$121,000**
g. Miscellaneous Storm Sewer Improvements – Funds minor improvements to storm sewers or pavements/curbs to correct drainage deficiencies and protect structures from flooding damages from more severe storms. Work would be performed by staff or contractors, depending on project scope.	**$25,000**
h. Miscellaneous Expenses – This item funds miscellaneous minor engineering and construction project costs for the fiscal year. Potential needs include consultant assistance in the development of a Bicycle Facility Plan.	**$25,000**
TOTAL for this line item	**$1,188,000**

12. **<u>Sidewalk Program</u>: (FY 11/12 Estimate - $50,000)** – The 2011 sidewalk program included removal and replacement of deteriorated sidewalk squares in the Central Business District and other areas throughout the Village as identified and investigated by Public Works staff. Approximately 250-300 squares of sidewalk (5'x5') will be replaced in the FY12 program.

    <u>Sidewalk Program</u>: (FY 12/13 Budget - $375,000) – The proposed sidewalk program for calendar year 2012 includes construction of approximately 2,000 feet of new sidewalk on the south side of Crescent Boulevard from Roger to the current Village limits (Project #11001), estimated to cost $200,000. The annual Village sidewalk installation and replacement program would be funded at a $50,000 level to repair deteriorated sidewalk or provide new walk at locations throughout the Village as determined by staff. A limestone path extension on the south side of Fawell Boulevard between Park and the new COD Culinary Arts Building is also budgeted at $50,000. Other anticipated work will be a new sidewalk on the south side of Crescent between Park and Ellyn ($25,000) and various sidewalk and crosswalk improvements in the area of Roosevelt Road / Nicoll / Pershing / Route 53 ($50,000).

13. **<u>Street Program</u>: (FY11/12 Preliminary Actual $3,185,756, previously estimated at $4,096,000)** – This line item includes all types of street rehabilitation projects undertaken in the current fiscal year and continuing projects with significant payouts that occurred in this fiscal year.

Project Description	Estimated Actual
a. Park / GE Place / Prairie Project (#00603) – Pending settlement of a dispute with the project contractor, the total shown represents maximum possible final costs for street and storm sewer work – including construction engineering – on this 2009 project. The final costs are anticipated to be reduced once resolution is reached regarding contractor performance and delay issues; an arbitration hearing is being scheduled.	**$120,000**
b. South Park Boulevard and Lambert Road LAPP (#01016) – Resurfacing of Park Boulevard between Roosevelt Road & Raintree Drive and Lambert Road between Tallgrass & Woodcroft took place in 2010, with all roadway contractor expenses (final cost estimate of $571,000) paid from ARRA (federal stimulus package) monies. Costs shown are for construction engineering services provided by Civiltech in FY12 associated with project wrap-up.	**$3,000**
c. Bryant / Thain's Addition Improvements Project (#00904) – Closeout expenses associated with the 2010 project to reconstruct Bryant Avenue from Turner to Walnut and resurface of all the roadways and significant drainage improvements in the area essentially bounded by Bryant, Walnut,	**$120,000**

	Whittier and Hillside. Final project construction cost was $5,025,000 about 12% below the original bid amount. The capital project fund portion of the construction cost was $3,200,000. Costs shown are for contractor, engineering and miscellaneous expenses paid in FY12.	
d.	**Riford Road Reconstruction (#00505)** – In conjunction with the DuPage County Division of Transportation, Riford Road between Crescent and St. Charles Road and a portion of St. Charles near Riford, were reconstructed in 2010. Seventy percent of eligible roadway costs were paid for through the federal Surface Transportation Program. The County is expected to reimburse the Village in the amount of $285,000 for their share of project expenses. Total estimated project costs were $2,370,000 for construction, $265,000 for construction engineering (Phase III) services and $25,000 for miscellaneous expenses. The balance of project costs associated with roadways and storm sewers anticipated to be paid in FY12 are shown (construction = $185,000; engineering = $30,000; miscellaneous = $15,000).	**$230,000**
e.	**Sunset / Turner Improvements Project (#00902)** – Approximately 4,400 ft. of roadways were improved in the 2011 project involving the reconstruction of sections of Sunset, Turner and Glenwood. Total project construction cost is currently estimated at $2,680,000. Expenses related to roadway and storm sewer components, including construction ($1,525,000) and field engineering ($195,000) + misc ($5,000), are shown.	**$1,725,000**
f.	**Essex Ct. / Grand / Lake Improvements Project (#00702)** – Included in the project was the construction of a major new storm sewer system to alleviate flooding in Essex Court and rehabilitation of 1,600 feet of roadways on Essex Ct., Grand and Lake. Total project construction cost is estimated to be $2,200,000. Final design engineering ($19,000), construction ($1,415,000) and field engineering ($140,000) related to roadway and storm sewer construction costs are shown.	**$1,574,000**
g.	**Crescent Boulevard Corridor Improvements (#11104)** – The project engineer (Burns & McDonnell) was authorized to perform a stop sign warrant analysis at Crescent and Ellyn to investigate strategies to enhance pedestrian safety and vehicle operations near Glenbard West High School).	**$5,000**
h.	**Miscellaneous Expenses** – Various expenses for items of a general nature related to street improvements and projects:	**$0**
i.	**Design Engineering for Future Projects** – Funding to accommodate design engineering for roadway projects slated for construction in 2011 and later. Amounts shown reflect current fiscal year expenditures.	

1. **Lambert Road Intersection Improvements (#00506)** – Phase II engineering and land acquisition expenses incurred in FY12 for the project to construct a right turn lane for northbound Lambert at Roosevelt Road. ❑ Engineering and Other Professional Services ($9,000) ❑ Land Purchase ($100,000)	**$109,000**
2. **Hawthorne Improvements Project (#12001)** – Preliminary and final design phase engineering for the project to reconstruct Hawthorne between the Wheaton border and Ellyn Avenue.	**$210,000**
TOTAL for this line item	**$4,096,000**

Street Program: (FY12/13 Budget – $5,023,000) – The FY 12 – 13 program will be made up of the rehabilitation of various streets as contained in the approved FY-13 to FY-22 long term street improvement plan as well as the extension of Taft Avenue associated with the redevelopment of the Packey Dodge property. A listing of proposed work corridors is provided in a summary table at the end of this section.

Project Description	Estimated Actual
a. **Lambert Road Right-turn Lane at Route 38 (#00506)** – Local share of construction and Phase III engineering costs associated with the project to provide a right-turn lane for northbound Lambert Road at Roosevelt Road. The project will receive STP funding in the not-to-exceed amount of $285,000 for construction contractor costs. The current cost estimate for construction is $415,000.	**$180,000**
b. **Hawthorne Improvements Project** (#12001) – Reconstruction of the entire length of Hawthorne in 2012 between the Wheaton border and Ellyn Avenue, including roadway and drainage improvements. Total project cost, including construction engineering and water/sanitary sewer work, is estimated to be $4,750,000. Included in the project are improvements on Pleasant between Cottage and Hawthorne. About one mile of roadway will be reconstructed, with Hawthorne to receive a new concrete pavement.	**$3,500,000**
c. **Design Engineering for future projects** – Funding to accommodate design engineering for roadway and storm sewer improvements associated with capital projects anticipated in the coming years**.**	

1. **Crescent Boulevard Improvements** -- Phase I engineering	**$100,000**
2. **Park Boulevard Improvements** – The section of Park Boulevard between Roosevelt Road and the Union Pacific Railroad tracks was the subject of a successful application for Surface Transportation Program funding in 2010. Between Roosevelt and Fairview, the roadway will be reconstructed; north of Fairview to the RR tracks, the roadway will be resurfaced. Total estimated project cost is about $2,500,000 with the federal grant covering 70% of eligible roadway expenses in the not-to-exceed amount of $1,135,000. The first step in the project will be the hiring of an engineer to perform Phase I design work. Project construction will take place in 2014 or later, depending on STP funding availability and the completion of Phase I and Phase II engineering.	**$80,000**
3. **Taft Avenue Extension** – In association with the construction of The Fresh Market development at the Packey Dodge site on Roosevelt Road west of Lambert Road, Taft Avenue will be extended approximately 550 ft. to the Wheaton border to provide a separate means of ingress and egress from the site ($500,000). Various stormwater provisions and improvements will also be provided ($293,000).	**$793,000**
4. **2013 Street Improvements Projects** – Detailed design engineering for planned improvements to 2.3 miles of Village streets scheduled for construction in 2014. It is likely that two or more separate project packages will be developed based on logical groupings of candidate street sections based on location, work scope and other factors.	**$350,000**
5. **PCI Study** – Costs for a comprehensive assessment of pavement condition on all Village streets, conducted on a quadrennial basis. The consultant will digitally image and assess street pavements and determine the PCI for various roadway segments according to PAVER program protocols.	**$20,000**
TOTAL for this line item	**$5,023,000**

Two levels of resurfacing projects usually are featured in our program, as well as full reconstruction as warranted by existing roadway condition: Type I Resurfacing involves spot curb repairs combined with asphalt removal and resurfacing encompassing **Type IA** projects with very limited curb replacement and **Type IB** projects with more curb replacement required. Type

II Resurfacing projects are enhanced roadway repair efforts featuring total curb and driveway approach replacement, a greater level of base repair, and removal and replacement of the asphalt surface. Reconstruction is the complete replacement of all roadway components, including the existing street base. Resurfacing options have been expanded to include a **Type IC** resurfacing – incorporating curb installation or replacement on one side only, base repair, replacement of asphalt surface, and special drainage or construction considerations – and **Type IIA**, an enhanced resurfacing including replacement of the existing roadway base.

The street improvements program is administered by the Public Works Department, with consulting engineer assistance for design and construction. The scope of the work in recent years has led to the incorporation of resurfacing projects into more traditional and comprehensive infrastructure improvement projects with all design work performed by private consulting engineering firms.

Street sections scheduled for improvements in FY-13 are listed below.

Project	Segment PCI = Pavement Condition Index	Length (ft)	Type of Rehabilitation
Lambert Road Right Turn Lane	Lambert Road at Roosevelt Road	550	Right Turn Lane Construction and Resurfacing
Hawthorne Improvements	Hawthorne: Limits to Ellyn	4,700	Reconstruction (Concrete)
	Pleasant: Cottage to Hawthorne	460	Type IIA Resurfacing
The Fresh Market	Taft Avenue, West of Lambert to Wheaton Border	550	New Roadway Construction
STREET REHABILITATION TOTAL		**6,260**	**1.2 miles**

14. **IFT/General Fund Engineering: ($116,000**) **-** Transfer to the General Fund as reimbursement for engineering services provided by Public Works staff. Services include design engineering and construction oversight of the street, sidewalk improvement, and concrete roadway programs and oversight of all administrative and technical aspects of capital improvement fund projects.

This page intentionally left blank.

FACILITIES MAINTENANCE RESERVE FUND

The Facilities Maintenance Reserve Fund is the capital replacement fund for most Village buildings, including Village staff facilities, fire stations and properties purchased for the future Glen Ellyn History Park. The fund was created in 1990 with an infusion of dollars available from the General Fund cash reserves. Funding was based on an analysis of building components performed by an engineering firm, and then updated with additions in 1998 and 2002. Since its inception, the Fund has been the expense point for most major building projects. Components covered include building envelope (roofs, siding, etc.), environmental controls and equipment, interior finishes (paint, carpet, etc.), plumbing and fire protection, and site elements such as landscape, fencing, parking lots and flag poles. The Reserve Study also assesses the current condition and future replacement costs for critical industrial components such as garage doors, automatic yard gates, vehicle repair lifts and fueling stations.

BUILDING	SERVICE AREAS	SQUARE FOOTAGE	BUILT
Glen Ellyn Civic Center 535 Duane St.	police, planning & development, building & zoning, administration, finance, civic center	50,000	1929
Reno Public Works Center 30 S. Lambert Rd.	streets, forestry, fleet service	36,000	1977
Fire Station #1 Main & Pennsylvania	fire service	9,900	1957
Fire Station #2 681 Taft Ave.	fire service	11,000	1972
Stacy's Tavern Museum 557 Geneva Rd	Historical Society History Park	4,235	1846
History Center 800 N. Main	Historical Society History Park	c. 8000	1950's
Stonehaus 814 N. Main	Historical Society History Park	c. 2500	Early 1900's

The building components covered by the fund are assigned a life span and their major component replacement costs are amortized over that span. The fund is supported through annual contributions from each of the budget divisions using these buildings. Buildings supported by enterprise funds (e.g. Village Links, water/sewer facilities) are not included here.

FACILITIES MAINTENANCE RESERVE FUND

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
Revenues / Inflows *(4500)*								
460100	Interest Income	18,019	4,928	2,816	2,500	2,570	2,500	
489000	Miscellaneous Revenue	509	-	-	-	-	-	
490690	IFT / General Fund	-	-	-	-	-	50,000	*1*
490692	IFT / Water Fund	25,000	-	-	-	-	-	
490694	IFT / Sewer Fund	25,000	-	-	-	-	-	
490696	IFT / Equipment Services Fund	50,000	-	-	-	-	-	
	TOTAL REVENUES	**$ 118,528**	**$ 4,928**	**$ 2,816**	**$ 2,500**	**$ 2,570**	**$ 52,500**	
Expenditures / Outflows *(45000)*								
	Contractual Services							
521055	Professional Services / Other	20,198	1,875	-	-	2,598	-	
	Subtotal	20,198	1,875	-	-	2,598	-	
	Capital Outlay							
570105	Civic Center Rehabilitations	56,399	308,762	7,490	4,000	11,272	27,500	*2*
570125	Fire Station Rehabilitations	-	6,530	-	26,000	15,269	-	
570145	Reno Center Rehabilitations	58,064	36,058	-	-	8,301	50,000	*3*
570160	Stacy's Museum and History Center	131,173	5,535	-	-	-	-	
	Subtotal	245,636	356,885	7,490	30,000	34,842	77,500	
	TOTAL EXPENDITURES	**$ 265,834**	**$ 358,760**	**$ 7,490**	**$ 30,000**	**$ 37,440**	**$ 77,500**	
FUND INCREASE (DECREASE)		**$ (147,306)**	**$ (353,832)**	**$ (4,674)**	**$ (27,500)**	**$ (34,870)**	**$ (25,000)**	

Available Cash Analysis (000's)	
Available, May 1, 2011	$ 1,041
Estimated FY12 Inflow/(Outflow)	(35)
Budgeted FY13 Inflow/(Outflow)	(25)
Projected Available, April 30, 2013	$ 981

FACILITIES MAINTENANCE RESERVE FUND
FY12/13 BUDGET FOOTNOTES

REVENUES

1. **Interfund Transfer (General Fund): ($50,000)** This represents the contribution from the General Fund to support the facilities replacement/maintenance schedule. This is the first contribution from the General Fund to the Reserve Fund since FY08, due to budget constraints.

EXPENDITURES

2. **Civic Center Rehabilitations:**

Replace VVT climate control system-Police Department	$20,000
Replace furniture for conference room and employee break room	$7,500
Total	**$27,500**

3. **Reno Public Works Center Rehabilitations:**

Replace VVT climate control system	$40,000
Replace (4) lower level outside doors	$10,000
Total	**$50,000**

CORPORATE RESERVE FUND

The Corporate Reserve Fund was established by Ordinance #2072 in 1976, funded by a Federal grant reimbursement of about $407,000 for the Village Green (open space) project that was received several years after the work was completed. The Fund may be used for emergency needs ("rainy day reserve"), and as a "revolving loan fund" to assist Village departments and Village activities in financing major projects. Loans made to assist departments and activities generally include a rate of interest, and include a pay-back schedule as determined by a Village Board resolution or ordinance.

In FY91/92 the Village Board directed that interest earned on Corporate Reserve Fund balances would be transferred to the General Fund as an ongoing and important revenue source. Beginning in FY10/11 and in conjunction with the review and update of a number of financial policies, the Corporate Reserve Fund will accumulate and retain interest earnings on its invested balances as a means of reestablishing reserve balances which have been drawn on heavily during the past several years.

The Corporate Reserve Fund has historically been utilized for loans for a variety of Village projects and activities. This has allowed the Village to avoid the cost of borrowing through the issuance of bonds or bank loans.

Recent uses of Corporate Reserve Fund balances include:

- **Glen Ellyn Park District** - During fiscal year 2000/01, the Village extended a $1,000,000 interest-free loan to the Glen Ellyn Park District to assist with their demolition of the Maryknoll Seminary buildings at the southeast corner of Route 53 and Pershing. This loan was set up to be re-paid in annual installments of $100,000 over a 10 year period, with the first $100,000 received in December, 2001. The terms of the loan agreement were modified by Ordinance 5124 adopted January 13, 2003 (in follow-up to the long-term lease of the Village Green to the Park District approved in December, 2002) which provided for the deferral of the $100,000 annual loan repayments due in December, 2003, 2004 and 2005 until December, 2011, 2012, and 2013.

- **DuPage Mayors and Managers Conference** - Also during fiscal year 2000/01, the Village Board was one of 12 DuPage home-rule communities to each provide a $125,000 loan to the DuPage Mayors and Manager's Conference to assist in the $1.5 million acquisition and renovation of their facility in Oak Brook. This loan will be paid back over 20 years and will pay the Village interest at the average Illinois Funds Rate (this is the Illinois Treasurer's Investment Pool, where the Village invests a portion of its cash balances).

- **Glen Ellyn Historical Society** - The Corporate Reserve Fund provided funding for the Village purchase and ownership of the building at **800 N. Main Street** (now named the "History Center" and located at the NW corner of Main and Elm) in

November, 2002 for the benefit of the Glen Ellyn Historical Society. The $1,050,000 purchase price was paid from an initial deposit of $325,000 from the Historical Society, with the remaining $725,000 loaned from the Corporate Reserve Fund. The Historical Society reimbursed the Village the remaining $725,000 with an annual payment each November over a five year period with interest at the average Illinois Funds rate. Rental income received by the Village from leased space in the building was credited against the loan re-payments due from the Historical Society. Just like Stacy's Tavern Museum, the Village owns and maintains this property and building and depends on the Historical Society for its use and operation for public benefit.

Similarly, the Village completed purchases of properties at **810-816 N. Main Street** (December, 2005) and **820 N. Main Street** (January, 2008) for further future development at the History Park site.

- **Volunteer Fire Company** - A March, 2003 request of the Volunteer Fire Company was approved which extended equipment financing assistance totaling $550,000 for their purchase of 2 replacement fire engines costing $832,000. Terms of the loan agreement called for annual re-payments each April 1st by the Fire Company over a three year period (beginning April 1, 2004) with interest charged at the average Illinois Funds rate.

- **Transfer to Capital Projects Fund** – In FY07/08, a total of $2.5 million was transferred to the Capital Projects Fund to keep pace with our 20 year street program which had fallen behind due to lagging revenues and increases in the scope of scheduled improvement projects and construction pricing.

- **IMRF Early Retirement Incentive** – In FY08/09, the Village paid the final installment of its obligation under an early retirement incentive program offered in 2006 through the Illinois Municipal Retirement Fund (IMRF). This program was offered as a means of further reducing staffing costs through the elimination of positions in the Public Works Department and by rehiring replacement staff at lower pay rates.

  The early retirement of this obligation in FY08/09 provided the Village an estimated present value savings of $200,000 as opposed to financing this obligation with IMRF over a period of 10 years.

- **Purchase of 825 N. Main Street** – The Village purchased 825 N. Main Street with the intent to guide redevelopment of this entryway property.

- **Economic development funding** – As part of an economic development project, the Corporate Reserve Fund is scheduled to loan $793,000 for improvements to a public road (Taft Avenue) and extraordinary stormwater improvements as part of a larger redevelopment project. New sales tax receipts are scheduled to repay the corporate reserve fund.

CORPORATE RESERVE FUND

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Estimated Actual	FY12/13 Budget	
Revenues / Inflows ***(2000)***							
430300	Loan Repayment - DMMC	3,576	3,923	4,000	7,777	4,000	*1*
430310	Loan Repayment - Park District	100,000	100,000	100,000	100,000	100,000	*2*
460100	Interest Income	-	2,751	3,500	2,346	2,300	
480435	Rental Income - 810-816 N. Main	36,203	21,449	12,600	6,057	-	*3*
480437	GE Historical Society - 820 N. Main	-	430,000	-	-	-	*4*
489000	Miscellaneous Income	-	-	-	-	-	
490617	IFT - Transfer From General Fund - Economic Development					21,600	*5*
490800	IFT - Transfer From General Fund - Fire	-	46,000	60,000	60,000	60,000	*6*
	TOTAL REVENUES	**$ 139,779**	**$ 604,123**	**$ 180,100**	**$ 176,180**	**$ 187,900**	
Expenditures / Outflows ***(20000)***							
	Contractual Services						
520970	Maintenance - Buildings and Grounds	-	-	-	1,053	-	
521055	Professional Services / Other	-	-	20,000	30,629	-	*7*
	Subtotal	-	-	20,000	31,682	-	
	Capital Outlay						
580150	Real Estate Purchases	-	591,928	-	150,000	-	*8*
590910	Operating Transfer Out	-	-	-	-	793,000	*9*
	Subtotal	-	591,928	-	150,000	793,000	
	TOTAL EXPENDITURES	**$ -**	**$ 591,928**	**$ 20,000**	**$ 181,682**	**$ 793,000**	
FUND INCREASE (DECREASE)		**$ 139,779**	**$ 12,195**	**$ 160,100**	**$ (5,502)**	**$ (605,100)**	

Available Cash Analysis (000's)	
Available, May 1, 2011	$ 1,285
Estimated FY12 Inflow/(Outflow)	(6)
Budgeted FY13 Inflow/(Outflow)	(605)
Projected Available, April 30, 2013	$ 674

CORPORATE RESERVE FUND

1. **Loan Repayment – DMMC: ($4,000)** Projected FY12/13 revenue represents the 11th of 20 annual principal repayments on the Village's FY00/01 $125,000 loan to the DuPage Mayors and Managers Conference. Annual repayments are due to the Village on May 1st of each year and include interest at the Illinois Funds average monthly rate.

2. **Loan Repayment – Park District: ($100,000)** In FY00/01, the Village extended a $1,000,000, 10 year, interest-free loan to the Glen Ellyn Park District to assist in the demolition of the Maryknoll buildings. Ordinance 5124 adopted January 13, 2003 modified the previous loan payment schedule of one $100,000 payment due each December from 2001 to 2010. The following table represents the revised loan payment schedule:

Payment No.	Fiscal Year	Due Date	Payment Amount	
1	FY01/02	Dec, 2001	$100,000	(paid)
2	FY02/03	Dec, 2002	100,000	(paid)
	FY03/04		0	
	FY04/05		0	
	FY05/06		0	
3	FY06/07	Dec, 2006	100,000	(paid)
4	FY07/08	Dec, 2007	100,000	(paid)
5	FY08/09	Dec, 2008	100,000	(paid)
6	FY09/10	Dec, 2009	100,000	(paid)
7	FY10/11	Dec, 2010	100,000	(paid)
8	FY11/12	Dec, 2011	100,000	(paid)
9	**FY12/13**	**Dec, 2012**	**100,000**	
10	FY13/14	Dec, 2013	100,000	
	Total		$1,000,000	

3. **Glen Ellyn Historical Society (810-816 N. Main): ($6,000)** In December, 2005, the Village Board approved the purchase of 810-816 N. Main Street, located north of the 800 N. Main History Center property, at a cost of $1,200,000. Acquisition of this property, which occurred in March, 2006, furthers the long-term goal of the Glen Ellyn Historical Society and the Village 2001 Comprehensive Plan by expanding the existing Stacy's Museum site into a larger History Center and park on the west side of Main Street.

All purchase costs paid by the Village to acquire the 810-816 N Main property were to be reimbursed by the Historical Society through an annual repayment schedule. Approximately $6,000 will be generated from commercial leases at this property.

4. **Glen Ellyn Historical Society (820 N. Main): ($0)** The Village acquired this property, located at the southwest corner of Geneva Road and Main Street, through the use of its eminent domain powers. The Village took possession of the property in January, 2008 at a final net cost of $463,100. A grant received by the State of Illinois in the amount of $100,000 was applied against the purchase price.

   During FY10/11, an anonymous donor assisted the Historical Society in reimbursing the Village for the cost of the property.

5. **IFT – Transfer from General Fund – Economic Development**: ($21,600) Pursuant to a redevelopment agreement, we are expecting to begin receiving revenue for the new project during the last quarter of FY12/13. After the new sales tax revenue share, the remaining amount will be used to refund the Corporate Reserve Fund loan that was used to pay for public roadway and stormwater improvements.

6. **IFT - Transfer From General Fund – Fire: ($60,000)** In FY08/09, Corporate Reserve Fund balances were transferred to the Equipment Services Fund to finance the purchase of two new ambulance units resulting from a change in the manner in which the Village has provided this service. This is the second of five planned reimbursements from the General Fund Fire Department budget to repay the original base cost of the units back to the Corporate Reserve Fund. Additional contributions will be made from the General Fund Fire Department budget to the Equipment Services Fund for the eventual replacement of the current units purchased in 2009.

7. **Professional Services / Other: (FY11/12 Preliminary Actual - $30,629)** Demolition of the 825 N Main property.

8. **Real Estate Purchases: (FY10/11 Actual - $591,928)** The Village purchased 825 N Main with the intent to guide redevelopment of this entryway property.

9. **Operating Transfer Out: ($793,000)** The Corporate Reserve Fund will transfer dollars to the Capital Projects Fund in order to reimburse the developer of the former Packey Webb Dodge dealership for the Taft Road improvements and stormwater improvements.

DEBT SERVICE FUND

Object Code	Account Description	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
Revenues / Inflows ***(3000)***							
410100	Property Tax	2,208,925	2,188,673	1,660,000	1,656,095	1,660,000	*1*
460100	Interest Income	2,923	2,558	2,000	1,457	2,000	
	TOTAL REVENUES	**$ 2,211,848**	**$ 2,191,231**	**$ 1,662,000**	**$ 1,657,552**	**$ 1,662,000**	
Expenditures / Outflows ***(30000)***							
	Contractual Services						
520845	Interest Rebate - Dist #87	824	-	-	-	-	
520855	Paying Agent Fees	898	800	2,500	828	1,000	
550300	2000 G.O. Bond Principal (Dist #87)	265,000	-	-	-	-	
550305	2000 G.O. Bond Interest (Dist #87)	7,089	-	-	-	-	
550400	2001 G.O. Bond Principal	475,000	475,000	-	-	-	
550405	2001 G.O. Bond Interest	37,288	19,000	-	-	-	
550580	2003A G.O. Bond Principal	500,000	515,000	530,000	530,000	550,000	
550585	2003A G.O. Bond Interest	85,625	70,625	54,700	54,660	37,700	
551000	2010 Refunding G.O. Bond Principal	945,000	975,000	1,020,000	1,020,000	1,045,000	
551005	2010 Refunding G.O. Bond Interest	147,099	114,024	44,900	44,856	20,900	
	TOTAL EXPENDITURES	**$ 2,463,823**	**$ 2,169,449**	**$ 1,652,100**	**$ 1,650,344**	**$ 1,654,600**	
FUND INCREASE (DECREASE)		**$ (251,975)**	**$ 21,782**	**$ 9,900**	**$ 7,208**	**$ 7,400**	

Available Cash Analysis (000's)	
Available, May 1, 2011	$ 23
Estimated FY12 Inflow/(Outflow)	7
Budgeted FY13 Inflow/(Outflow)	7
Projected Available, April 30, 2013	$ 38

BUDGET FOOTNOTES
DEBT SERVICE FUND

The purpose of the Debt Service Fund is to accumulate funds for the payment of principal and interest on the Village's outstanding bonds. Funding is provided by property taxes.

1 **Property Tax: ($1,660,000)** - Property taxes are levied for payment of principal and interest on the following outstanding Village General Obligation (G.O.) bond issues:

Series 2003A GO Bonds
Series 2010 Refunding GO Bonds

These 10 year bonds were issued in 2001 ($4,000,000), 2002 ($9,000,000) and 2003 ($5,000,000) in response to the November 2000 voter-approved referendum authorizing the issuance of $18 million in bonds to finance 17 storm sewer projects to be constructed in six years - associated with a comprehensive 20 year street and storm sewer improvement program recommended by the Capital Improvements Commission in July, 2000 and approved by the Village Board in August, 2000. The Village refinanced $2 million in 2010 to take advantage of lower interest rates.

In FY12/13, the Village may issue bonds for renovations of the clubhouse at the Village Links Golf Course. Revenues to pay the debt is planned to be greens fees. Those transactions have not been finalized, so they are not currently included in the budget. Further, the transactions may be recorded solely in the Recreation Fund.

VILLAGE OF GLEN ELLYN
LONG TERM DEBT
PRINCIPAL AND INTEREST PAYMENTS - LAST 10 FISCAL YEARS

	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	
1995 G.O. (10 yr)	329,780	332,020	333,600								1
2000 G.O. (10 yr)	272,280	267,903	267,907	272,168	270,671	268,596	270,803	272,089			2
2001 G.O. (10 yr)	464,138	477,276	489,500	475,625	486,375	495,975	504,612	512,288	494,000		3
2001 Refunding	477,418	484,618	484,918	484,040	487,390						4
2001A Refunding	867,565	895,940	891,770	885,020	931,340	1,448,800	1,371,375				5
2002 G.O. (10yr)		1,107,189	1,100,104	1,095,654	1,088,516	1,085,729	1,087,129	1,092,099	1,089,024		6
2003 G.O. (20 yr)		344,320	339,453	339,585	339,570	339,320	338,920	337,260	340,420		7
2003A G.O. (10 yr)			589,263	584,138	583,900	583,437	582,750	585,624	585,626	584,660	8
2010 G.O. Refunding (Village Infrastructure)										1,064,856	9
2010 G.O. Refunding (Village Links)										335,050	10
	2,411,181	**3,909,266**	**4,496,515**	**4,136,230**	**4,187,762**	**4,221,857**	**4,155,589**	**2,799,360**	**2,509,070**	**1,984,566**	
Less Abatements:											
1987 Pledge*	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(430,000)	-	-	-	
Others	(602,060)	(944,243)	(940,960)	(611,753)	(610,241)	(607,916)	(609,723)	(609,349)	(340,420)	(335,050)	
Total paid by Property Taxes	1,309,121	2,465,023	3,055,555	3,024,477	3,077,521	3,113,941	3,115,866	2,190,011	2,168,650	1,649,516	

1 - District #87 purchase of the old library building at 596 Crescent Blvd. District #87 pays debt service requirements to the Village.
2 - District #87 purchase of Memorial Park. District #87 pays debt service requirements to the Village and property taxes are abated.
3 - First issue ($4 million) of 2000 $18 million referendum bonds for storm sewer improvement projects.
4 - Refunded the 1993 refunding bonds to obtain lower interest rates.
5 - Refunded the 1992 refunding bonds to obtain lower interest rates.
6 - Second issue ($9 million) of 2000 $18 million referendum bonds for storm sewer improvement projects.
7 - Village Links renovation bonds (2003 G.O.) All debt service to be paid from golf course revenues; all property taxes are abated.
8 - Third (and final) issue ($5 million) of 2000 $18 million referendum bonds for storm sewer improvement projects.
9 - Refunded the 2002 G.O. Bonds to obtain lower interest rates.
10 - Refunded the 2003 G.O. Bonds to obtain lower interest rates.

* Prior to the 1987 $15 million infrastructure improvement bond referendum, the Village Board made a pledge to abate $10 millio n over the 20 year life of the bonds. A total of $10,705,390 was abated over a 21 year period.

VILLAGE OF GLEN ELLYN
LONG TERM DEBT
FUTURE PRINCIPAL AND INTEREST PAYMENTS

	FY13	FY14	FY15	FY16	FY17	FY18-FY23	TOTAL	
2003A G.O. (10 yr, 2000 Referendum)								
Principal	550,000	575,000					1,125,000	
Interest	37,700	19,550					57,250	
Total P & I	**587,700**	**594,550**	**-**	**-**	**-**	**-**	**1,182,250**	*1*
2010 G.O. Refunding (Village Infrastructure)								
Principal	1,045,000						1,045,000	
Interest	20,900						20,900	
Total P & I	**1,065,900**	**-**	**-**	**-**	**-**	**-**	**1,065,900**	*2*
2010 G.O. Refunding (Village Links)								
Principal	250,000	250,000	260,000	265,000	270,000	1,645,000	2,940,000	
Interest	87,418	82,418	77,418	71,568	64,943	196,630	580,393	
Total P & I	**337,418**	**332,418**	**337,418**	**336,568**	**334,942**	**1,841,628**	**3,520,392**	*3*
Village Total								
Principal	**1,845,000**	**825,000**	**260,000**	**265,000**	**270,000**	**1,645,000**	**5,110,000**	
Interest	**146,018**	**101,968**	**77,418**	**71,568**	**64,943**	**196,630**	**658,543**	
Total P & I	**1,991,018**	**926,968**	**337,418**	**336,568**	**334,942**	**1,841,628**	**5,768,542**	
Less Planned Abatements:	(337,418)	(332,418)	(337,418)	(336,568)	(334,942)	(1,841,628)	(3,520,392)	
Total paid by Property Taxes	1,799,618	696,518	77,418	71,568	64,943	196,630	2,476,693	

1 - Third (and final) issue ($5 million) of 2000 $18 million referendum bonds for storm sewer improvement projects.

2 - Refunding of second issue ($9 million) of 2000 $18 million referendum bonds for storm sewer improvement projects.

3 - Refunding of Village Links renovation bonds (2003 G.O.) All debt service to be paid from golf course revenues; none from Village tax dollars.

Debt Limits - The Village, under its home rule authority, does not have a legal debt limit.

MOTOR FUEL TAX FUND

Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
Revenues / Inflows ***(2100)***								
430210	MFT Allotments (IDOT)	711,071	676,725	685,868	693,000	678,347	693,000	*1*
460100	Interest Income	10,505	625	253	500	194	500	
489000	Miscellaneous Income	13,712	16,630	134,102	13,000	131,542	13,000	*2*
	TOTAL REVENUES	**$ 735,288**	**$ 693,980**	**$ 820,223**	**$ 706,500**	**$ 810,083**	**$ 706,500**	
Expenditures / Outflows ***(21000)***								
	Contractual Services							
521190	Street Lighting	149,817	154,647	154,551	156,000	127,656	156,000	*3*
590100	IFT / General Fund	400,000	400,000	400,000	400,000	400,000	400,000	*4*
	Subtotal	549,817	554,647	554,551	556,000	527,656	556,000	
	Commodities							
530215	Road Salt	282,962	193,479	194,220	200,000	128,987	150,000	*5*
	Subtotal	282,962	193,479	194,220	200,000	128,987	150,000	
	Capital Outlay							
580100	Capital Projects	84,814	500,000	-	-	-	125,000	*6*
	Subtotal	84,814	500,000	-	-	-	125,000	
	TOTAL EXPENDITURES	**$ 917,593**	**$ 1,248,126**	**$ 748,771**	**$ 756,000**	**$ 656,643**	**$ 831,000**	
FUND INCREASE (DECREASE)		**$ (182,305)**	**$ (554,146)**	**$ 71,452**	**$ (49,500)**	**$ 153,440**	**$ (124,500)**	

Available Cash Analysis (000's)	
Available, May 1, 2011	$ 242
Estimated FY12 Inflow/(Outflow)	153
Budgeted FY13 Inflow/(Outflow)	(125)
Projected Available, April 30, 2013	$ 271

MFT FUND

The Village receives an allocation of State motor fuel tax dollars based on its population. Use of motor fuel tax dollars are restricted to specific road-related construction and maintenance activities as administered by the Illinois Department of Transportation (IDOT). The Village has traditionally allocated most of its share of motor fuel tax dollars to the General Fund as a reimbursement to pay for street maintenance activities (including snow and ice control). Costs for street light electricity and road salt are directly charged to the MFT Fund.

BUDGET FOOTNOTES

1. **MFT Allotments (IDOT): ($693,000)** - Glen Ellyn will receive an estimated $693,000 in FY12/13 from State-collected motor fuel taxes. Motor fuel tax revenues do not vary with gasoline prices and we expect the approximately the same number of gallons of gasoline will be purchased next year.

2. **Miscellaneous Income: ($13,000)** - Beginning in FY02/03, Glen Ellyn became eligible to receive a special IDOT distribution for "high growth cities".

3. **Street Lighting: ($156,000)** – Per IDOT guidelines for the use of MFT dollars, the street light energy costs associated with all street lights within the Village limits are paid for using MFT dollars. Energy costs have seen a significant increase since the deregulation of the energy market in January 2007.

4. **IFT/General Fund: ($400,000) –** Reimburses the General Fund for street maintenance and equipment expenses, such as snow and ice control, street sweeping, etc.

5. **Road Salt: (FY12/13 Budget - $150,000) –** The price for road salt is expected to run $75 per ton. The estimate is based on the use of 2,000 tons.

6. **Capital Projects: (FY12/13 Budget - $125,000)** – Funds a portion of the cost of a new salt storage facility of approximately 1,500 tons. Total salt dome cost is estimated to be $250,000 with 50% of the funding from FY12/13 and the other 50% from the FY13/14 MFT Budget.

Table of Contents

XI. APPENDIX

Community Information 285

Budget Process

Basis of Accounting and Budget Process 289

Budget Calendar 291

Village Strategic Goals (draft) 292

Five Year Forecast 297

Personnel Staffing and Salary Tables

Detailed Personnel Schedule – by Department 306

Full-Time Budgeted Personnel History 308

Job Classifications by Department 309

Salary Tables – May 1, 2012 through April 30, 2013 313

Summary of Village Employer Retirement Contributions 314

Interfund Transfer Recap 315

Regional Map 316

Glen Ellyn Street Map 317

Glossary of Terms 318

Acronym Glossary 324

About Glen Ellyn

Welcome to Glen Ellyn!

Glen Ellyn, Illinois, offers big city amenities with a small town feel. The Village of Glen Ellyn is located just 23 miles west of Chicago and is one of the area's premier suburbs. Glen Ellyn residents enjoy access to local amenities, great employment opportunities, arts and entertainment and unique retail. And all of this comes without even leaving Glen Ellyn.

Glen Ellyn is situated around beautiful Lake Ellyn, once a renowned vacation destination. Today this scenic Village offers homes with a variety of architectural styles set among rolling woodland hills and surrounded by mature trees.

Known as the Village of Volunteers, Glen Ellyn has small-town charm and a sense of civic pride. Many organizations, churches and volunteer groups make up the fabric of this community of 27,450 residents.

Glen Ellyn is centrally located in DuPage County. Its proximity to Chicago makes it an ideal place to get the best of both city and suburban life. Glen Ellyn has access to major highways, interstates and airports, making it easy to reach your destination no matter how far.

Nature lovers can enjoy Glen Ellyn's 29 parks, the Willowbrook Wildlife Preserve, the Village Links Golf Course and access to the Illinois Prairie Path.

Those who are looking for something unique can find an appealing mix of specialty boutiques and national retail outlets right in Glen Ellyn. The pedestrian-friendly downtown is full of local shops and restaurants, while shopping along Roosevelt Road features many nationally recognized stores.

Glen Ellyn also offers excellent education opportunities. Glenbard West and Glenbard South, two of four Glenbard High Schools, rank among the best in the state. Glen Ellyn is home to the College of DuPage, one of the largest community college campuses in the U.S. And don't forget about the Glen Ellyn Public Library, which offers many activities and programs for anyone from small children to senior citizens.

The Village of Glen Ellyn is rich in opportunity and community. If you're looking for something special, try Glen Ellyn.

Glen Ellyn Community Profile

Nature of: Glen Ellyn is a residential/business/retail community with virtually no industry. It is located 23 miles west of Chicago, adjacent to rapidly growing suburban areas. Glen Ellyn is located in DuPage County, Illinois.

Population*: 27,450. 14,170 female, 13,280 male.
7,650 under age 18 (27.9%)
534 age 18-19 (1.9%)
1,209 age 20-24 (4.4%)
2,564 age 25-34 (9.3%)
6,174 age 35-49 (22.5%)
5,718 age 50-64 (20.8%)
3,601 age 65 and over. (13.1%)

Population by Ethnicity*: 25,649 non-Hispanic or Latino, 1,801 Hispanic or Latino.

Population by Race*: 23,810 White, 1,780 Asian, 810 African American, 36 American Indian and Alaska Native, 3 Native Hawaiian and Pacific Islander, 564 Other, and 447 identified by two or more.

Per capita money income*: $49,850 (2006-2010)

Median household income*: $90,820 (2006-2010)

Persons below poverty level*: 5.4%

Housing*: 11,051 housing units; 10,424 are occupied. 7,872 owner occupied making up 21,720 residents; 2,552 renter occupied making up 5,725 residents.

Median value of owner-occupied housing units*: $433,200 (2006-2010)

Neighbors: East: Lombard; West: Wheaton; North: Glendale Heights; South: Downers Grove and Lisle.

Schools: Grade schools: 8 public, 2 private (through 8th grade)
Junior High: 2 public
High School: 2 public
Junior college: 1

Education of residents*: 95% of persons over 25 are high school graduates
62.2% of persons over 25 hold a bachelor's degree or higher.

Nearby four-year colleges: Elmhurst College, Wheaton College, Benedictine University (Lisle), North Central College (Naperville).

Culture: Glen Ellyn Historical Society and Stacy's Tavern Museum, McAninch Arts Center at College of DuPage, Anima children's chorus, Village Theater Guild, more than 30 churches.

Government: Elected president and six trustees supported by advisory boards and commissions. Elected Village Clerk. The DuPage County seat is located in Wheaton.

Transportation: Mass Transit: The Metra Union Pacific West line runs through Glen Ellyn. The line reaches from Elburn in the West to Ogilvy Transportation Center in Chicago. The Metra Station is located on Crescent Boulevard in downtown Glen Ellyn. PACE buses also serve areas of Glen Ellyn.

Airports: DuPage Airport is located 13.2 miles away in West Chicago; O'Hare International Airport is 25 miles from Glen Ellyn; Midway International Airport is 22 miles from Glen Ellyn.

Major Highways: I-88; I-355; IL-64 (North Ave); IL-38 (Roosevelt); IL-56 (Butterfield); IL-53.

Hospitals: DuPage Medical Group Glen Ellyn Clinic located in Glen Ellyn; Central DuPage Hospital Convenient Care Center (Wheaton), Central DuPage Hospital (Winfield); Advocate Good Samaritan Hospital (Downers Grove); Glen Oaks Medical Center (Glendale Heights); Elmhurst Memorial Hospital (Elmhurst; Immediate Care Center in Lombard); Marionjoy Rehabilitation Hospital (Wheaton).

Shopping: Glen Ellyn features a pedestrian-friendly Central Business District with shopping and restaurants and The Glen Movie Theater. Auto-oriented shopping along Roosevelt Road. Nearby large shopping centers: Yorktown, Stratford Square, Oak Brook Mall, Woodfield Mall, Danada Shopping Center and Town Square.

Recreation:	Park District with 28 outdoor recreation areas, including lake Ellyn Park, two indoor facilities, fitness facilities, pool, tennis courts, senior program and indoor sports complex planned; family YMCA; Village Links Golf Course; Glen Oak Country Club; College of DuPage Sports and Recreation Center; Willowbrook Wildlife Center; Morton Arboretum.
Water:	Water supplied from Lake Michigan through DuPage Water Commission.
Climate:	Average rainfall: 36 inches; Average snowfall: 38 inches; Average July high temperatures: 83 degrees; Average January high temperature: 29.6 degrees.
Fire Protection:	Provided by the Glen Ellyn Volunteer Fire Company, which has 60 volunteers and a full-time Fire Chief. Two fire stations located in Glen Ellyn, each staffed 24 hours a day.
Utilities:	Commonwealth Edison, or ComEd, provides electric utility services. Nicor supplies natural gas. Cable provided by Comcast and WOW. AT&T provides telephone and television services. Village of Glen Ellyn oversees water and sewage billing and infrastructure.

*Data from the 2010 U.S. Census, unless otherwise noted.

Village of Glen Ellyn
Budget Process

Budgetary Basis

All individual fund budgets are prepared on a cash basis. This basis recognizes revenues when received and expenditures when paid.

Accounting Basis

For the purpose of internal interim reporting and budgetary control on a monthly and quarterly basis, the Village generally reports on a cash basis, consistent with its budgetary basis.

For purposes of external annual financial reporting, governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Village considers revenues to be available if they are collected within 60 days of the end of the current fiscal period, except for sales taxes and telecommunication taxes which use a 90 day period. Expenditures generally are recorded when a fund liability is incurred. However, debt service expenditures are recorded only when payment is due.

Proprietary fund and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues and additions are recorded when earned and expenses and deductions are recorded when a liability is incurred. Operating revenues/expenses include all revenues/expenses directly related to providing enterprise fund services. Incidental revenues/expenses are reported as non-operating.

Budget Process

The annual budget process begins each year with a review of the current year financial report as of the end of the second quarter. From this point, revenue estimates for the current year are extended through the close of the year and preliminary revenue projections for the new year are prepared.

The Finance Department prepares and distributes budget templates to all departments which contain updated actual results from the previous fiscal year and revised current year budget amounts. Also distributed are some base assumptions to be used for various payroll and benefit line items. Department representatives are requested to provide estimates of current year final expenditure amounts as well as line-item proposals for the new budget year with supporting details included.

Village of Glen Ellyn

Budget Process

The budget team, which consists of the Finance Director, Village Manager, Assistant to the Village Manager and Assistant Finance Director, meets with individual department managers and their support staff to review departmental budget proposals, department goals and organizational objectives. The budget team reviews total budget requests against anticipated revenue streams by fund to determine the extent to which available resources match requests. Follow-up departmental meetings are convened as necessary to modify and refine the budget.

The Village Board typically conducts two budget workshop meetings. Copies of the draft budget are made available for public inspection at the Civic Center, library and on the Village's website. A public hearing is conducted on the proposed budget according to state statutes. Approval of the final budget is typically approved at the regular Village Board meeting following the public hearing to allow additional opportunity for public input.

Budget Transfers and Amendments

The annual budget ordinance authorizes the Village Manager to make budget transfers within a department which do not exceed $10,000. As a regular practice however, the Village does not record transfers of budgetary authority between accounts so as not to detract from original budget projections. The budgetary level of control is defined at the individual fund level.

The budget may be amended by the adoption of a budget amendment ordinance at any time during the fiscal year. At the onset of each new fiscal year, a budget amendment ordinance is adopted which is composed of total unliquidated encumbrances at the close of the previous fiscal year. Most encumbrances relate to previously Village Board approved contracts or projects which exceed $20,000 (recently increased from $10,000) and involve progress payments as the project is completed. Additional budget amendments may be considered as the fiscal year draws to a close to account for any significant unbudgeted or unforeseen expenditures which took place during the year.

VILLAGE OF GLEN ELLYN
FY12/13 BUDGET PREPARATION CALENDAR

November 18, 2011	Preliminary revenue projections to Village Manager (General Fund).
November 30,2011	Distribution of preliminary budget information and document templates to department managers.
December 30, 2011	Departmental budget requests due to Finance (with support and footnotes).
January 2012	Preliminary Departmental / Manager budget review meetings.
January 13, 2012	Finance Commission completes Five Year Forecast
January 20, 2012	Departmental narratives due
February 2012	Additional Departmental meetings as needed
February 20, 2012 (3rd Monday)	Village Board Workshop - Review Third Quarter Financial Report and Five Year Forecast
February 29, 2012	Distribution of draft budget
March 5, 2012 (1st Monday)	Special Village Board Workshop at 6:00 p.m. - General Fund and Recreation Budgets
March 19, 2012 (3rd Monday)	Early Village Board Workshop at 6:00 p.m. - All Other Funds Budgets
March 26, 2012 (4th Monday)	Final Budget Review Workshop
April 9, 2012 (2nd Monday)	Village Board Meeting - Public hearing on proposed FY12/13 Budget First reading of the budget ordinance
April 23, 2012 (4th Monday)	Budget ordinance adopted
May 1, 2012	Fiscal Year 2012/13 begins

Village of Glen Ellyn Strategic Goals - DRAFT (August 2012)

The Village has been working on developing strategic goals for the organization. As of August, 2012, the goals are in draft form, but provide some good prioritization for Village activity. Many goals are well underway or completed. Future

Mission

health, safety and welfare of its residents, businesses and visitors. This is accomplished in cooperation with those vested in our community: residents, elected and appointed officials, employees, volunteers and other public, private and social entities.

community we serve.

Vision

quality of life, keeping Glen Ellyn a vital and desired destination in which to live, work, shop and visit. We respect the past, respond to current concerns and plan for the future in an open, transparent and effective manner.

•SHORT: The Village consistently takes the actions necessary to reach its full potential.

Values

We Value

Fairness in providing service to our customers

Fiscal Integrity
Customer Service Excellence
Thorough and Efficient Communication/Transparency

Providing infrastructure to retain and attract investors

Being Good Stewards of Village Property, Capital Maintenance and Improvements
Economic Development and Progress

Village employees and being a responsible and desired employer

Enhancing that which makes us unique

Community Character, including aethetic beauty/trees
Safety
Community Involvement: Using Collective Intelligence
Environmental Concerns (including Green Initiatives)
Historical Preservation

Economic Development

Goals

Evaluate possibility of Roosevelt Road TIF by conducting feasibility report and workshop with Village Board by November 1, 2012

Develop RFP for 825 N. Main and implement redevelopment plan by April 1, 2013

Execute plan for redevelopment of one parcel in Roosevelt Road commercial district by April 1, 2013

Develop an Economic Development Plan by April 1, 2013 which includes:

- Target areas for economic development
- A marketing plan for economic development
- A policy for growth and redevelopment to attract developers in a strategic way
- Economic Developemnt Incentive Guidelines including those for TIF and general development

Develop a plan to streamline development approvals and reviews, permits, and business opening process in the Village by May 1, 2013

- Establish related volunteer committee by October 1, 2012

Supplemental Goals

Establish economic development advisory counsel by September 1, 2013

Village Links generates an annual operating profit large enough to cover all debt service and $100,000 in capital expenditures starting this fiscal year by May 1, 2013 and thereafter.

Secure three commercial property annexation agreements by May 1, 2013

Customer Service

Goals

Increase community safety by completing ordinances to enhance enforcement efforts in necessary areas by January 1, 2013.

Pilot Village inquiry tracking system in Public Works by January 1, 2013 and track results

Develop system where by all customers are contacted by the village within two business days with an acknowledgment of their request (automatic response email or return phone call) and possible resolution date by October 1, 2013.

Implement quarterly financial projection/forecast for end of fiscal year by November 1, 2012

Increase the Village's Illinois Policy Institute transparency score to a minimum of 75 by January 1, 2013

Supplemental Customer Service Goals

Promote and present Village goals publicly by September 1, 2012

Increase the customer convenience and interactivity and functionality of the Village website by April 1,

Implement positive customer service training for all village employees by May 1, 2013

Resolve Board Meeting video issues by December 1, 2012

Create communication plan including best use of Village communication resources (GETV, website, print material, eNews, social media, radio station) by February 1, 2013

Complete Emergency Operations Plan and conduct a bi-annual simulation exercise by May 1, 2013

Infrastructure

Goals

Major Project: Consolidate the Village's long-term capital plans/major maintenance items into a single 20-year schedule including repair, replacement and future development projects and estimated costs by November 1, 2012. (Include GEVFC and Village Links.)

Major Project: Complete extensive Village Links renovation by Spring, 2013 by meeting set milestones as published.

Major Project: With Park District, complete analysis, plan and begin implementation of Lake Ellyn and Riford channel improvements to significantly reduce flooding in that area by January 1, 2013

Be good stewards of Village-owned property

Complete Civic Center space needs study and incorporate recommended actions in the CIP by November 1, 2012

Engineer solutions to pedestrian connectivity issues between DuPage Blvd and Nicoll Way along Route 53 by May 1, 2013.

Reopen the Village Arboretum and repair Panfish Park by December 1, 2012 (complete punch list)

Complete native plantings in Manor Woods per annual schedule (200 plants) by September 1, 2012

Open Village Bike Path by April 1, 2013

Test Village Attraction Signage at north and south gateways and along Roosevelt Road by December

Enhance Village sidewalk policy by September 1, 2012

Develop and promote a community cost-share program for tree public tree replacement by October

Supplemental Goals

Invest in sanitary sewer improvements to reduce inflow and infiltration throughout the Village including sewer lining and other areas of identified concern by April 1, 2013.

Complete Sign Code by March 1, 2013

Human Resources

Goals

Implement changes recommended by Salary Survey by July 30, 2012

Major Project: Begin negotiating a Fraternal Order of Police contract with agreed upon parameters set by the Village Board by December 1, 2012

Ensure 95% of Village Employee Performance Evaluations are completed within two weeks of anniversary date by April 1, 2013

Improve the timing and efficiency of Village Management presentations at public meetings as measured by Village Manager and Board feedback by April 1, 2013

Supplemental Goals

Complete the enhancement of Village employee performance evaluation instrument by January 1,

Move Village Manager performance evaluation and incentive calculation to April 2013 to align with

Move Village Commission terms to expire at the end of May to align with fiscal year and elected official

Partnerships

Goals

Complete intergovernmental agreement with DuPage County and College of DuPage by June 1, 2012

Ensure long-term viability of the Glen Ellyn Volunteer Fire Company by:

Implementing Fire Special Service Areas
Fully prosecuting alleged theft (ongoing)
Making public career benefit by August 1, 2012
Completing an intergovernmental agrement with the Fire Company which outlines specific responsibilities of the Village and the GEVFC by April 1, 2013

Redefine partnership goal regarding purchasing and/or expense elimination through collaboration, insourcing or outsourcing by January 1, 2013

Complete intergovernmental agreement (boundary) with Lombard by June 1, 2012

Resolve outstanding items, including lift station and billing, with College of DuPage by January 1, 2012

Complete intergovernmental agreement with the Glen Ellyn Historical Society for History Park maintenance and operations by October 1, 2012

Complete an agreement with Chamber of Commerce for use of 810 N. Main by June 1, 2012

Evaluate joining the Fire Alliance and make recommendation by December 1, 2012

Complete Glenbard Wastewater Authority agreement regarding cost share and proposed IGA amendments by April 1, 2013

Funding

Goals

Help to resolve long term funding challenges

Hold annual pre-budget workshops by November 1, 2012 with agenda discussed at April 2012 workshop including Five-year Forecast and Capital Improvements Plan

Achieve annual incremental tax (sales and/or property) revenue over organic growth projected in five year forecast by May 1, 2013

Complete necessary steps to implement Electrical Aggregation by May 1, 2013

Partner with Glenbard Wastewater Authority and others as applicable on all related bids to seek cost and time efficiences for fiscal year 2013

Keep Administrative Expenses in Solid Waste Fund to $1.25 or less per customer per month for fiscal year 2013 by implementing eBill and/or other cost-saving measures

Supplemental Goals

Secure at least three grants for fiscal year 2013

Downtown Plan

Goals

As a result of the downtown traffic study

Add diagonal parking spaces to the 500 block of Duane Street by July 1, 2012

Eliminate customer confusion over use of the Main/Pennsylvania lot by November 1, 2012

Explore options to add parking spaces to the commercial block of Main, Crescent, Forest and Pennsylvania and make recommendations by April 1, 2013

Purchase Duane Street parcel and design and budget for new parking lot by May 1, 2013

Conduct downtown streetscape and parking analysis with grant money and review results by February

Assist Alliance in establishing new branding program with kiosk and banners in downtown by July 1,

Designate downtown as a historical district by April 1, 2013

Replace appropriate benches, sidewalks and fencing by December 1, 2012

Supplemental Goals

Evaluate funding options and work with Metra/Union Pacific to advance the development of a pedestrian tunnel by Feburary 1, 2013

Complete punchlist of downtown "mini-refresh" including plantings and evaluation of Praire Path vegetation by December 1, 2012

Complete a Village wayfinding RFP, including downtown, by April 1, 2013

Capital Projects

List of capital projects can be located in the Capital Improvement Plan.

Village of Glen Ellyn
Five Year Forecast, February 2012
Based on FY2011/12 Budget information

Why are we discussing this?

Before the FY2011/12 budget process began, the Village of Glen Ellyn's first five year forecast was developed to identify long term trends and issues facing the community. This effort was focused on the General Fund, the main operating fund for providing government services, such as police protection, and routine maintenance of our streets and sidewalks. This forecast identified a glaring divergence in our current revenue sources and our expenditures, leading to a $6 million deficit over the five year span.

Since then, the Village has embarked on efforts to shore up the tax base by attracting a high-end grocery store, which should generate notable sales and property tax revenue, enhancing the façade grant program to encourage business investment, and establishing a tax increment financing district (TIF) in the central business district to help fund necessary projects to support the business community. The Village continues to control costs by (utilizing the Volunteer Fire Company, controlling health insurance costs, and utilizing part time employees. In fact, Glen Ellyn has the lowest use of Full-time employees in DuPage County.) Other cost savings measures remain in place, and will continue as future budgets remain structurally imbalanced.

The information provided in the five year forecast is prepared on a budget basis. Not all data will equal information provided in the comprehensive annual financial report as that includes audit accruals and other differences.

What are the main goals of conducting a long term forecast?

The key goals of Glen Ellyn's 5-year forecast:

1) Understand long term trends in revenue sources
2) Understand long term trends in expenditures
3) Identify future imbalances in revenues and expenditures (deficits)
4) Develop and implement programs now to avoid future deficits
5) Use tables and graphs to summarize and highlight info and trends

What is different this year?

This five year forecast has changed focus from just the General Fund to all governmental funds. That is, the funds that are funded primarily by taxes and are used to account for traditional government services, such as public safety, roads, sidewalks, and facilities. This analysis incorporates capital and debt forecasts to assure a more complete picture of the Village government as a whole.

This forecast excludes our business type activities, such as the water/sewer fund and Village Links golf course as those enterprises are funded most notably by direct user fees. Other internal service funds are also excluded as they are a service provider to the government, its enterprises, and other government customers.

Introduction

What was the approach to preparing this forecast?

The five year forecast uses the most recent adopted budget, for FY2011/12. Using historical information and current economic circumstances, we identify trends and traditional growth rates. This information is coupled with known information (such as changes in state pensions laws) to arrive at continued growth rate assumptions. Assumptions are specific to the revenue or expenditure. Whenever possible, future planning tools are included, such as the existing street resurfacing program. The baseline for fund balances is the annual audit for the fiscal year ended April 30, 2011. The information contained in this report will approximate, but not tie out exactly, to the numbers contained in the Village's annual audit as there can sometimes be a difference in reporting. Further, many interfund transfers, which are a regular part of government operations, are excluded to capture all governmental activity in aggregate instead of specific funds.

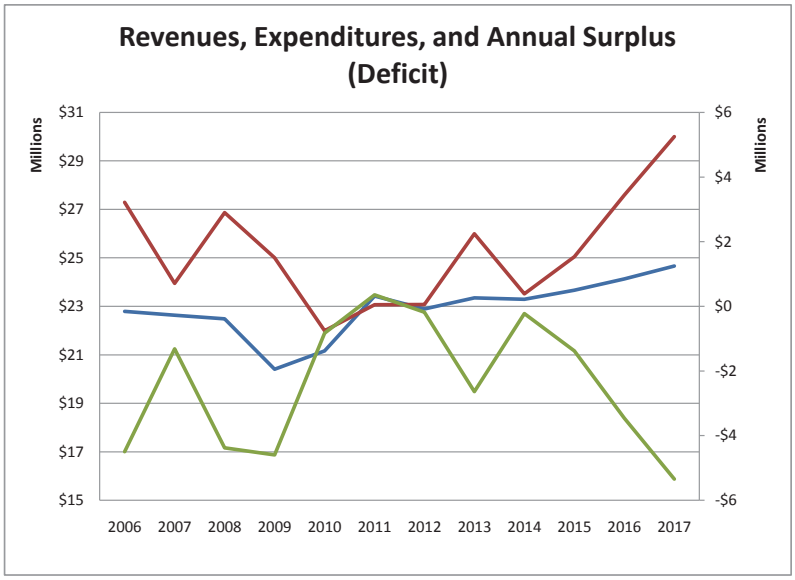
What is included in this analysis?

The five year forecast includes information generally as follows:

- Big picture
  - Governmental revenues, expenditures, and fund balance
  - Fund balance projections
- Revenues
  - Key revenue sources and assumptions
  - Makeup of governmental revenue sources
  - Key revenue relative growth rates
- Expenditures
  - The largest areas of expenditures, including growth rates and assumptions
  - Expenditures by type (includes debt)
  - Personnel and other operating expenditures
  - Personnel expenditures, by category
  - Salaries and overtime, by category
  - IMRF, police pension, and health insurance as a percentage of salaries and overtime
  - The capital plan
- Contributions to the deficit
- How much would it take to balance?
- Potential solutions

Governmental revenues, expenditures and fund balance

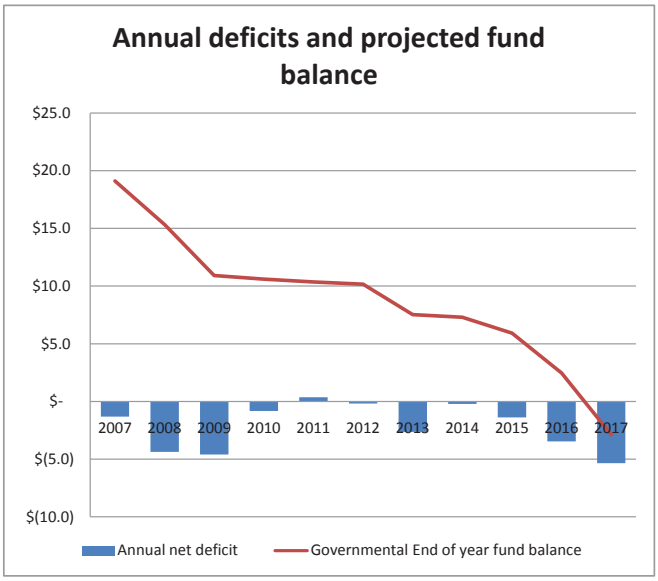
Governmental revenues grow at a relatively flat pace overall. Expenditures grow at the pace of capital investment (through the capital improvement planning process) and the faster growth of personnel and benefits. The end result is depletion of fund balance over time.



There are important items to note about these projections. For example, the Village aggressively pursues grants. Significant grant dollars are likely, but are excluded as we do not know how much grant revenue will be awarded, or for which projects. Grants are typically provided only for capital projects. From 2007 to 2013, the Village has secured close to $300,000 in operating grants, and more than $6.2 million in grants for capital projects.

Fund balance projections

As of the end of FY2010/11 (the most recent audited financial statements) the overall fund balance available for governmental uses was $10.4 million.The total shortfall over the next five years is $13.0 million, or $2.6 million per year, if current trends continue and if no corrective action is taken.



All governmental funds				
In millions	Total revenues	Total expenditures	Surplus (deficit)	End of year fund balance
2013	$23.4	$26.0	($2.6)	$7.5
2014	23.3	23.5	(0.2)	7.3
2015	23.6	25.0	(1.4)	5.9
2016	24.1	27.6	(3.5)	2.4
2017	24.7	30.0	(5.3)	(2.9)
2013-2017 total	$119.1	$132.1	($13.0)	
2013-2017 average	$23.8	$26.4	($2.6)	

Key revenue sources and assumptions

It is important to know how we arrived at the revenue projections and their historical growth rates.

	FY2012 (in millions)	Average annual growth (2005-2012)	Projected annual growth (2013-2017)
Property tax	$7.1	2.0%	3.5%
Sales tax and home rule sales tax*	5.4	8.2%	2.0%
State shared revenues	3.4	1.4%	0.9%
Utility taxes	3.0	0.5%	0.5%
User fees and charges **	1.6	5.1%	1.0%
Total Revenues	**$22.9**	**0.9%**	**1.3%**

**The Village begain collecting home rule sales tax in FY2010. Without that new revenue, 2005-2012 growth would be 1.7% and FY2012 revenue would be $3.0 million.*

***Includes ambulance user fees, which began in FY2010. Without those user fees, 2005-2017 growth would be -3.1%, and FY2012 revenue of $920,000.*

Property tax grows at the rate of CPI-U or 5% whichever is less, plus new growth. The December 2011 CPI-U increase was 3.0%, and has averaged 2.4% over the past three years. New growth and development has recently remained at about 1.0% per year.

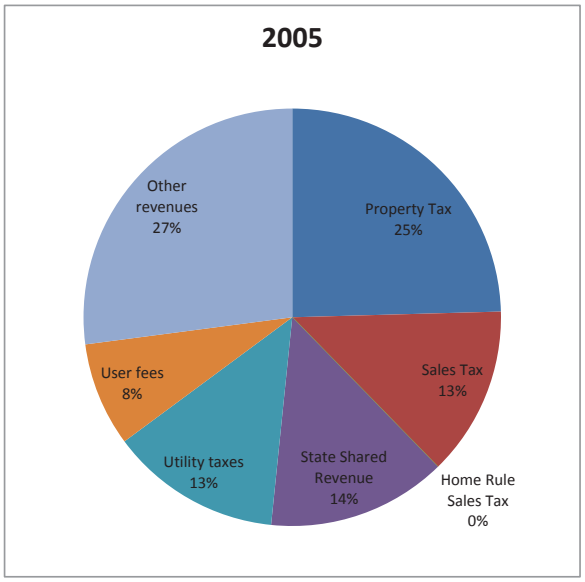
Sales tax revenue, without the home rule sales tax, has grown by just under 2% per year. With the increased focus on economic development within the Village and some slow improvements in the economy, this projection is within range, but could increase with any national economic recovery.

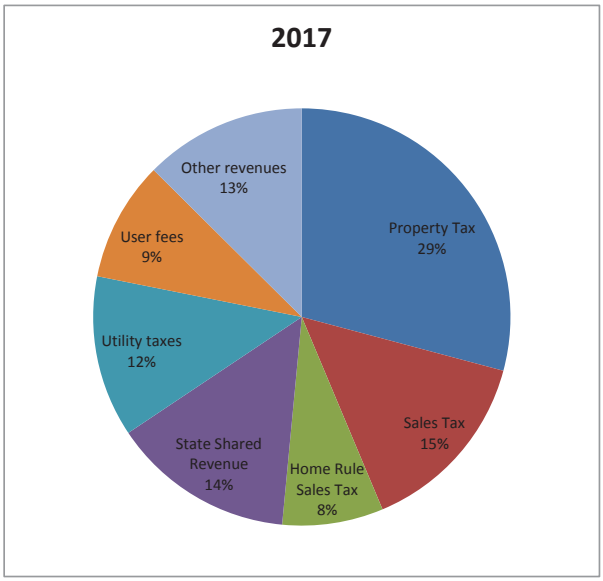
State shared revenues include income tax and motor fuel tax and are generally tied to the state-wide economy. These are collected by the state and distributed to local governments based on population. A moderate growth rate of 1.0% is conservative. The largest threat to state shared revenues is the state government redirecting these dollars to balance the state budget.

Utility taxes includes natural gas, electricity, and cable. This is a function of use (for electricity and natural gas) and rates (for cable).

User fees includes vehicle stickers, licenses and other charges for services. The Village periodically reviews rates to ensure that our costs to provide the services are in line.

Governmental revenue sources

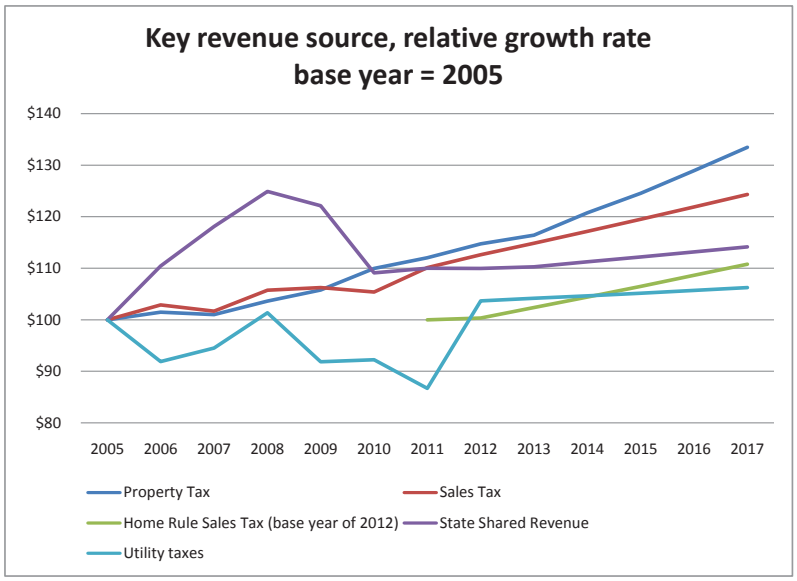




Revenues continue to be diverse and the Village is not over-dependent on one revenue source. Traditionally, the Village is not overreliant on property taxes (less than 7% of residents' property tax bills is used for Village government services). Without higher increases to other revenue sources, over time, the Village risks becoming slightly more reliant on property taxes. Sales taxes, home rule sales tax , and state shared revenues remain key revenue sources.

User fees include building permits, user fees and services charges.
Other revenue includes other taxes, miscellaneous revenue, interest income, and transfers from other agencies or non-governmental funds.

Key revenue relative growth rates



To understand that relative growth rates, each revenue source is set at baseline of $100 in 2005 (2012 for home rule sales tax, the first full year of that revenue source). Each revenue is tracked relative to its base year to identify relative growth rate over time. It is clear that some revenue sources, such as state shared revenues and utility taxes, are erratic, and are projected to grow at a slower rate than sales taxes or property tax.

Expenditures

It is important to know how we arrived at the expenditure projections and their historical growth rates.

	FY2012 (in thousands)	Average annual growth (2006-2012)	Projected annual growth (2013-2017)
Salaries and Overtime	$7,356	3.1%	3.9%
Police Pension	1,036	9.3%	10.0%
IMRF Pension	389	28.8%	2.4%
Health Insurance	900	13.3%	10.0%
Total Payroll and benefits	**$10,031**	**4.9%**	**5.1%**
Other operating expenditures	$5,999	4.4%	3.8%
Other operating expenditures (without ambulance)	$5,070	2.4%	3.7%

Salaries and overtime are projected to grow slightly faster than they have in the past. In a typical year, there is often position turnover, resulting in lower annual costs. A large driver for this cost is the police union contract, which is up for renewal in fall, 2012.

The Village continues to make the annual required contributions to the pension plans. Glen Ellyn's Police Pension fund is better funded than most, but still has a$12 million unfunded liability (close to 400% of covered payroll).

A large part of the IMRF increase relates to an early retirement program from several years ago, coupled with severe investment losses in 2008. The Village's costs for this retirement program are set annually as a percentage of covered earnings.

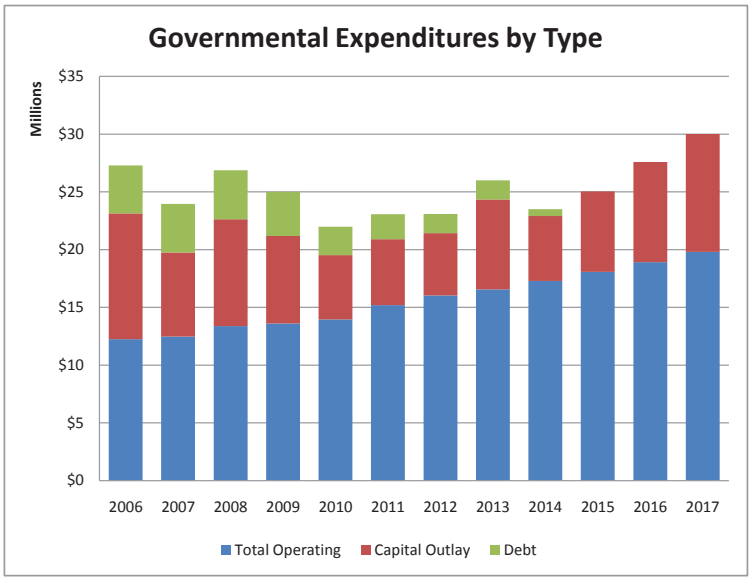
Health insurance continues to be large cost increase driver. The Village switched to an insurance pool a few years ago, and it appears as though the 2012 renewal rates will be favorable. However, the impact of federal health care laws has yet to be fully realized.

The cost to provide the pension and health insurance benefits drive the overall payroll and benefits costs to about 5% per year.

Total governmental expenditures have actually declined from 2006 to 2012 due to large capital investment that was occuring in 2006. Annual growth rates going forward are 3.7%, compared to revenues at 1.3% Of the other operations, the higher growth rate expenditures include police and fire dispatch (5%), equipment services transfer (4%), and liability insurance (6%).

Expenditures by type

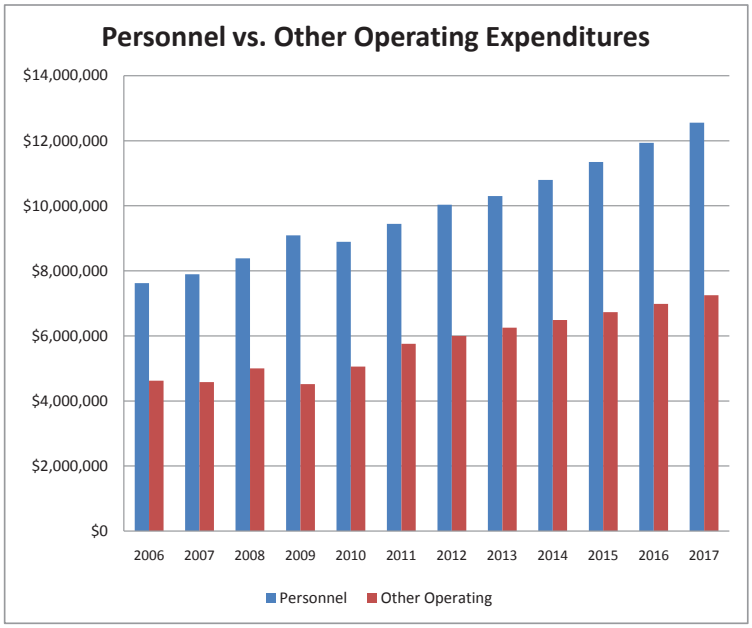
Governmental expenditures can be characterized as operating, capital outlay, and debt. For purposes of this analysis, we have excluded transfers from one governmental fund to another. We have retained transfers to internal service funds as that is an outlay from governmental services.



The debt service payments are diminishing as the remaining bonds are paid off. Capital expenditures vary with the annual capital program (i.e. some years are higher due to scheduling more expensive projects.) Operating expenditures funds wages and benefits, along with contractual costs and supplies that are needed to provide government services. Operating expenditures are the largest area of expenditure, so we will drill down in this area to better understand trends.

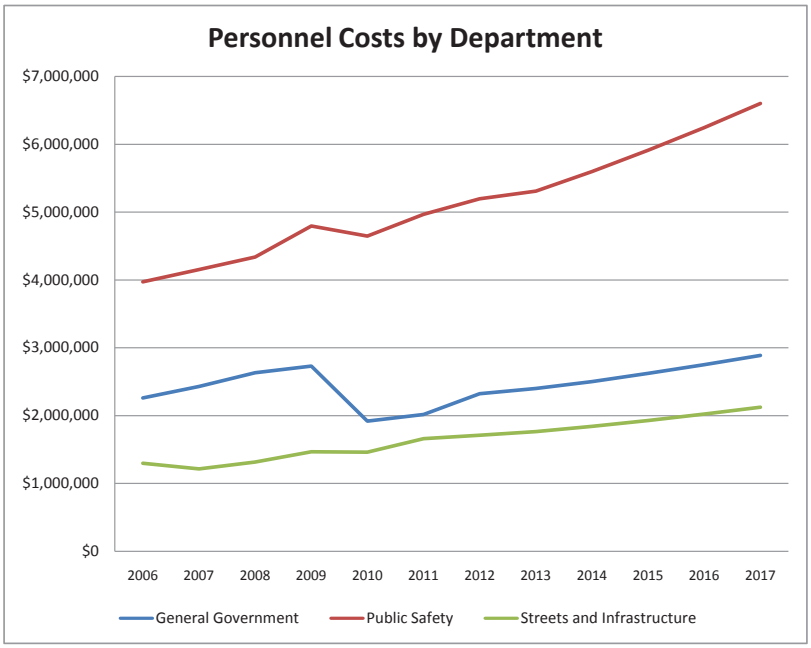
In 2001, 10 year bonds were issued following a referendum to authorize $18M bonds for sewer projects. As those bonds are retired, the property taxes previously levied for the debt is being redirected to the capital projects fund to use a pay as you go approach to future projects.

Personnel and other operating expenditures



The majority of our operating expenditures relate to personnel, increasing by 5.1% as previously discussed. The largest area of personnel expenditure relates to public safety. From 2009 to 2010, there was a decline in personnel spending due to staffing reductions in various departments. Other operating costs are projected to grow at 3.7%.

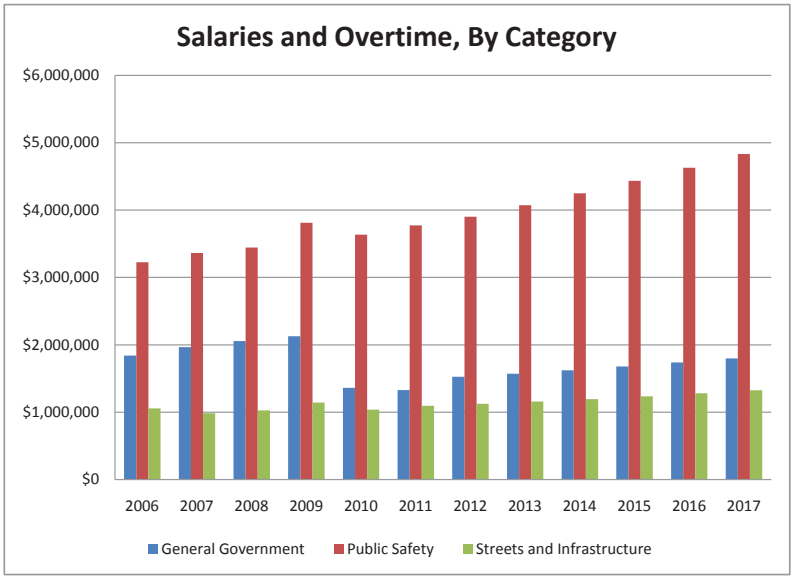
Personnel expenditures, by category



We also can detail the operating expenditures by the type of service that those expenditures support. For Glen Ellyn, those categories are General Government, Public Safety, and Highways and Streets.

The largest category of governmental services is public safety. In addition, there was a decline in both General Governmental and Public Safety spending in FY2009 and FY2010. This is due in part to police pension cost increases, but also reduced non-public safety spending.

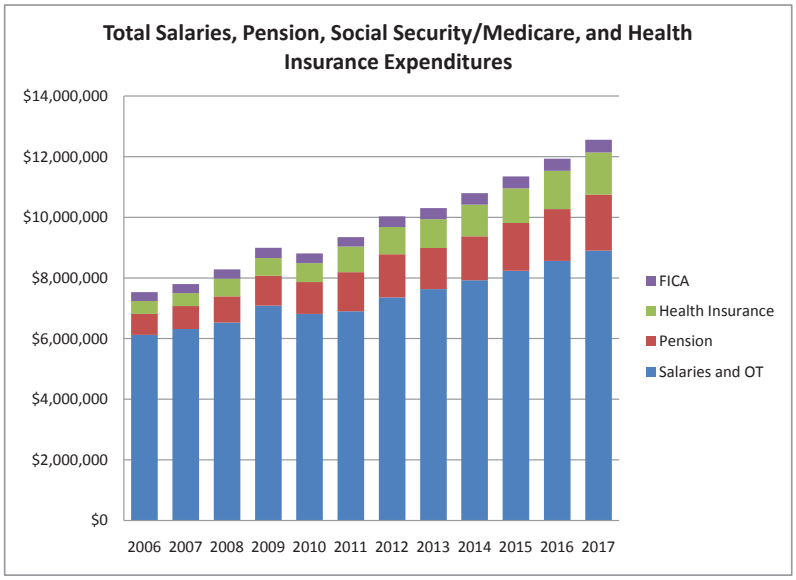
Salaries and overtime, by category



Isolating just salaries and overtime by category (excluding pension and other benefit costs), the public safety costs continue to increase.

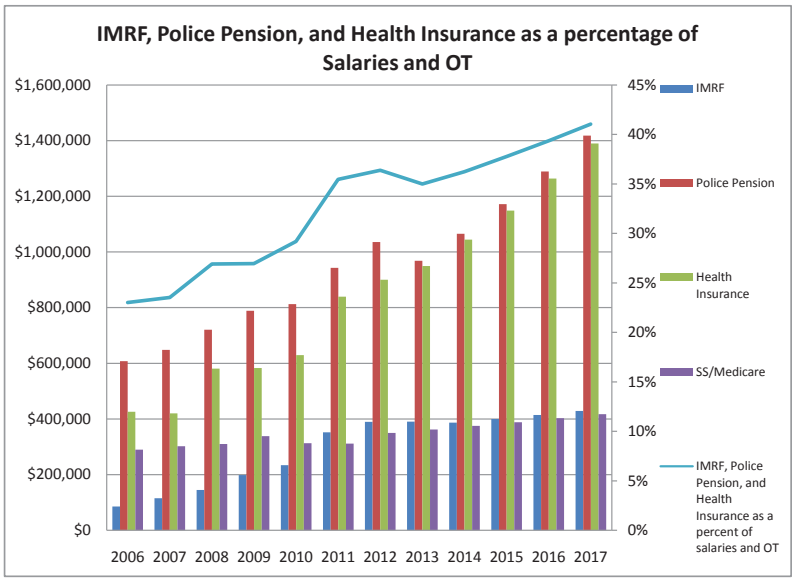
Projections assume current staffing levels.

Personnel costs over time



In aggregate, the costs for personnel increase over time. Each of of these costs are increasing, notably salaries and overtime, health insurance, and pensions.

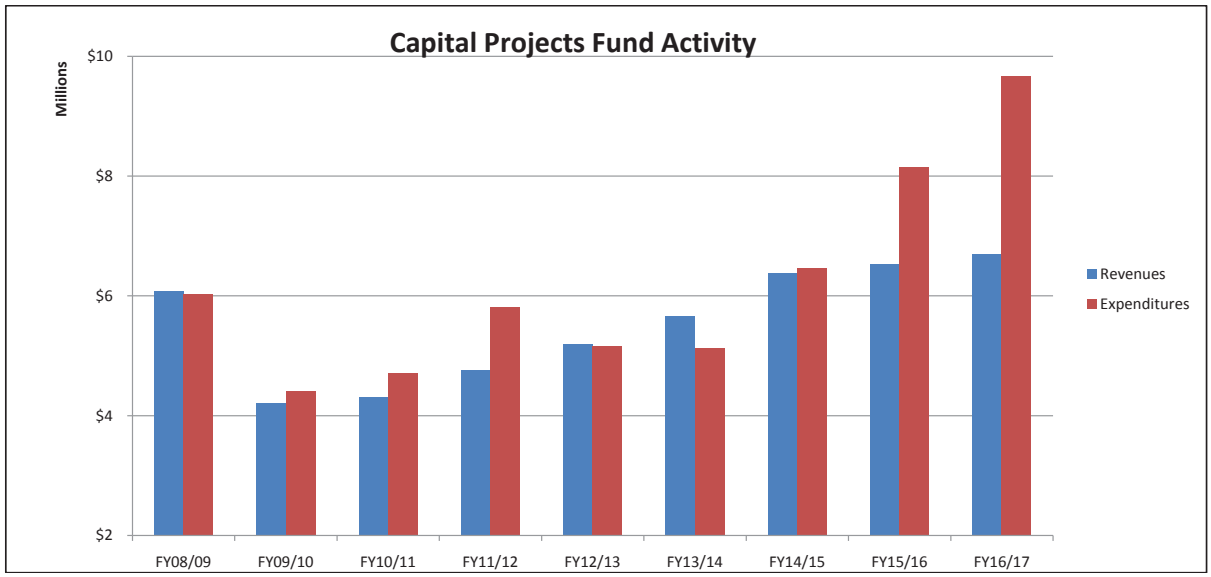
IMRF, police pension and health insurance as a precentage of salaries and overtime



This graph shows the dollar cost of Police Pension, Health Insurance, IMRF, Social Security and Medicare each year from 2006 to 2017. Further, this compares the total cost to provide these benefits (excluding Social Security and Medicare) as a percent of the salaries and overtime. In 2006, those benefits cost about 23% of paid salaries and overtime. In 2012, that number has grown to 36%, and is projected to grow to 41% in 2017. This is due to significant annual cost increases, primarily in health insurance and pensions.

The capital plan

A large driver to deficits included in this projection relates the capital plan. Major revenue sources in the capital projects fund include property taxes (as bonds are retired, as previously discussed), utility taxes, real estate transfer taxes, and grants. 90% of our capital projects fund is spent on the street program. The report below summarizes a majority of the capital project fund plan. The capital plan is continuously monitored, but is reviewed and revised every few years. The long term street program is scheduled to be reviewed in the next few years to assure that expenditures more closely align with revenues. Capital spending will remain within available resources, supplemented by grants whenver possible.



Contributions to the deficit

From 2013 to 2017, the following areas contribute to the overall deficit. The calculations below are the dollar cost over 1.3% growth rate from the FY2012 budget numbers.

	Component contribution to the $13 million Deficit
Police Salaries and overtime	$1.8 million*
Salaries and overtime for other employees	$1.2 million*
Employee benefits	$1.8 million*
Economic development	$0.8 million (high end grocery store)**
Capital Outlay	$5.1 million (deficit from capital projects fund)
All other	$2.4 million (includes liability insurance, ambulance contracts and various other operating items)

*Computed as the difference for each projected expenditures at its anticipated growth rate and the total revenue growth rate of 1.3%.
**We expect to re-coup this over time through additional sales taxes.

How much would it take to balance?

To provide a baseline for analysis, we have calculated the amount that would be required from any one of these areas (revenues or expenditures) on their own, to make up the projected deficit.

	Current 2013-17 projected growth rate	2013-17 growth rate needed to fill the gap	2013-17 growth rate needed to fill the gap, without the $4.1 million capital projects fund deficit
Sales tax (includes home rule sales tax)	2.0%	16%	7%
Property tax	3.5%	24%	11%
Payroll and benefits	4.9%	-4.5%	-1.5%

Potential solutions

There are several solutions that could occur. Each of these solutions has benefits and drawbacks.

Expenditures

- **Health Insurance controls**. If we were to keep our health insurance costs flat (after our July 1, 2012 renewal), the Village would save an average of $200,000 per year. If we no longer provided health insurance starting with FY2012, the premium savings would be about $1.16 million per year. This would still leave a shortfall of $5.8M, leaving a 5 year net shortfall of $5.1M
- **Continue to rely on part time employees.** Glen Ellyn utilizes many part time employees, which helps to minimize benefits costs. Whenever possible, the Village should continue to use part time employees to provide service.
- **Control salary increases**. Current projections include a total of 4.5% annual increases for police patrol (which includes step increases) and 3% to 3.5% for all other employees. Lowering these projections by 1 percentage point in each year equals about $250,000 in annual savings, or $1.27M over the 5 years due to compounding. By not making any wage adjustments (if existing staff were to remain), the 5 years savings would be about $4.6M, or $925,000 per year.
- **Evaluate future capital spending and revenues to take advantage of 20 years of investment**. The Village continues to invest heavily in the capital plan. Management will be reviewing the long term plan to determine how best to fund infrastructure projects in the future. The investment made over the last two decades and the availability of grant funds may allow us to decrease funding levels in future years.
- **Evaluate service levels.** While we continue to seek operating and cost efficiencies, significant cost decreases would lower or eliminate some services that the Village currently provides.
- **Intergovernmental and interdepartmental cooperation.** The Village continues to utilize joint purchasing and cooperates with other governments to achieve economies of scale. These efforts should be expanded and explored whenever possible.

Revenues

- **Economic development.** The Village has a number of economic development initiatives underway, such as the downtown TIF, grant programs, and taking a more active role in attracting new development.
- **Implement new revenue sources**. The Village could implement new revenue sources, such as taxes on gasoline, food and beverages, or increase existing taxes, such as the home rule sales tax.
- **Grants**. The Village aggressively seeks grants. However, grants are typically awarded for capital projects.
- **Evaluate the fee and fine structures**. To ensure that we are appropriately covering costs, we should consider reviewing our fee and fine structures periodically.

VILLAGE OF GLEN ELLYN
FY12/13 ANNUAL BUDGET
PERSONNEL SCHEDULE

Classification	Status	Salary Range	FY08/09 Budgeted Employees	FY09/10 Budgeted Employees	FY10/11 Budgeted Employees	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees
Village Board & Clerk							
Administrative Clerk II	PT	B	0.50	0.50	-	-	-
ST Village Board & Clerk			**0.50**	**0.50**	**-**	**-**	**-**
Village Manager's Office							
Village Manager	FT	Z	1.00	1.00	1.00	1.00	1.00
Deputy Village Manager	FT		1.00	1.00	-	-	-
Assistant to the Village Manager - ADM	FT	P	-	-	-	1.00	1.00
Assistant to the Village Manager - HR	FT	P	-	-	-	1.00	1.00
Personnel Analyst	FT		1.00	1.00	1.00	-	-
Village Collector	FT		1.00	1.00	-	-	-
Administrative Analyst	FT		1.00	1.00	1.00	-	-
Economic Development Manager	PT	L	-	-	-	-	0.75
Administrative Services Coord.	PT	G	-	-	0.75	0.75	0.75
Executive Secretary	PT	N	1.00	1.00	1.00	1.00	0.75
Secretary	PT	7	0.50	-	-	-	-
Administrative Clerk II	PT	B	1.00	1.00	1.00	1.00	1.00
Multimedia Specialist	PT	J	0.50	0.75	0.75	0.75	0.75
Administrative Intern	PT	N/A	0.50	-	-	0.50	0.50
ST Village Manager's Office			**8.50**	**7.75**	**6.50**	**7.00**	**7.50**
Senior Services							
Senior Services Coordinator	PT	H	0.60	0.60	0.60	0.60	0.60
ST Senior Services			**0.60**	**0.60**	**0.60**	**0.60**	**0.60**
Facilities Maintenance							
Maintenance Worker II	PT	F	1.00	1.00	1.00	1.00	1.00
Facilities Supervisor	FT	I	1.00	1.00	1.00	1.00	1.00
Custodian	PT	A	4.50	4.00	3.60	3.00	3.00
ST Facilities Maintenacne			**7.50**	**6.00**	**5.60**	**5.00**	**5.00**
Finance							
Finance Director	FT	U	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	FT	P	1.00	1.00	1.00	1.00	1.00
Information Technology Manager	FT	S	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	FT	I	1.00	1.00	1.00	1.00	1.00
AP Fiscal Clerk	PT	D	0.75	0.60	0.60	0.60	0.60
Accounts Manager	FT	J	1.00	1.00	1.00	1.00	1.00
Fiscal Clerk	PT	D	4.00	3.60	3.60	3.60	3.60
Water Meter Readers	PT	N/A	-	1.00	1.00	1.00	1.00
ST Finance			**10.65**	**10.20**	**10.20**	**10.20**	**10.20**
Planning & Development							
Planning & Development Director	FT	U	1.00	1.00	1.00	1.00	1.00
Building & Zoning Official	FT	M	1.00	1.00	1.00	1.00	1.00
Planner with AICP Cert	FT	K	2.00	1.50	1.00	1.00	1.00
Plan Examiner	FT	J	1.00	1.00	1.00	1.00	1.00
Building Inspector	FT	J	2.00	2.00	2.00	2.00	2.00
Administrative Assistant II	FT	F	1.00	1.00	1.00	1.00	1.00
Engineer	PT			-	-	-	0.75
Permit Clerk	PT	D	2.00	2.00	2.00	2.00	2.00
Property Site Inspector	PT	B	0.50	0.50	0.50	0.50	0.50
Fire Inspector	PT		1.00	0.50	-	-	-
Administrative Clerk II	PT	B	0.50	0.75	0.50	0.50	0.50
Planning Intern	PT	N/A	0.50	1.00	1.00	1.00	1.00
ST Planning & Development			**12.50**	**12.25**	**11.00**	**11.00**	**11.75**

VILLAGE OF GLEN ELLYN
FY12/13 ANNUAL BUDGET
PERSONNEL SCHEDULE

Classification	Status	Salary Range	FY08/09 Budgeted Employees	FY09/10 Budgeted Employees	FY10/11 Budgeted Employees	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees
Police							
Police Chief	FT	V	1.00	1.00	1.00	1.00	1.00
Deputy Chief	FT	T	2.00	2.00	2.00	2.00	2.00
Police Sergeant	FT	O	7.00	7.00	7.00	7.00	7.00
Police Officer	FT	Contract	33.00	33.00	33.00	33.00	33.00
Records Supervisor/Tech	FT	L	1.00	1.00	1.00	1.00	1.00
Property Officer	FT	G	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II	PT	F	0.50	0.50	0.50	0.50	0.50
Community Service Officer	FT	E	3.00	2.00	2.00	2.00	2.00
Community Service Officer **	PT	E	1.10	1.60	1.60	1.20	1.20
Records Clerk	FT	D	4.00	4.00	4.00	4.00	4.00
Records Clerk	PT	D	2.75	2.75	2.75	2.75	2.75
ST Police			**56.35**	**55.85**	**55.85**	**55.45**	**55.45**
Public Works							
Administration & Engineering Division							
Public Works Director	FT	V	1.00	1.00	1.00	1.00	1.00
Assistant Public Works Director	FT	S	1.00	1.00	1.00	1.00	1.00
Registered Professional Engineer	FT	T	1.00	1.00	1.00	1.00	1.00
Civil Engineer	FT	O	1.00	1.00	1.00	1.00	1.00
Utilities Inspector	FT	J	1.00	1.00	1.00	1.00	1.00
Engineering Technician	FT	12	-	-	-	-	-
Administrative Secretary	FT	9	1.00	-	-	-	-
Administrative Assistant I	FT/PT	D	1.50	1.50	1.50	1.50	1.50
ST Administration & Engineering			**7.50**	**6.50**	**6.50**	**6.50**	**6.50**
Operations Division							
Village Forester	PT	L	0.60	0.60	0.60	0.60	0.60
Project Coordinator	FT	G	1.00	1.00	1.00	1.00	1.00
Senior Plant Operator	FT	L	1.00	1.00	1.00	1.00	1.00
Crew Leader I	FT	I	3.00	3.00	3.00	3.00	3.00
Customer Service Worker	FT	G	1.00	1.00	1.00	1.00	1.00
Maintenance Worker II	FT	F	9.30	9.30	9.30	9.30	9.30
Maintenance Worker I	FT	E	4.00	4.00	4.00	4.00	4.00
Water Meter Reader	PT	N/A	2.00	-	-	-	-
ST Operations Division			**21.90**	**19.90**	**19.90**	**19.90**	**19.90**
Equipment Services Division							
Equipment Services Supervisor	FT	L	1.00	1.00	1.00	1.00	1.00
Equipment Mechanic II	FT	J	2.00	2.00	2.00	2.00	2.00
Inventory Control Clerk	PT	E	0.50	0.40	0.40	0.40	0.40
ST Equipment Services Division			**3.50**	**3.40**	**3.40**	**3.40**	**3.40**
Recreation							
Recreation Director	FT	U	1.0	1.0	1.0	1.0	1.0
Golf Course Superintendent	FT	O	1.0	1.0	1.0	1.0	1.0
Assistant Golf Course Superintendent	FT	I	1.0	1.0	1.0	1.0	1.0
Grounds Supervisor	FT		1.0	1.0	-	-	-
Horticulturist	FT		1.0	1.0	1.0	1.0	-
Assistant Recreation Director	FT	P	-	1.0	1.0	1.0	1.0
Director of Golf	FT	16	1.0	-	-	-	-
Head Golf Professional	FT	K	1.0	1.0	1.0	1.0	1.0
First Assistant Golf Professional	FT	H	1.0	1.0	1.0	1.0	1.0
Food Service Manager	FT	L	1.0	1.0	1.0	1.0	1.0
Seasonal Staff	PT		45.0	45.0	35.0	32.0	32.0
ST Recreation			**54.00**	**54.00**	**43.00**	**40.00**	**39.00**
Total Full-Time Equivalent Positions			**183.50**	**176.95**	**162.55**	**159.05**	**159.30**

VILLAGE OF GLEN ELLYN
FULL-TIME BUDGETED PERSONNEL HISTORY

	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13
ADMINISTRATION										
Administration	3	3	3	3	3	5	5	3	3	3
Facilities Maint	2	2	2	2	2	2	1	1	1	1
TOTAL	5	5	5	5	5	7	6	4	4	4
FINANCE										
Administration/Operations	5	6	5	5	5	4	4	4	4	4
Cashier's Office	1	1	1	1	1	1	1	1	1	1
TOTAL	6	7	6	6	6	5	5	5	5	5
PLANNING & DEVELOPMENT										
Planning	3	3	3	3	3	4	3	3	3	3
Zoning / Inspection	3	3	3	3	4	4	4	4	4	4
TOTAL	6	6	6	6	7	8	7	7	7	7
RECREATION										
Administration	2	2	2	2	1	1	1	1	1	1
Golf	3	3	3	3	3	3	3	3	3	3
Grounds	8	8	8	8	5	4	4	3	3	2
Food Service	2	1	1	1	1	1	1	1	1	1
TOTAL	15	14	14	14	10	9	9	8	8	7
POLICE										
Sworn Officers	39	39	39	40	43	43	43	43	43	43
Service Officers	4	3	3	3	3	3	2	2	2	2
Other Civilians	5	5	5	5	6	6	6	6	6	6
TOTAL	48	47	47	48	52	52	51	51	51	51
PUBLIC WORKS										
Administration./Engineering	8	8	7	7	5	7	6	6	6	6
Equipment Services	3	3	3	3	3	3	3	3	3	3
Operations Division	-	-	-	19	21	19	19	19	19	19
Streets/Forestry	10	10	10	-	-	-	-	-	-	-
Utilities	13	12	12	-	-	-	-	-	-	-
TOTAL	34	33	32	29	29	29	28	28	28	28
TOTAL	**114**	**112**	**110**	**108**	**109**	**110**	**106**	**103**	**103**	**102**

Note: The full-time staffing "high point" was in FY92; 128 Full Time Employees.

Village of Glen Ellyn
Position Classifications by Department
May 1, 2012 through April 30, 2013

	FLSA Status	Salary Range
Administration		
Village Manager's Office		
Village Manager	E	Z
Assistant to the Village Manager - HR	E	P
Assistant to the Village Manager - Admin	E	P
Economic Development Coordinator	N	J
Multi Media Specialist	N	J
Senior Services Coordinator	N	H
Administrative Services Coordinator	N	G
Executive Secretary	N	H
Administrative Clerk II	N	B
Facilities Maintenance		
Maintenance Worker II	N	F
Facilities Supervisor	N	I
Custodian	N	A
Finance		
Finance Director	E	U
Assistant Finance Director	E	P
Information Technology Manager	E	S
Accounts Manager	E	J
Accounting Specialist	N	I
Fiscal Clerk	N	D
Meter Reader	N	N/A

Village of Glen Ellyn
Position Classifications by Department
May 1, 2012 through April 30, 2013

	FLSA Status	Salary Range
Planning & Development		
Planning		
Planning & Development Director	E	U
Planner with AICP Cert	E	K
Stormwater Engineer - Development	N	K
Administrative Assistant II	N	F
Administrative Clerk II	N	B
Planning Intern	N	A
Building & Zoning		
Building & Zoning Official	E	M
Plan Examiner	N	J
Building Inspector	N	J
Permit Clerk	N	D
Property Site Inspector	N	B
Police Department		
Police Chief	E	V
Deputy Chief of Police	E	T
Police Sergeant	N	O
Police Officer	N	PO
Property Officer	N	G
Community Service Officer	N	E
Records Supervisor/Tech	N	L
Administrative Assistant II	N	F
Records Clerk	N	D
Crossing Guards	N/A	Daily Rate

"PO" = Police Officer / FOP Contract

Village of Glen Ellyn
Position Classifications by Department
May 1, 2012 through April 30, 2013

	FLSA Status	Salary Range
Public Works		
Administration/Engineering		
Public Works Director	E	V
Assistant Public Works Director	E	S
Registered Professional Engineer	E	T
Civil Engineer	E	O
Utilities Inspector	N	J
Administrative Assistant I	N	D
Operations Division		
Village Forester	E	L
Project Coordinator	N	G
Senior Plant Operator	N	L
Crew Leader I	N	I
Customer Service Worker	N	G
Maintenance Worker II	N	F
Maintenance Worker I	N	E
Equipment Services		
Equipment Services Supervisor	N	L
Equipment Mechanic II	N	J
Inventory Control Clerk	N	E

Village of Glen Ellyn
Position Classifications by Department
May 1, 2012 through April 30, 2013

	FLSA Status	Salary Range
Recreation		
Administration		
Recreation Director	E	U
Golf		
Assistant Recreation Director	E	P
Head Golf Professional	E	K
First Assistant Golf Professional	E	H
Food Service		
Food Service Manager	E	L
Grounds		
Golf Course Superintendent	E	O
Assistant Golf Course Superintendent	E	I

Note:
E = exempt from FLSA
N = not exempt from FLSA

Village of Glen Ellyn
Salary Tables - May 1, 2012 through April 30, 2013

FY12/13 Salary Schedule Adjustment = 1.00%

		Annualized			Hourly		
Range		Min	Mid	Max	Min	Mid	Max
A		$ 34,632	$ 43,680	$ 52,603	$ 16.65	$ 21.00	$ 25.29
B		$ 36,338	$ 45,864	$ 55,224	$ 17.47	$ 22.05	$ 26.55
C		$ 38,168	$ 48,152	$ 58,074	$ 18.35	$ 23.15	$ 27.92
D		$ 40,082	$ 50,565	$ 60,902	$ 19.27	$ 24.31	$ 29.28
E		$ 42,099	$ 53,082	$ 64,022	$ 20.24	$ 25.52	$ 30.78
F		$ 44,221	$ 55,744	$ 67,246	$ 21.26	$ 26.80	$ 32.33
G		$ 46,446	$ 58,531	$ 70,595	$ 22.33	$ 28.14	$ 33.94
H		$ 48,776	$ 61,443	$ 74,110	$ 23.45	$ 29.54	$ 35.63
I		$ 51,189	$ 64,542	$ 77,854	$ 24.61	$ 31.03	$ 37.43
PO	*	$ 51,257	$ 64,938	$ 78,634	$ 24.64	$ 31.22	$ 37.80
J		$ 53,726	$ 67,746	$ 81,702	$ 25.83	$ 32.57	$ 39.28
K		$ 56,451	$ 71,157	$ 85,842	$ 27.14	$ 34.21	$ 41.27
L		$ 59,280	$ 74,714	$ 90,085	$ 28.50	$ 35.92	$ 43.31
M		$ 62,213	$ 78,437	$ 94,536	$ 29.91	$ 37.71	$ 45.45
N		$ 65,333	$ 82,347	$ 99,258	$ 31.41	$ 39.59	$ 47.72
O		$ 68,682	$ 86,466	$ 104,437	$ 33.02	$ 41.57	$ 50.21
P		$ 72,093	$ 90,792	$ 109,574	$ 34.66	$ 43.65	$ 52.68
Q		$ 75,629	$ 95,326	$ 114,941	$ 36.36	$ 45.83	$ 55.26
R		$ 79,477	$ 100,110	$ 120,806	$ 38.21	$ 48.13	$ 58.08
S		$ 83,429	$ 105,123	$ 126,838	$ 40.11	$ 50.54	$ 60.98
T		$ 87,568	$ 110,386	$ 133,099	$ 42.10	$ 53.07	$ 63.99
U		$ 91,998	$ 115,898	$ 139,880	$ 44.23	$ 55.72	$ 67.25
V		$ 96,554	$ 121,680	$ 146,744	$ 46.42	$ 58.50	$ 70.55
W		$ 101,379	$ 127,774	$ 154,107	$ 48.74	$ 61.43	$ 74.09
X		$ 106,454	$ 134,160	$ 161,782	$ 51.18	$ 64.50	$ 77.78
Y		$ 111,800	$ 140,878	$ 169,978	$ 53.75	$ 67.73	$ 81.72
Z		$ 117,354	$ 147,909	$ 178,360	$ 56.42	$ 71.11	$ 85.75

* *Police Officers / F.O.P. Contract. Rates are effective November 1, 2011 to October 31, 2012.*

Village of Glen Ellyn
Summary of Village Employer Retirement Contributions
Last 10 Fiscal Years

	FY04 Actual	FY05 Actual	FY06 Actual	FY07 Actual	FY08 Actual	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Prelim. Actual	FY13 Budget
FICA (Social Security and Medicare)										
General Fund	$ 281,195	$ 282,926	$ 290,002	$ 302,006	$ 310,176	$ 338,444	312,789	311,319	$ 318,241	$ 355,500
Special Programs	3,544	3,875	6,068	5,553	5,922	5,830	6,096	6,760	-	-
Water	38,054	37,109	37,503	37,135	31,571	32,798	32,649	33,994	34,064	37,900
Sewer	23,983	24,546	24,152	23,315	29,846	30,869	30,819	32,165	32,201	35,400
Parking	4,790	4,584	5,063	-	-	-	-	-	-	-
Recreation	98,177	112,495	119,480	111,166	103,342	104,122	104,470	100,167	96,483	98,000
Equipment Services	11,233	11,734	12,870	13,654	16,114	17,918	18,580	18,714	18,950	20,800
Total FICA Expense - All Funds	**460,976**	**477,269**	**495,138**	**492,829**	**496,971**	**529,981**	**505,403**	**503,119**	**499,939**	**547,600**
Illinois Municipal Retirement Fund (IMRF)										
General Fund	34,206	60,367	85,125	115,087	144,467	198,262	234,216	352,167	341,583	394,300
Special Programs	294	451	769	67	1,783	2,653	3,503	5,563	-	-
Water	5,544	10,255	14,769	19,762	21,045	26,131	32,632	51,882	50,509	54,500
Sewer	3,654	6,689	10,214	13,052	21,037	26,132	32,620	51,860	50,510	54,500
Parking	799	1,376	2,211	-	-	-	-	-	-	-
Recreation	12,035	19,303	28,392	36,447	32,639	44,680	77,707	120,190	111,991	121,300
Equipment Services	1,697	3,229	5,043	7,040	10,550	14,439	19,050	29,714	28,856	30,400
Total IMRF Expense - All Funds	**58,229**	**101,670**	**146,523**	**191,455**	**231,521**	**312,297**	**399,728**	**611,376**	**583,449**	**655,000**
Police Pension Fund	**452,000**	**513,000**	**608,000**	**648,000**	**721,000**	**789,000**	**813,000**	**943,000**	**1,036,000**	**969,000**
Total Retirement Costs	**$ 971,205**	**$ 1,091,939**	**$ 1,249,661**	**$ 1,332,284**	**$ 1,449,492**	**$ 1,631,278**	**$ 1,718,131**	**$ 2,057,495**	**$ 2,119,388**	**$ 2,171,600**
% Increase from Prior Year	11.5%	12.4%	28.7%	6.6%	8.8%	12.5%	5.3%	19.8%	23.4%	2.5%
IMRF Early Retirement Program[1]						$ 657,280				
IMRF Contribution Rate*+	0.96%	2.00%	2.97%	4.06%	5.19%	6.09%	7.95%	12.27%	12.73%	12.09%
Police Pension Fund Rate*	21.11%	23.99%	26.01%	25.79%	25.51%	28.29%	27.92%	31.60%	33.51%	29.85%

* As a percentage of eligible payroll.
+ IMRF rates adjust on a calendar year basis. For example, rates shown for FY13 are applicable for calendar year 2012. 2012 actual rate is 12.09%, budget was set at 13.0% to anticipate increase in last four months of fiscal year.

1. In FY09 the Village made a one time payment to the IMRF for the unfunded portion of the 2006 Early Retirement Program. $392,520 was paid from the Corporate Reserve Fund, $121,960 from the Water & Sewer Fund and $142,800 from the Recreation Fund.

INTERFUND TRANSFER RECAP

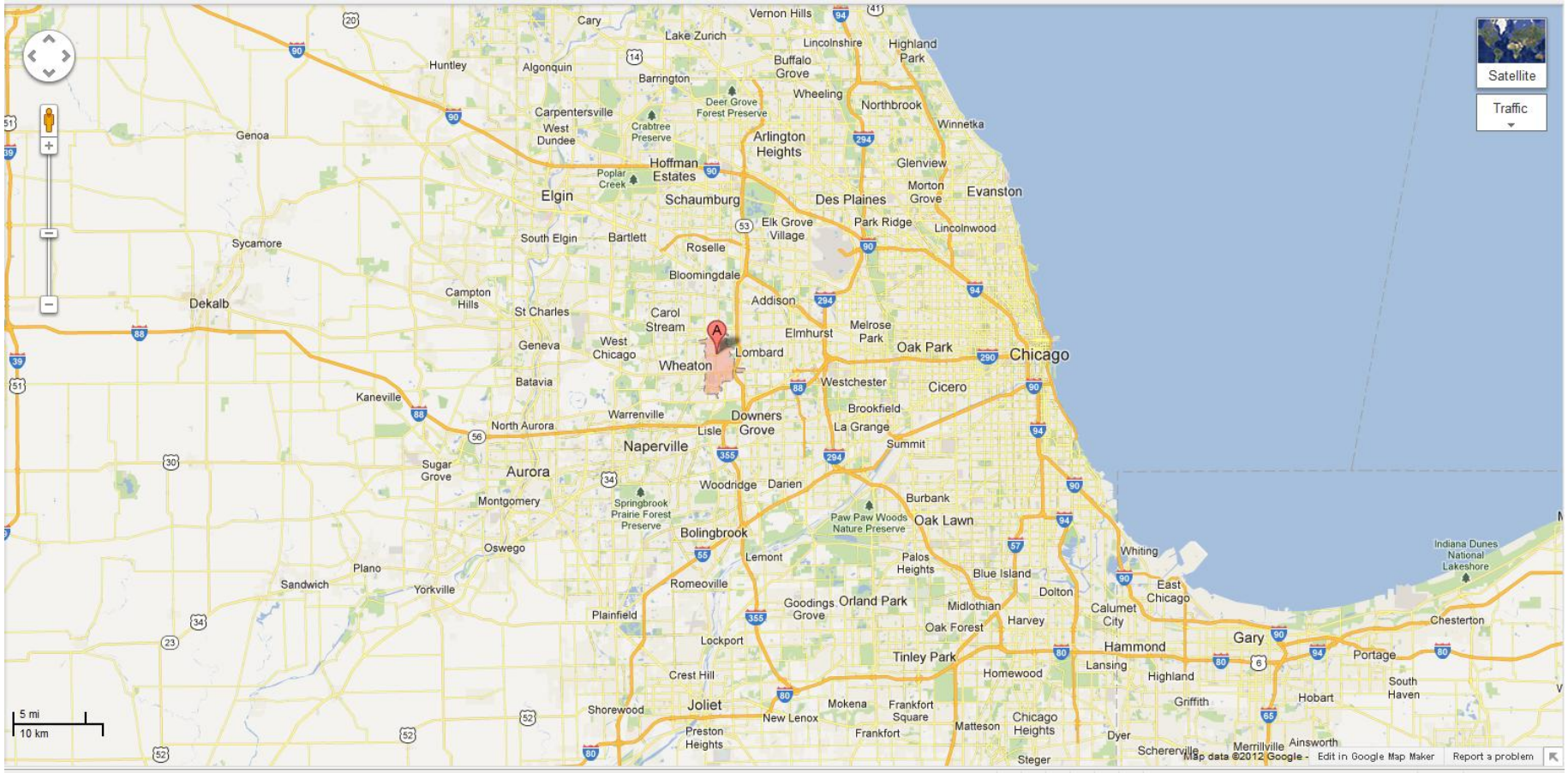
TRANSFERS FOR FY 12/13 BUDGET

FROM FUND	TO FUND													
				INSURANCE FUND										
DEPT/DIV	ADMIN SERVICE CHGS	PW SERVICE CHGS	GENERAL INSURANCE	HEALTH PLAN	EQUIP SERVICE O & M	EQUIP SERVICE REPL	FACIL MAINT	PW OPS	CAPITAL PROJECTS	POLICE PENSION	ENG GENERAL FUND	FACIL MAINT RESERVE	CORP RESERVE	TOTAL
Administration	-	-	4,400	40,500	-	-	-	-	-	-	-	-	-	44,900
Facilities Maint	-	-	4,400	6,400	21,000	9,300	-	-	-	-	-	50,000	-	91,100
Finance	-	-	2,500	57,000	-	-	-	-	-	-	-	-	-	59,500
Planning & Dev	-	-	7,900	106,400	3,900	10,100	-	-	-	-	-	-	-	128,300
Economic Development	-	-	100	-	-	-	-	-	-	-	-	-	21,600	21,700
Police	-	-	121,200	597,100	258,500	136,248	-	-	-	969,000	-	-	-	2,082,048
PW - Admin	-	-	5,400	94,800	25,400	9,200	-	-	-	-	-	-	-	134,800
PW - Operations	-	-	47,600	60,100	310,900	256,800	-	-	-	-	-	-	-	675,400
Volunteer Fire	-	-	199,100	-	139,700	140,000	-	-	-	-	-	-	60,000	538,800
GENERAL FUND	**-**	**-**	**392,600**	**962,300**	**759,400**	**561,648**	**-**	**-**	**-**	**969,000**	**-**	**50,000**	**81,600**	**3,776,548**
Corporate Reserve									793,000					793,000
Parking	9,800	104,900	600	-	-	-	-	40,800	-	-	-	-	-	156,100
Water	150,000	90,700	35,600	62,500	63,800	57,100	10,000	10,000	-	-	18,700	-	-	498,400
Sanitary Sewer	150,000	100,600	33,800	62,500	61,100	123,100	10,000	-	-	-	18,700	-	-	559,800
Recreation	60,000	-	51,000	115,900	-	-	-	-	-	-	-	-	-	226,900
Equip Services	-	13,200	9,500	49,300	3,200	5,600	10,000	-	-	-	-	-	-	90,800
Solid Waste	77,100	-	-	-	-	-	-	-	-	-	-	-	-	77,100
MFT	-	-	-	-	-	-	-	-	-	-	400,000	-	-	400,000
Capital Projects	-	-	-	-	-	-	-	-	-	-	116,000	-	-	116,000
				-										
TOTAL	**446,900**	**309,400**	**130,500**	**290,200**	**128,100**	**185,800**	**30,000**	**50,800**	**-**	**-**	**553,400**	**-**	**-**	**2,125,100**
GR TOTAL	**446,900**	**309,400**	**523,100**	**1,252,500**	**887,500**	**747,448**	**30,000**	**50,800**	**-**	**969,000**	**553,400**	**50,000**	**81,600**	**5,901,648**

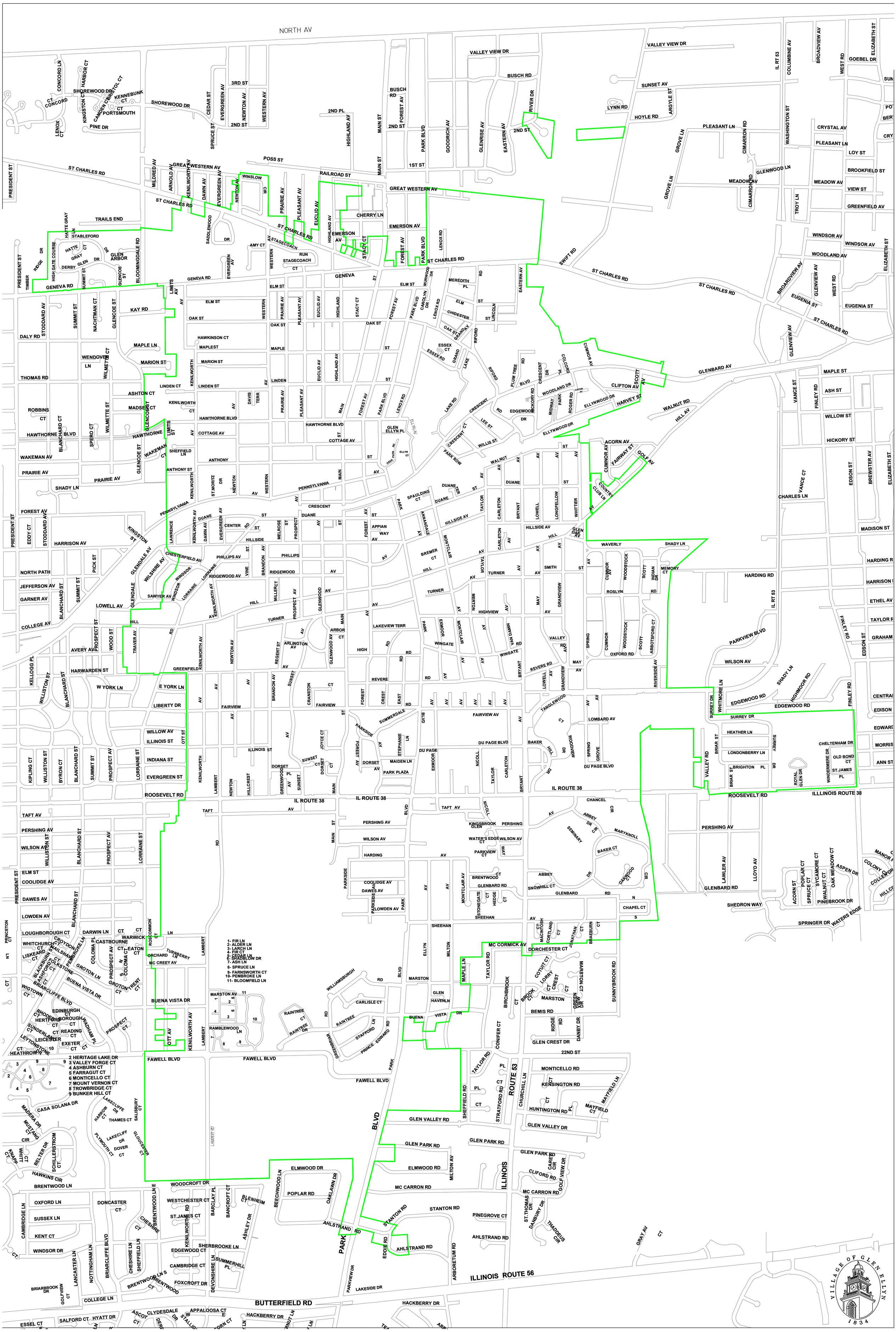
Glenbard Wastewater	124,500		218,600	39,200	
Library	5,000		236,800	-	
	576,400		1,707,900	926,700	690,248

Regional Map

Glen Ellyn (A) is situated in the western suburbs of Chicago, in the heart of DuPage County.



Map from Google Maps


NORTH AV
ST CHARLES RD
GREAT WESTERN AV
GENEVA RD
ELM ST
OAK ST
MAPLE
MARION ST
LINDEN ST
HAWTHORNE BLVD
COTTAGE AV
ANTHONY
PRAIRIE AV
PENNSYLVANIA
DUANE
HILLSIDE
PHILLIPS
RIDGEWOOD
TURNER
HILL
FAIRVIEW
SUMMERDALE
DU PAGE BLVD
IL ROUTE 38
ROOSEVELT RD
TAFT AV
PERSHING AV
WILSON AV
HARDING
COOLIDGE AV
DAWES AV
LOWDEN AV
GLENBARD RD
SHEEHAN
MC CORMICK AV
BUENA VISTA DR
FAWELL BLVD
GLEN VALLEY RD
GLEN PARK RD
ELMWOOD RD
MC CARRON RD
STANTON RD
AHLSTRAND RD
ILLINOIS ROUTE 56
BUTTERFIELD RD
PARK BLVD
ILLINOIS ROUTE 53
ILLLINOIS ROUTE 38
VILLAGE OF GLEN ELLYN 1834

GLOSSARY OF TERMS

Abatement: The process of cancelling or reducing previously levied property taxes.

Accrual Basis of Accounting: A basis of accounting where revenues are recognized in the accounting period in which they are earned and become measurable; expenses are recognized in the period incurred, if measurable.

Ad Valorem Taxes: Commonly referred to as property taxes, these taxes are levied on real property according to the property's valuation and the applicable tax rate.

Assessed Valuation: The valuation set upon real estate by the Assessor as a basis for levying property taxes.

Asset: Resources owned or held by a government that have monetary value.

Authorized Positions: Employee positions, which are authorized in the adopted budget, to be filled during the year.

Balanced Budget: A budget where total expenditures/expenses are less than or equal to total current year revenues. In some cases, the use of accumulated reserves or debt proceeds may be used to achieve a balanced budget

Bond: A form of debt used by governmental entities to borrow funds for a defined period at a specified interest rate.

Bond Refinancing/Refunding: The issuance of bonds to pay off existing obligations in order to obtain better interest rates and/or repayment provisions.

Budget: A plan of financial activity for a specified period of time (fiscal year) indicating all planned revenues and expenditures for the budget period.

Budgetary Control: The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

Capital Improvement Program (CIP): A CIP is a multi-year planning instrument used by governments to identify needed capital projects and to coordinate the financing and timing of

such improvements in a way that maximizes the return to the public.

Capital Expenditure: Refers to purchase or construction of a variety of public infrastructure assets, land, buildings, machinery and those equipment items which have an estimated useful life of more than one year and a cost in excess of $20,000.

Capital Project: A major construction, acquisition, or renovation activity which adds value to a government's physical assets or significantly increases an asset's useful life.

Capital Projects Fund: A fund used to account for the acquisition or construction of major governmental capital facilities and equipment which are not financed by other funds.

Cash Basis of Accounting: A basis of accounting where revenues are recognized in the accounting period in which they are received; expenses are recognized in the period paid.

Commodities: All expenditures for materials, parts and supplies, except those incidentally used by outside firms performing contractual services for the Village.

Contingency: A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services: Expenditures for services which are obtained by an express or implied contract.

Debt Service Fund: The Debt Service fund is used to account for the accumulation of resources for and the payment of general long-term debt, principal and interest, which is not funded in another fund.

Deficit: The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

Department: A basic organizational unit of government which is functionally unique in its delivery of services.

Depreciation: A method of spreading the cost of a tangible asset over its useful life.

Distinguished Budget Presentation Awards Program: A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

Enterprise Fund: A fund which is used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the government is that the costs (including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Expenditure: The payment of cash or the transfer of property or services for the purpose of acquiring an asset or service.

Fiscal Policy: A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year: A twelve (12) month period between settlements of financial accounts. The Village's fiscal year begins on May 1st and ends the following April 30th.

Fixed Assets: Assets that are intended to be held or used, such as land, buildings, machinery, furniture and other equipment.

Fringe Benefits: Expenditures directly attributable to Village's employee benefits, including the Village's contributions to the Illinois Municipal Retirement Fund and Social Security, expenses relating to the life and health insurance programs and workers' compensation program costs.

Full-Time Equivalent Position (FTE): A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time clerk working 20 hours per week would be the equivalent to .5 of a full-time position.

Fund: An independent fiscal and accounting entity with a self-balancing set of accounts segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Accounting: A method of municipal accounting where resources are allocated to and accounted for in separate funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund Balance: The difference between fund assets and fund liabilities in a governmental fund.

GAAP: Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.

GASB: Governmental Accounting Standards Board. The mission of the Governmental Accounting Standards Board is to establish and improve standards of state and local governmental accounting and financial reporting that will result in useful information for users of financial reports and guide and educate the public, including issuers, auditors, and users of those financial reports.

General Fund: The general fund is used to account for all revenues and expenditures of the Village which are not accounted for in any other fund. It is an operating fund from which most of the current operations of the Village are financed.

General Obligation Bond (G.O. Bond): A long-term security where the general taxing power of the Village is pledged to pay both principal and interest.

GFOA (Government Finance Officers' Association): The premier professional association for governmental finance officers in the United States and Canada. The GFOA recognizes governments for excellence in financial reporting and in budgeting.

Governmental Fund: A fund used to account for the governmental activities, including the acquisition or construction of governmental capital assets (streets, sidewalks, buildings), and the servicing of general long term debt. Typically, governmental funds derive some or all of their revenue from taxes.

Goal: A statement of broad direction, purpose or intent based on the needs of the community.

Illinois Municipal Retirement Fund (IMRF): This retirement fund, established under statutes adopted by the Illinois General Assembly, provides employees of local governments and school districts in Illinois with a system for the payment of retirement annuities, disability, and death benefits. Contributions based upon a percent of wages are required of both the employer and employee.

Infrastructure: The basic installations and facilities on which the continuance and growth of a community depend. Examples include sewer and water systems, roadways, communication systems and public buildings.

Interfund Transfer (IFT): This represents a transfer between two funds, typically as a charge or reimbursement for services provided from one fund to another.

Levy: The imposition and collection of a tax.

Line-Item Budget: A form of budget which allocates money for expenditures to specific items or objects of cost.

Long-Term Debt: Debt with a maturity of more than one year after the date of issuance.

Major Fund: A business or governmental fund that is reported as a separate column in the basic fund financial statements and which receives a separate opinion in the independent auditor's report. Typically, major funds are designated as such due to their size relative to other funds. However, qualitative factors can also be used to designate funds as major.

Modified Accrual Basis of Accounting: A basis of accounting where revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for interest on general long-term debt, which is recognized when due.

Objective: Something to be accomplished in specific, well-defined and measurable terms and that is achievable within a specific time frame.

Operating Revenues: Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees for specific services, interest earnings, and grant revenues.

Operating Expenses: The cost for personnel, materials, and equipment required for a department to function.

Operating Transfers In/Out: A planned transfer of monies from one fund to another to assist in financing the operations of the recipient fund.

Other Post Employment Benefits (OPEB): Benefits provided to employees upon termination of service in additional to pension benefits, such as health and dental insurance coverage.

Personnel Services: Expenditures directly attributable to Village employee salaries, including wages, overtime, and other direct compensation.

Revenue: Sources of income financing the operations of government.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

User Charges: The payment of a fee for direct receipt of a public service by the party who benefits from the service.

Acronym Glossary

AED	Automated External Defibrillator
APWA	American Public Works Association
ASCE	American Society of Civil Engineers
ASPA	American Society for Public Administration
CAD	Computer Aided Design
CBD	Central Business District
CDL	Commercial Driving License
CFA	Computerized Fleet Analysis
COD	College of DuPage
COLA	Cost of Living Adjustment
CPI	Consumer Price Index
CSO	Community Service Officer
DARE	Drug Abuse Resistance Education
DUCOMM	DuPage Public Safety Communications
DUI	Driving Under the Influence
DWC	DuPage Water Commission
EAV	Equalized Assessed Value
EMS	Emergency Medical Service
EPA	Environmental Protection Agency
ETSB	Emergency Telephone Systems Board
FBINA	Federal Bureau of Investigation National Academy
FMLA	Family and Medical Leave Act
FTE	Full Time Equivalent
FY	Fiscal Year
FYE	Fiscal Year End
GAAP	Generally Accepted Accounting Principles
GAAS	Generally Accepted Auditing Standards
GASB	Government Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GO	General Obligation
GPS	Geographic Positioning System
HMO	Health Maintenance Organization
HVAC	Heating, Ventilating and Air Conditioning
ICC	International Code Council

ICMA	International City/County Management Association
IDOT	Illinois Department of Transportation
IEPA	Illinois Environmental Protection Agency
IGFOA	Illinois Government Finance Officers Association
ILCMA	Illinois City/Council Management Association
IML	Illinois Municipal League
IMRF	Illinois Municipal Retirement Fund
IPBC	Intergovernmental Personnel Benefit Cooperative
IPELRA	Illinois Public Employer Labor Relations Association
ISO	Insurance Services Organization
IT	Information Technology
J.U.L.I.E.	Joint Utility Locating Information for Excavators
LEED	Leadership in Energy & Environmental Design
LGDF	Local Government Distributive Fund
MFT	Motor Fuel Tax
NFPA	National Fire Protection Association
NPDES	National Pollution Discharge Elimination System
NPELRA	National Public Employer Labor Relations Association
OPEB	Other Postemployment Benefits
PACE	Suburban Bus Division of the Regional Transportation Authority
PCI	Pavement Condition Index
PPO	Preferred Provider Organization
RFP	Request for Proposal
SSA	Special Service Area
SSO	Sanitary Sewer Overflow
SWAT	Special Weapons and Tactics
TIF	Tax Increment Financing