III. ADMINISTRATION DEPARTMENT

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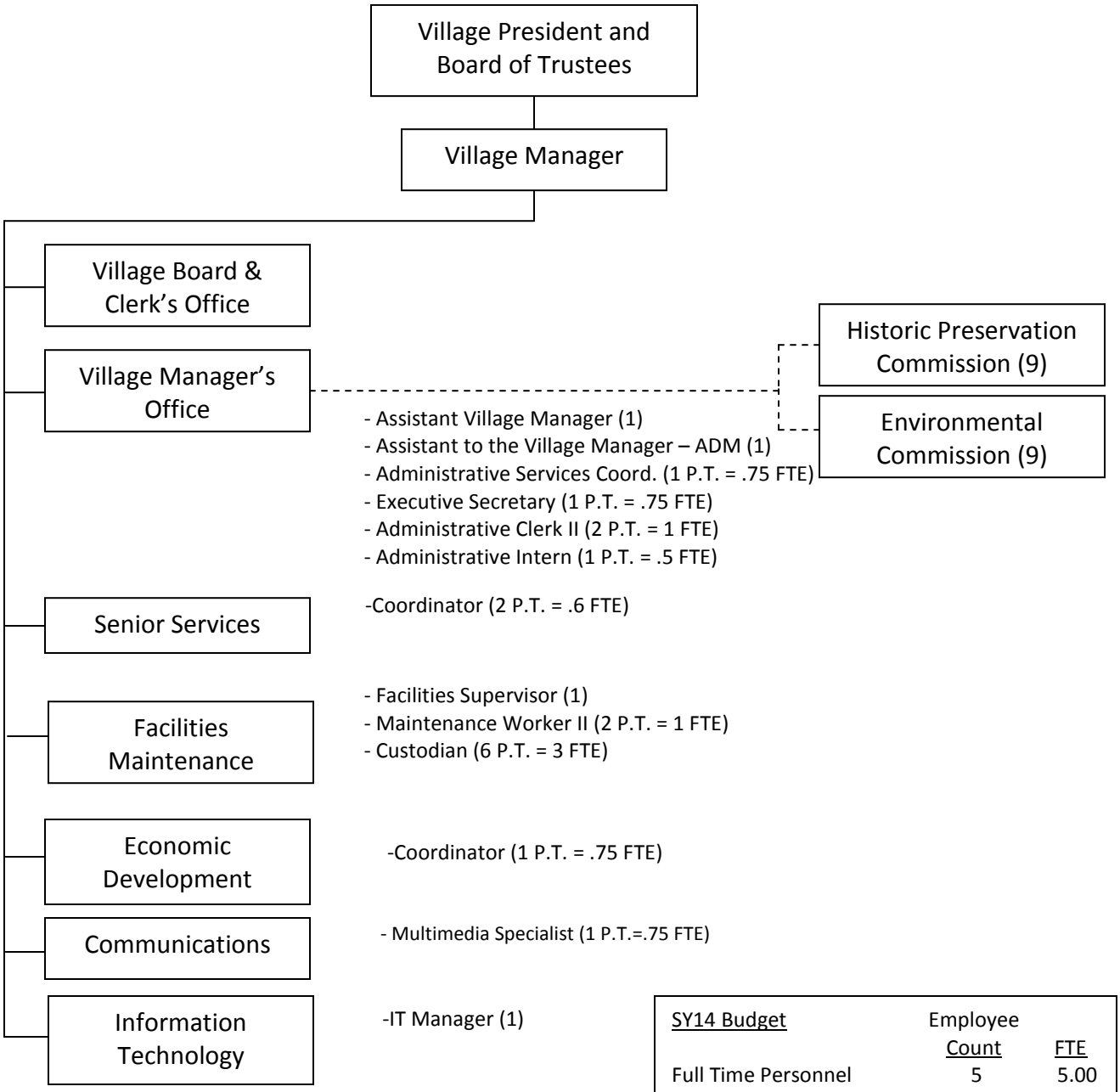
ADMINISTRATION DEPARTMENT
SY14



SY14 Budget	Employee Count	FTE
Full Time Personnel	5	5.00
Part-Time Personnel	17	9.1
Total Employees / FTEs	22	14.1

(FTE = Full-Time Equivalent)

Budgeted Full-Time Employees	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	SY14
Village Manager's Office	3	3	3	5*	5	3	3	3	4**	4
Facilities Maintenance	2	2	2	2	1	1	1	1	1	1
Total FT	5	5	5	7	6	4	4	4	5	5

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

ADMINISTRATION DEPARTMENT

Overview

For budgetary and accounting purposes, the Administration Department has seven main components in the General Fund: Village Board and Clerk, Village Manager's Office, Facilities Maintenance, Senior Services, Economic Development, History Park and Information Technologies. 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.

Review of Fiscal Year 2013/2014

- Successfully listed the historic Central Business District in the National Register of Historic Places.
- Implemented electronic agenda management software and video streaming for Village Board meetings.
- Enhanced the Village's website design and layout to improve transparency and communication with residents.
- Created the Village's first Twitter Page to better connect with residents who use social media sites.
- 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.
- Successfully created a TIF district in the Roosevelt/Park corridor.
- Implemented a Reverse 911 system that will aid Village Staff in contacting residents in emergency situations.
- Purchased and leased two new copiers to lower maintenance costs attributed to high use and wear and tear. This is estimated to save the Village over $10,000 next year.
- Negotiated a new Verizon cell tower lease contract, which installed new cellular service equipment at the Civic Center to improve overall cell service within the Community. The new lease agreement will bring in over $25,000 in lease payment revenues to the Village.
- Instituted improvements to the Village's performance review process and merit based employee compensation plan.
- Successfully absorbed the day-to-day maintenance and oversight of the I.T. assets within the Information Technology Division for both the Links Golf Course/Reserve 22 and Glen Ellyn Volunteer Fire Company in order to improve overall cost effectiveness and reliability.
- Coordinated RFP process for a new 5-year contract for ambulance/paramedic services, which should result in annual cost savings to the Village

- Installed outdated A/V equipment in the Galligan Board Room to improve the video broadcasting quality for the Village's cable station and live web streaming of public meetings.

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 in recent years, 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 Software
    - The Facilities Maintenance Division plans to replace its currently outdated maintenance software program to help improve efficiency and time management.

- 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.
- 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.
- Copier Contracts
    - All future copier contracts will be consolidated within the Information Technologies Department to assure that future copiers fulfill Village qualifications, and to assist in lowering prices through group purchasing.

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 7:00 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 scheduled in Room 301 at 7:00 p.m. on the third Monday of each month. 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.

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.

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 position is 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 $500 per month.

Major Initiatives for Short Year 2014

- Expand the use of electronic agenda management software for Village commission meetings.

Major Initiatives for Calendar Year 2015

- Host a strategic planning session retreat for the Village Board to discuss and review initiatives and goals for the Village.

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, social media 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.

Major Initiatives for Short Year 2014

- Successfully complete the 5th phase of the Architectural Resources Survey.
- Revamp the current new resident packet to help new residents adjust to life in Glen Ellyn.
- Increase resident/business subscriptions to Glen Ellyn Alerting to better enable the Village to inform residents of emergency situations.
- Research alternatives way to publish and print the quarterly newsletter at a cheaper and more affordable rate.
- Participate in the new municipal purchasing initiative ("MPI") by partnering with local jurisdictions in order to jointly contract for commodities and services
- Continue to explore ways to increase community engagement by exploring opportunities to further expand the Village's social media presence
- Continue to support the Village Board in its evaluation of the Village's facility replacement needs, including the potential construction of a new Police Department facility

Major Initiatives for Calendar Year 2015

- Successfully apply and receive additional state grant funding to assist in completing the 6th phase of the Architectural Resources Survey.
- Host a strategic planning session retreat for the Village Board to discuss and review initiatives and goals for the Village.
- Continue to enhance the Village website to further improve transparency and navigation.

Economic Development Department

The Economic Development Department is responsible for developing, directing, and administering the economic development functions for the Village of Glen Ellyn. The primary goal of this department is to develop and execute strategies to enhance the economic viability of the Village through the implementation and oversight of programs and initiatives established by the Village Board and Village Manager that will attract new businesses and encourage expansion and retention of existing businesses to promote a stronger economic base.

Major Initiatives for Short Year 2014

- Raise visibility of Glen Ellyn in all media formats including but not limited to print, video and social media.
- Increase business recruitment efforts through real estate broker events.
- Launch new business handbook and supplementary tools for new and existing businesses to assist in growing their business in Glen Ellyn.
- Reach out to existing Glen Ellyn businesses to provide insight to the benefits of the façade grant program and encourage participation.

Major Initiatives for Calendar Year 2015

- Implement media campaigns for Glen Ellyn as a shopping destination and celebrating Glen Ellyn's quality of life assets.
- Continue established real estate broker events and expand participation with active DuPage County real estate brokers.
- Actively welcome new businesses to the Village and celebrate Glen Ellyn businesses' success stories.

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.

Major Initiatives for Short Year 2014

- Work towards replacing the outdated facilities maintenance software program to help improve efficiency and time management and performance management
- Update the Village's facility-related ADA plan to ensure compliance with federal and state regulations
- Update and revise the preventative maintenance schedules for the Village's facility-related assets, and develop performance measures to track performance
- Oversee the demolition of the Village-owned rental properties on Park Blvd and Stacy's Court

Major Initiatives for Calendar Year 2015

- Develop an audio/visual troubleshooting manual that will assist maintenance staff with future repairs and improve efficiency.
- Update and improve emergency procedure and evacuation manual for all municipal buildings.

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.

Major Initiatives for Short Year 2014 and Calendar Year 2015

- Continue to service as many seniors as possible through the Senior Health Insurance Program.
- Maintain the 60/40 split on the transportation program in order to continue to keep the Village's program costs down.
- Develop and track workload indicators in order to measure program participation

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 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.

Major Initiatives for Short Year 2014 and Calendar Year 2015

- Continue to work with the Historical Society to ensure all maintenance needs are met and major capital project needs are addressed.

Information Technologies Division

The Information Technologies (IT) Department is responsible for providing cost effective telecommunications, computing, security and network services to the Village Staff, Glen Ellyn Volunteer Fire Company, and Village Links Golf Course. The division also provides hosted ERP support for the Glen Ellyn Library and the Glenbard Wastewater Authority.

Major Initiatives for Short Year 2014

- Replace the SQL Server which hosts ERP, Fleet Management, Cartegraph and other miscellaneous databases that are at the of end of their useful life.

- Finalize the 5-year GIS Master plan in order to continue to evolve the GIS services used by village employees and the public with our partners MGP.
- Implement Personnel Actions module in Munis in order to improve efficiencies by automating the pay/benefit change request processes.
- Replace approximately 20 PC's according to the Village's 3-4 year replacement cycle

Major Initiatives for Calendar Year 2015

- Maintain computer, phone and network services with minimal downtime.
- Develop a multi-year I.T. plan in order to better communicate and prioritize the Village's strategic I.T. objectives
- The Document Imaging Server which hosts the majority of our archived documents including building permits and other important documentation will be replaced.
- The server that backs up all village files and email stores will be replaced.
- Replace approx. 30 PCs according to 3 – 4 year life cycle
- Microsoft Office Suite which has been in use for seven years by all village employees will be upgraded.

GENERAL FUND ***Village of Glen Ellyn***

VILLAGE BOARD & CLERK ***SY14 Budget***

(121100)

Object Code	Account Description	FY11/12 Actual	FY12/13 Actual	FY13/14 Revised Budget	FY13/14 Estimated Actual	FY12/13 8 Month May-Dec	FY13/14 8 Month May-Dec	SY14 8 Month Budget	
	Personnel Services								
510120	Salaries - non-pension	$ 10,265	$ 11,750	$ 17,000	$ 14,750	$ 8,237	$ 9,898	$ 13,700	*1*
510400	FICA	785	899	1,300	1,125	630	757	1,000	
	Subtotal	11,050	12,649	18,300	15,875	8,867	10,655	14,700	
	Contractual Services								
520140	Village Commissions	-	-	-	-			9,000	*2*
520600	Dues / Subscriptions	28,092	29,560	29,800	28,400	27,772	26,626	27,850	*3*
520620	Employee Education	737	-	5,000	3,500	-	3,471	1,000	*4*
520625	Travel	148	-	250	100	-	-	100	
520905	Printing	160	79	150	100	79	23	100	
521055	Professional Services / Other	8,504	7,073	10,000	12,800	3,927	6,232	11,850	*5*
	Subtotal	37,641	36,712	45,200	44,900	31,778	36,352	49,900	
	Commodities								
530100	Office Supplies	1,044	1,602	1,500	1,350	1,432	982	1,000	
	Subtotal	1,044	1,602	1,500	1,350	1,432	982	1,000	
	Capital Outlay								
580110	Equipment	-	1,479	13,100	9,200	1,479	8,320	3,500	*6*
	Subtotal	-	1,479	13,100	9,200	1,479	8,320	3,500	
	TOTAL EXPENDITURES	**$ 49,735**	**$ 52,442**	**$ 78,100**	**$ 71,325**	**$ 43,556**	**$ 56,309**	**$ 69,100**	

1. **Salaries:** This line includes salaries of elected officials $50 per month for Village President, $20 per month for Village Trustees, 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. Recording secretaries are paid $70 for a two hour meeting and $30 for each additional hour. The Village Clerk salary is $500 per month.

2. **Village Commissions:** This item provides funding for the completion of the fourth phase of the architectural resources survey in SY14 ($5,550). Funding is also provided for the fifth phase of the architectural resources survey in CY15 ($20,000). Also funded for the Historic Preservation Commission is $1,000 for SY14 and CY15 for public notices for the historic landmarking program.

   For the Environmental Commission, $1,100 is funded for SY14 and CY15 for the annual Recycling Extravaganza. Also provided is $1,000 for SY14 and CY15 for the Rain Barrel Reimbursement Program.

3. **Dues/Subscriptions/Registrations:**

	FY 13/14 Budget	SY14 Budget	CY15 Budget
DuPage Mayors and Managers Conference	$24,900	$24,900	$25,500
Metropolitan Mayors Caucus	1,000	-	1,000
Illinois Municipal League	1,700	1,700	1,750
State and International Institute of Municipal Clerks	200	-	-
Glen Ellyn Chamber of Commerce	600	600	600
Chicago Metropolitan Agency for Planning	300	300	300
Municipal Clerks of Illinois	100	100	100
Other Activities for Village Elected Officials	1,000	250	1,000
	$29,800	$27,850	$30,250

4. **Employee Education:** Funds are typically allocated in this budget for the biannual Village Board and staff planning retreat. These funds have been used to hire a professional facilitator to conduct the retreat. The biannual event which occurred in FY13/14 will not be held in SY14. The event will be held again in CY15. Funds are also used to provide supplies for Village Board strategic meetings.

5. **Professional Services/Other:** Cost of processing various Village licenses including liquor licenses, printing public notices, recording of documents with the County, photography services, and codification of changes to the Village Code. Beginning in FY13/14 the electronic agenda software, IQM2, is budgeted in this section.

6. **Equipment**: Funds will be used for the purchase of a new presentation podium in the Galligan Board Room in SY14. Due to the difficulties of projecting equipment needs in advance no additional funding has been budgeted for CY15.

VILLAGE OF GLEN ELLYN
SY 14 ANNUAL BUDGET
PERSONNEL SCHEDULE

VILLAGE BOARD & CLERK

Classification	Status	Salary Range*	FY10/11 Budgeted Employees	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees	FY13/14 Budgeted Employees	SY 14 Budgeted Employees
Village President	elected**	$600/yr	1.00	1.00	1.00	1.00	1.00
Village Trustee	elected**	$240/yr	6.00	6.00	6.00	6.00	6.00
Village Clerk	elected**	$6,000/yr	1.00	1.00	1.00	1.00	1.00
TOTAL EMPLOYEES** (Full-time Equivalents)			-	-	-	-	-
Full-time Number of Positions			0	0	0	0	0
Part-time Number of Positions			0	0	0	0	0
Elected Positions			8	8	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
SY14 Budget

Object Code	Account Description	FY11/12 Actual	FY12/13 Actual	FY13/14 Revised Budget	FY13/14 Estimated Actual	FY12/13 8 Month May-Dec	FY13/14 8 Month May-Dec	SY14 8 Month Budget	
	Personnel Services								
510100	Salaries - Pension	$ 432,731	$ 479,460	$ 489,000	$ 479,000	$ 321,922	$ 341,290	$ 354,260	1
510120	Salaries - Non-pension	91,393	45,860	41,000	41,000	33,446	27,673	28,000	1
510200	Overtime	461	181	500	400	181	328	350	1
510160	Exceptional Performance Awards	-	-	-	-	-	-	-	2
510400	FICA	39,020	36,622	38,000	37,250	23,901	24,567	29,000	
510500	IMRF	46,104	66,739	60,000	58,750	37,813	41,331	42,000	
	Subtotal	609,709	628,862	628,500	616,400	417,263	435,189	453,610	
	Contractual Services								
520135	Glen Ellyn 4th of July Committee	-	-	5,000	5,000	-	5,000	5,000	3
520140	Village Commissions	1,710	4,296	25,000	26,150	4,256	11,244	-	
520180	Community Grants	30,000	30,000	25,000	-	30,000	-	-	4
520305	Recognition / Awards	4,418	6,441	5,800	5,000	3,507	2,221	4,500	5
520515	Citizen Corps/Milton Twnsp	-	5,000	5,000	5,000	5,000	5,750	4,110	
520600	Dues / Subscriptions	10,108	5,765	7,000	6,850	6,101	7,431	5,265	6
520615	Recruiting and Testing	32,886	33,789	15,000	15,000	17,203	9,477	10,000	7
520620	Employee Education	467	2,168	6,000	7,600	853	6,310	8,450	8
520625	Travel	1,219	2,250	2,500	2,975	2,250	2,199	450	9
520700	Professional Services / Legal	345,149	94,228	147,000	140,000	63,351	90,012	95,000	10
520701	Professional Svcs. / Labor/HR Legal	-	-	10,000	25,000	-	18,925	12,000	
520702	Professional Svcs. / Hearing Officers	-	-	3,000	4,150	-	473	2,800	
520900	Postage	9,883	12,295	12,500	11,350	7,358	7,699	7,600	11
520905	Printing	11,016	9,358	11,000	10,750	6,848	6,965	7,500	12
520932	Communications Equipment	3,078	3,171	2,000	2,000	2,849	354	1,100	13
520975	Maintenance / Equipment	12,661	16,813	14,000	24,800	11,274	18,352	8,500	14
521055	Professional Services / Other	31,876	15,210	7,500	10,500	11,985	9,116	25,500	15
521195	Telecommunications	1,581	1,301	2,400	2,700	1,061	1,900	1,450	16
521230	Public Relations	-	1,552	1,500	5,000	821	3,609	3,500	17
590600	IFT / Health Insurance	36,800	38,599	51,600	51,600	27,000	34,034	33,000	
590610	IFT / Insurance - General	5,500	4,400	3,900	3,900	2,933	2,600	3,300	
	Subtotal	538,352	286,636	362,700	365,325	204,650	243,671	239,025	
	Commodities								
530100	Office Supplies	6,288	3,868	5,000	6,000	2,778	3,984	3,500	
	Subtotal	6,288	3,868	5,000	6,000	2,778	3,984	3,500	
	Capital Outlay								
580110	Equipment /Capital Outlay	1,479	-	18,000	20,000	-	19,988	-	18
	Subtotal	1,479	-	18,000	20,000	-	19,988	-	
	TOTAL EXPENDITURES	**$ 1,155,828**	**$ 919,366**	**$ 1,014,200**	**$ 1,007,725**	**$ 624,691**	**$ 702,832**	**$ 696,135**	

1. **Salaries:** In FY11/12 the salary for a part-time Administrative Intern as well as that of the part-time Multimedia Specialist was introduced to the Village Manager's Office budget.

2. **Exceptional Performance Awards:** A small pool of funds wasprovided 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 beenremoved from budgetsover the last few yearsdue to fiscal constraints

3. **Glen Ellyn 4th of July Committee:** This line item has been allocated to support the Glen Ellyn Fourth of July event. This event was previously supported through the community grants program.

4. **Community Grants:** $25,000 has typically been provided in the past to help fund not for profit community groups assisting Glen Ellyn residents. However, this funding has been removed from the SY14 and CY15 budget due to budget constraints.

5. **Recognition / Awards:** This line provides funding for the annual holiday reception for staff, and the lunch in the lot cookout. Funds have also been provided for longevity awards and flowers for the birth of children and for funerals.

6. **Dues/Subscriptions/Registrations:**

	FY13/14	SY14	CY15
ICMA	$2,500	$2,500	$2,500
ILCMA	600	755	755
IAMMA	100	150	-
CityTech	400	400	400
IPELRA	400	250	250
IPELRA Conference	-	-	180
SHRM	-	185	-
IPMA	400	-	400
IAMMA/ILCMA Lunch	600	275	600
Rotary Club	-	400	600
Miscellaneous publications, seminars, and functions[1]	2,000	350	350
TOTAL	**$7,000**	**$5,265**	**$6,475**

Notes:

[1]For SY14/CY15 Miscellaneous was further broken down to increase transparency. This includes detailing the dues/subscriptions for the Rotary Club and City-County Communications.

7. **Recruiting and Testing:** 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:**

	FY13/14	SY14	CY15
Supervisor Meetings[1]	$ -	$2,000	$2,500
ILCMA/ICMA Conferences	1,500	300	1,500
Employee Compliance Posters	-	600	600
Employee Training[2]	3,500	4,000	5,000
Miscellaneous Employee Education	1,000	1,550	1,550
TOTAL	**$6,000**	**$8,450**	**$11,150**

Notes:

[1]Training/food for quarterly supervisor meetings

[2]Yearly department wide ethics training/seminar

9. **Travel:**

	FY13/14	SY14	CY15
ICMA Conference	$1,200	-	$1,250
ILCMA Conference	825	300	1,000
IPELRA Conference	-	-	450
Catalyst	375	-	-
Miscellaneous	100	150	250
TOTAL	**$2,500**	**$450**	**$2,950**

10. **Professional Services / Legal:** 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.

11. **Postage:** Postage costs for the mailing of the quarterly (formerly bi-monthly) Village newsletters. Beginning in FY 13/14 the environmental newsletter has been combined with the spring newsletter to reduce mailing costs.

12. **Printing:** Provides funds for the printing of the quarterly (formerly bi-monthly) Village newsletters and special edition environmental newsletter. To decrease costs the special edition environmental newsletter will be combined with the spring newsletter beginning in FY13/14.

13. **Communications/Equipment:** 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. In SY14 this will pay for an Adobe Software subscription ($800) and replacement CDs/DVD ($300). In CY15 this will fund media renewals ($450), media software updates ($900), and general consumables ($500).

14. **Maintenance/Equipment:** This item pays for maintenance agreements and copier supplies for Civic Center second floor high-volume copiers. Costs per copy are anticipated to decrease in SY14 compared to FY13/14 with the purchase of a new black and white copier and the leasing of a new color copier.

15. **Professional Services/Other:** 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, including the special edition environmental newsletter, and the service charge for the Village email newsletter.

16. **Telecommunications:** This line items includes phone stipends for eligible Managers Office employees. In FY 13/14 Village work phones were replaced by personal phone stipends to reduce costs.

17. **Public Relations:** A small pool of funds has typically been provided in the past for promotional activities by the Village management team. This also covers meals while meeting with public and private groups.

18. **Equipment/Capital Outlay:**

	FY13/14	SY14	CY15
2 IPADS	$ 1,200	$ -	$ -
Camera & Equipment	3,250	-	-
New Copier	13,550	-	-
2 Dual 7” Monitors	-	-	540
Canon 17-44mm Lens	-	-	840
Camera Handle	-	-	140
TASCAM 4 Audio Recorder	-	-	320
Polsen 10’ Boompole for Mic	-	-	120
AT897 Microphone	-	-	1,215
Broadcasting Equipment	-	-	1,800
Production Equipment	-	-	1,200
TOTAL	**$18,000**	**$0**	**$6,175**

VILLAGE OF GLEN ELLYN
SY 14 ANNUAL BUDGET
PERSONNEL SCHEDULE

VILLAGE MANAGER'S OFFICE

Classification	Status	Salary Range*	FY10/11 Budgeted Employees	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees	FY13/14 Budgeted Employees	SY 14 Budgeted Employees
Village Manager	FT	Z	1.00	1.00	1.00	1.00	1.00
Assistant Village Manager	FT	S	-	-	-	1.00	1.00
Information Technology Manager[1]	FT	S	-	-	-	1.00	1.00
Assistant to the Village Manager - ADM	FT	P	-	1.00	1.00	1.00	1.00
Assistant to the Village Manager - HR	FT	P	-	1.00	1.00	-	-
Economic Development Coordinator[2]	PT	J	-	-	0.75	0.75	0.70
Multimedia Specialist	PT	J	0.75	0.75	0.75	0.75	0.70
Administrative Secretary (1)	PT		1.00	1.00	-	-	-
Executive Secretary	PT	H	-	-	0.75	0.75	0.70
Administrative Services Coordinator[3]	PT	G	0.75	0.75	0.75	0.75	0.70
Administrative Clerk II (2)	PT	B	1.00	1.00	1.00	1.00	1.00
Administrative Intern	PT	N/A	-	0.50	0.50	0.50	0.50
TOTAL EMPLOYEES (Full-time Equivalents)			**7.10**	**7.00**	**7.50**	**8.50**	**8.30**
Full-time Number of Positions			3	3	3	4	4
Part-time Number of Positions			8	7	7	7	7

[1] The IT manager was previosuly assigned to Finance.

[2] Economic Development coordinator was a new position, replacing the Economic Development Corporation functions that were funded by the Village

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

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

GENERAL FUND ***Village of Glen Ellyn***

FACILITIES MAINTENANCE ***SY14 Budget***

(121300)

Object Code	Account Description	FY11/12 Actual	FY12/13 Actual	FY13/14 Revised Budget	FY13/14 Estimated Actual	FY12/13 8 Month May-Dec	FY13/14 8 Month May-Dec	SY14 8 Month Budget	
	Personnel Services								
510100	Salaries - Pension	$ 52,000	$ 53,719	$ 55,000	$ 55,000	$ 37,085	$ 38,199	$ 39,000	*1*
510120	Salaries - Non-pension	143,619	150,501	159,000	159,000	102,803	110,014	120,000	*1*
510200	Overtime	2,246	3,038	3,000	3,000	1,827	1,688	1,250	
510400	FICA	15,024	15,741	16,600	16,600	10,762	11,387	12,000	
510500	IMRF	6,349	6,522	7,000	7,000	4,443	4,723	5,000	
	Subtotal	219,238	229,521	240,600	240,600	156,920	166,011	177,250	
	Contractual Services								
520600	Dues / Subscriptions	253	-	-	-	-	105	-	
520620	Employee Education	1,515	652	1,900	1,900	462	174	850	*2*
520625	Travel	-	-	-	-	-	-	-	
520970	Maintenance / Bldgs & Grounds	25,244	33,696	43,000	43,000	18,501	40,825	28,380	*3*
521055	Professional Services / Other	1,494	1,642	4,500	4,500	-	3,500	3,000	*4*
521075	Contract Maintenance Services	12,534	12,731	17,000	13,000	9,088	10,048	6,700	*5*
521195	Telecommunications	1,007	1,246	1,400	1,400	792	912	900	
521200	Utilities	19,060	22,899	30,000	26,000	13,752	13,067	17,500	*6*
590600	IFT / Health Insurance	6,200	6,029	6,200	6,200	4,267	4,252	4,140	
590610	IFT / Insurance - General	7,200	4,400	3,800	3,800	2,933	2,533	3,700	
590650	IFT / Equipment Service (O&M)	13,600	21,000	22,800	22,800	14,000	15,200	12,900	
590655	IFT / Equipment Service (Replace)	7,000	9,300	9,800	9,800	6,200	6,533	5,800	
590690	IFT / Facilities Maintenance Resv	-	50,000	100,000	100,000	33,333	72,249	85,000	*7*
	Subtotal	95,107	163,595	240,400	232,400	103,328	169,398	168,870	
	Commodities								
530100	Office Supplies	1,331	640	1,500	1,500	454	627	1,000	
530105	Operating Supplies	30,547	24,908	27,000	27,000	17,457	18,157	18,000	*8*
530310	Inventory Parts	2,100	1,373	2,500	2,500	-	2,156	1,600	
530445	Uniforms	1,646	1,468	1,500	1,500	-	(4,571)	1,000	
	Subtotal	35,624	28,389	32,500	32,500	17,911	16,369	21,600	
	TOTAL EXPENDITURES	**$ 349,969**	**$ 421,505**	**$ 513,500**	**$ 505,500**	**$ 278,159**	**$ 351,778**	**$ 367,720**	

1. **Salaries:** 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 General Fund budget.

2. **Employee Education:**

Budgeted amounts for:	FY13/14	SY14
- Staff spot awards, team building incentives	$400	$150
- Seminars (local or online)	400	0
- Continuing education		
- Includes Building systems seminars and classes		
- Web-based training for PMC Preventative		
- Maintenance software	1,100	700
Total	**$1,900**	**$850**

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

Budgeted amounts for:	SY/14
- Unscheduled/Emergency cost for electrical needs	$3,000
- Unscheduled/Emergency cost for repairs of overhead doors	2,600
- Unscheduled/Emergency cost for repairs to HVAC systems	10,280
- Unscheduled/Emergency cost for repair of fire detection & sprinkler systems	2,600
- Unscheduled/Emergency cost for repairs to backup generators	2,600
- Unscheduled/Emergency cost for building maintenance issues	7,300
Total	**$28,380**

4. **Professional Services:** This line item includes funds for consultant assistance related to regular, annual maintenance of roofs. The line also includes funds for phones used by Facilities Maintenance Staff.

Budgeted amounts for:	FY13/14	SY14
- Roof inspection for all buildings (cost split with History Park)	$ 0	$2,000
- Artwork for Galligan Board Room	3,500	0
- DPSI Preventative Maintenance	1,000	0
- Environmental testing (mold, radon, etc.)	0	1,000
Total	**$4,500**	**$3,000**

5. **Contract Maintenance Services-Yearly Contracts:**

	FY13/14	SY14
- Elevator preventive maintenance (PM) - Civic Center	$2,200	$2,200
- PM & minor repairs to overhead doors - all buildings	3,000	0
- Exterminator service at all buildings (split w/History Park)	1,000	0
- PM & minor repairs for fire extinguishers- all buildings	1,000	0
- Preventive maintenance of RPZ water "valves"- all buildings	1,300	0
- P.M./service contract HVAC equipment-CC & Reno (partial)	4,000	0
- Testing & minor repairs for fire sprinkler & detection systems	2,000	2,000
- PM & minor repairs for the back-up generator systems	2,500	2,500
Total	**$17,000**	**$6,700**

6. **Utilities:** Natural gas, diesel fuel and the Village of Glen Ellyn (water/ sanitary sewer) are paid from this line item for the Civic Center and Reno Center. Utility expenses related to our two Fire Stations are 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 Fund**: Beginning in FY12/13, the Village resumed contributions to the Facilities Maintenance Reserve Fund to set aside dollars for improvements to Village facilities. The contribution will be $85,000 for SY14.

8. **Operating Supplies:**

	FY13/14	SY14
Cleaning supplies, paper products, and coffee supplies	$17,000	$11,500
Hardware supplies	7,000	5,000
HVAC filters, boiler chemicals, and small tools	3,000	2,000
Total	**$27,000**	**$18,000**

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
SY 14 ANNUAL BUDGET
PERSONNEL SCHEDULE

FACILITIES MAINTENANCE DIVISION

Classification	Status	Salary Range*	FY10/11 Budgeted Employees	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees	FY13/14 Budgeted Employees	SY 14 Budgeted Employees
Facilities Supervisor	FT	I	-	1.00	1.00	1.00	1.00
Maintenance Worker II (2)	PT	F	1.00	1.00	1.00	1.00	1.00
Custodian (6)	PT	A	3.60	3.00	3.00	3.00	3.00
TOTAL EMPLOYEES (Full-time Equivalents)			**5.60**	**5.00**	**5.00**	**5.00**	**5.00**
Full-time Number of Positions			1	1	1	1	1
Part-time Number of Positions			9	8	8	8	8

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

GENERAL FUND ***Village of Glen Ellyn***

INFORMATION TECHNOLOGY ***SY14 Budget***

(121400)

PRIOR TO FY13/14, IT WAS PART OF THE FINANCE DEPARTMENT

Object Code	Account Description	FY11/12 Actual	FY12/13 Actual	FY13/14 Revised Budget	FY13/14 Estimated Actual	FY12/13 8 Month May-Dec	FY13/14 8 Month May-Dec	SY14 8 Month Budget	
	Personnel Services					*Was part of Finance in FY13*			
510100	Salaries - Pension	$ -	$ -	$ 107,000	$ 107,000		$ 72,821	$ 75,000	
510400	FICA	-	-	8,200	8,200		5,330	6,000	
510500	IMRF	-	-	13,500	13,500		8,814	9,000	
	Subtotal	-	-	128,700	128,700		86,965	90,000	
	Contractual Services								
520900	Postage	-	-	500	500		327	333	
520975	Maintenance - Equipment	-	-	82,500	82,500		82,967	86,386	*1*
521055	Professional Services / Other	-	-	5,000	5,000		3,938	24,000	*2*
521195	Telecommunications	-	-	45,100	45,100		18,639	25,270	*3*
590600	IFT / Health Insurance	-	-	19,000	19,000		9,260	8,870	
590610	IFT / Insurance - General	-	-	700	700		467	1,100	
	Subtotal	-	-	152,800	152,800		115,598	145,959	
	Commodities								
530100	Office Supplies	-	-	500	500		267	333	
530105	Operating Supplies	-	-	500	500		-	333	
	Subtotal	-	-	1,000	1,000		267	666	
	Capital Outlay								
570110	Computer Equipment / Projects	-	-	48,500	48,500		41,754	32,600	*4*
	Subtotal	-	-	48,500	48,500		41,754	32,600	
	TOTAL EXPENDITURES	**$ -**	**$ -**	**$ 331,000**	**$ 331,000**		**$ 244,584**	**$ 269,225**	

1. **Maintenance – Equipment :** Ongoing maintenance and support for Village-wide software programs are funded from this account. This includes various antivirus and other security programs, document imaging, Glen Ellyn Alerting Service and ERP software support.

Product	SY2014	CY2015	
MUNIS	X	X	ERP Software Updates and Support Services
Smartmsg	X	X	Glen Ellyn Alerting Service
OnBase		X	Document Imaging Software Updates and Support
Ironport	X	X	Antispam and Antivirus Email Appliance Support
Jaetheon	X	X	Email Archiving Appliance Updates and Support
Veritas	X	X	File Backup Software Update and Support
Forefront	X	X	Antivirus for Desktops and Servers

2. **Professional Svcs/Other**: This includes emergency support as well as IT project support for security architecture/implementation support.

Item	SY2014	CY2015
Server Migration Support	X	X
ERP Feature Implementation Support	X	X
Network Security Architecture Support	X	X
Emergency Assistance	X	X

3. **Telecommunications:** Village-wide telecommunications services, including phone lines, internet services, and phone system software maintenance are included in this account.

4. **Equipment**: Computer and server replacements are funded from this account.

Item	SY2014	CY2015	
PC Replacements	X	X	PCs are replaced on a 3 to 4 year schedule
SQL Server	X		supports, document imaging, MUNIS ERP, fleet management, Cartegraph
Office Suite		X	Replaced on a 7 year schedule as file formats become incompatible and security updates are discontinued.
Document Imaging Server		X	Scheduled replacement of server (5 year schedule)
File Backup Server		X	Scheduled replacement of server (5 year schedule)

Object Code	Account Description	FY11/12 Actual	FY12/13 Actual	FY13/14 Revised Budget	FY13/14 Estimated Actual	FY12/13 8 Month May-Dec	FY13/14 8 Month May-Dec	SY14 8 Month Budget	
	Personnel Services								
510120	Salaries - PT	$ 41,529	$ 43,484	$ 43,400	$ 43,400	$ 30,552	$ 30,773	$ 31,000	*1*
510400	FICA	3,177	3,327	3,300	3,300	2,337	2,354	2,400	
	Subtotal	44,706	46,811	46,700	46,700	32,889	33,127	33,400	
	Contractual Services								
520130	Community Assistance Programs	400	-	-	-	-	-	-	*2*
520160	Senior Center Grant Expense	5,647	7,895	5,000	2,517	5,387	2,517	-	*3*
520500	Senior Transportation	25,515	26,397	30,000	39,000	11,760	24,409	30,000	*4*
520600	Dues / Subscriptions	10	364	250	250	204	144	150	
520620	Employee Education	-	160	400	400	60	312	300	
521055	Professional Services / Other	2,092	2,100	2,200	2,200	1,400	1,400	1,500	*5*
521195	Telecommunications	1,406	1,500	1,500	1,500	1,000	1,000	1,000	*6*
	Subtotal	35,070	38,416	39,350	45,867	19,811	29,782	32,950	
	Commodities								
530105	Operating Supplies	3,869	4,899	5,000	1,600	2,987	990	3,400	
	Subtotal	3,869	4,899	5,000	1,600	2,987	990	3,400	
	Capital Outlay								
580110	Equipment	-	-	-	-	-	-	1,500	*7*
	Subtotal	-	-	-	-	-	-	1,500	
	TOTAL - Senior Services	**$ 83,645**	**$ 90,126**	**$ 91,050**	**$ 94,167**	**$ 55,687**	**$ 63,899**	**$ 71,250**	

1. **Salaries:** 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:** 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 provided $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 (SY 14 and CY 15 – 0 participants).

3. **Senior Center Grant Expense:** As of March 2011, the Glen Ellyn Senior Center also began receiving sub grant funds from the Illinois Department of Insurance as a result of operating as a Senior Health Insurance Program (SHIP) site. The Department of Insurance, through SHIP, trains and certifies a network of health benefit counselors to assist people and their families with Medicare. We have received grant funds since this program was initiated. These sub grant funds have been very beneficial to the operations of the Senior Center. A few of the items we have been able to purchase utilizing these grant funds include: new/upgraded desktop computer, laptop computer for home visits, portable scanner and new copier/printer, which has enabled the Center to print their monthly newsletter in-house.

4. **Senior Transportation:** 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-buses 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 continued 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 was discontinued. These grant funds are now received as reimbursement from the RTA, through the City of Naperville as administrator, and arerecorded as General Fund revenue.

In FY13/14, the Glen Ellyn/Milton Township/Wheaton Partnership determined that in order to continue to ensure the financial stability of the program into the future, that a fare increase was necessary. The fare for the Ride DuPage program was increased to a $2 flag pull from $1 flag pull and the Ride to Work Program was increased to $1.50 flag pull from $1.00. Program usage by eligible Glen Ellyn residents continues to rise and it is anticipated that this trend will continue into SY14 and CY15.

5. **Professional Services/Other**: Professional Services/Other covers the cost of custodial services for the Senior Center Office and a common room in Grace Lutheran Church used by the Senior Center Coordinators. Custodial Services are provided by Grace Lutheran Church.

6. **Telecommunications**: Telecommunications covers the cost of phone and internet at the Senior Center, which is part of Grace Lutheran Church's account.

7. **Equipment**: For SY14, the Senior Center has requested funds in the amount of $1,500 for new drapery in their office required due to window replacement during the previous year. No equipment funds are requested for CY15.

VILLAGE OF GLEN ELLYN
SY 14 ANNUAL BUDGET
PERSONNEL SCHEDULE

SENIOR SERVICES

Classification	Status	Salary Range*	FY10/11 Budgeted Employees	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees	FY13/14 Budgeted Employees	SY 14 Budgeted Employees
Senior Services Coordinator (2)[2]	PT	H	-	0.60	0.60	0.60	0.60
TOTAL EMPLOYEES (Full-time Equivalents)			**-**	**0.60**	**0.60**	**0.60**	**0.60**
Full-time Number of Positions			-	-	-	-	-
Part-time Number of Positions			-	2	2	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	FY11/12 Actual	FY12/13 Actual	FY13/14 Revised Budget	FY13/14 Estimated Actual	FY12/13 8 Month May-Dec	FY13/14 8 Month May-Dec	SY14 8 Month Budget	
	Personnel Services								
510120	Salaries - Non-pension	$ 3,487	$ 3,420	$ 3,800	$ 1,800	$ 2,291	$ 275	$ 1,450	
510400	FICA	267	262	300	150	175	21	150	
	Subtotal	3,754	3,682	4,100	1,950	2,466	296	1,600	*1*
	Contractual Services								
520700	Legal-General Counsel	5,837	1,125	-	-	1,125	-	-	
520970	Maintenance / Bldgs & Grounds	18,722	5,275	8,000	8,000	4,041	6,032	5,500	*2*
521055	Professional Services / Other	500	1,360	1,600	1,600	425	448	1,200	*3*
521195	Telecommunications	227	296	300	350	182	225	250	
521200	Utilities	13,640	11,369	13,000	12,500	4,128	6,921	8,000	*4*
	Subtotal	38,926	19,425	22,900	22,450	9,901	13,626	14,950	
	TOTAL - Admin & Facilities Maint	**$ 42,680**	**$ 23,107**	**$ 27,000**	**$ 24,400**	**$ 12,367**	**$ 13,922**	**$ 16,550**	

Public Works
(121610)

Object Code	Account Description	FY11/12 Actual	FY12/13 Actual	Revised Budget	Estimated Budget			8 Month Budget	
	Personnel Services								
510100	Salaries - Pension	$ 1,877	$ 2,030	$ 9,100	$ 8,000	$ 1,255	$ 5,844	$ 6,300	
510120	Salaries - Non-pension	471	238	-	1,000	238	862	-	
510400	FICA	180	113	700	700	53	513	500	
510500	IMRF	236	182	1,100	1,000	85	735	800	
	Subtotal	2,764	2,563	10,900	10,700	1,631	7,954	7,600	*5*
	Contractual Services								
520970	Maintenance / Bldgs & Grounds	7,428	3,006	7,700	14,200	2,506	11,035	5,200	*6*
521055	Professional Services/Other	1,022	-	-	-	-	-	-	
	Subtotal	8,450	3,006	7,700	14,200	2,506	11,035	5,200	
	TOTAL - Public Works	**$ 11,214**	**$ 5,569**	**$ 18,600**	**$ 24,900**	**$ 4,137**	**$ 18,989**	**$ 12,800**	
	TOTAL - HISTORY PARK	**$ 53,894**	**$ 28,676**	**$ 45,600**	**$ 49,300**	**$ 16,504**	**$ 32,911**	**$ 29,350**	

BUDGET FOOTNOTES
HISTORY PARK – SY 14

Admin & Facilities Maintenance

1. **Personnel Services:** This represents salary and benefit expenses for Facilities Maintenance to maintain the History Park facilities.

2. **Maintenance/Bldg. & Grounds:** Provides funding for regular maintenance of buildings at the History Park including custodial supplies and minor repair work. Per the intergovernmental agreement with the Glen Ellyn Historical Society, the maintenance does not include custodial services, but does include general building maintenance (HVAC and plumbing repair, alarm inspections, general carpentry and electrical maintenance, etc.) for the History Center, Stacy's Tavern Museum and garage.

3. **Professional Services / Other:** Alarm monitoring for Stacy's Tavern Museum and History Center ($200/quarterly per building).

4. **Utilities:** Covers the cost for gas and electrical usage at the History Park properties including the History Center, Stacy's Tavern Museum and Garage.

Public Works

5. **Personnel Services:** This represents salary and benefit expenses for Public Works to maintain the History Park facilities.

6. **Maintenance/Bldg. & Grounds:** Provides funding for regular maintenance of outdoor facilities and landscaping at the History Park. More specifically, maintenance includes items such as snow shoveling, tree pruning and maintenance, flower planting, parking lot maintenance, etc.

Object Code	Account Description	FY11/12 Actual	FY12/13 Actual	FY13/14 Revised Budget	FY13/14 Estimated Actual	FY12/13 8 Month May-Dec	FY13/14 8 Month May-Dec	SY14 8 Month Budget	
	Personnel Services								
510100	Salaries - Pension	$ -	$ 31,836	$ 49,000	$ 29,000	$ 21,587	$ 16,473	$ 32,000	1
510400	FICA	-	2,435	3,800	2,250	1,651	1,260	3,800	
510500	IMRF	-	3,923	6,200	3,600	2,619	2,086	2,400	
	Subtotal	-	38,194	59,000	34,850	25,857	19,819	38,200	
	Contractual Services								
520206	Economic Development Incentive	-	-	29,400	15,000	-	-	72,600	2
520310	Holiday Decorations	31,980	29,288	30,000	30,000	22,263	25,022	30,000	
520405	Economic Development Corp	70,000	-	-	-	-	-	-	
520406	Economic Development Grants	85,297	76,250	148,792	100,000	61,250	21,657	75,000	3
520407	Alliance of Downtown GE - Annual Contribution	110,000	100,000	110,000	110,000	100,000	110,000	47,500	4
521057	Alliance of Downtown GE - sidewalk snow clearing	-	-	-	-	-	-	5,000	9
520600	Dues and Subscriptions	-	433	850	2,530	100	170	8,175	5
520620	Employee Education	-	1,308	1,500	1,250	249	386	1,600	6
520625	Travel	-	509	250	250	175	210	250	
520700	Legal - General Counsel	-	111	-	-	2,361	-	-	
520903	Marketing	-	509	20,000	20,000	472	17,926	15,000	7
520905	Printing	-	439	3,000	3,000	276	607	2,000	
521055	Professional Services / Other	53,812	22,174	42,625	40,000	10,383	39,521	15,000	8
521155	Rental - Lease	-	2,162	-	-	2,162	-	-	
521195	Telecommunications	-	28	1,000	1,000	28	150	400	
521230	Public Relations	-	-	-	-	-	180	-	
590610	IFT / Insurance General	-	100	1,100	1,100	67	733	900	
590910	Operating Transfer Out	-	-	21,600	-	-	-	40,000	10
	Subtotal	351,089	233,311	410,117	324,130	199,786	216,562	313,425	
	Commodities								
530100	Office Supplies	-	374	500	500	266	240	500	
	Subtotal	-	374	500	500	266	240	500	
	Capital Outlay								
580110	Equipment / Capital Projects	-	85,970	-	-	40,970	9,000	-	
	Subtotal	-	85,970	-	-	40,970	9,000	-	
	TOTAL - Econ. Development	**$ 351,089**	**$ 357,849**	**$ 469,617**	**$ 359,480**	**$ 266,879**	**$ 245,621**	**$ 352,125**	
Direct Revenue									
	Hotel Motel Tax	$ 124,446	$ 157,448	$ 180,000	$ 180,000	$ 120,567	$ 119,579	$ 120,000	
	Chamber of Commerce License Fee	-	-	3,125	3,125	3,123	3,124	3,125	
	Economic Development SSA	166,867	159,018	166,000	151,400	159,018	151,442	145,000	
	Sales tax and Home Rule Sales Tax (subject to incentives)	-	-	51,000	15,000	-	-	112,600	
	Total Direct Revenue	**$ 291,313**	**$ 316,466**	**$ 400,125**	**$ 349,525**	**$ 282,708**	**$ 274,145**	**$ 380,725**	
	Direct Revenues / Total Expenditures	83%	88%	85%	97%	106%	112%	108%	

BUDGET FOOTNOTES
ECONOMIC DEVELOPMENT

1. **Economic Development Coordinator Position:** This part time position develops and executes 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 Incentive:** These funds reimburse Glen Ellyn Market development, $57,600, on Roosevelt Road from proceeds from sales tax revenues generated during a portion of the 2014 SY. Also, sales tax rebate for incremental sales tax revenue generated by Haggerty Chevrolet, $15,000, resulting from the Village's incentive agreement as part of their recent renovation.

3. **Economic Development Grants:** This amount represents funding for façade grants and interior remodeling grants for downtown businesses.

4. **Alliance of Downtown Glen Ellyn:** 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.

5. **Dues and Subscriptions:** This amount provides for staff memberships to International Council of Shopping Centers (ICSC), and partial subscription to CoStar, a commercial real estate property database as well as the Village's membership to the DuPage Convention & Visitors' Bureau.

6. **Employee Education:** This amount provides for staff attendance to ICSC events including DealMaking, Idea Exchange and other periodic seminars as well as attendance at RetailLIVE!.

7. **Marketing:** This amount provides for Commercial Real Estate Broker events and allows for Quality of Life and Shopping Destination advertising campaigns via print, radio, on-line and social media outlets.

8. **Professional Services/Other:** This amount provides funding for a variety of economic development projects and activities including graphic design and marketing consulting.

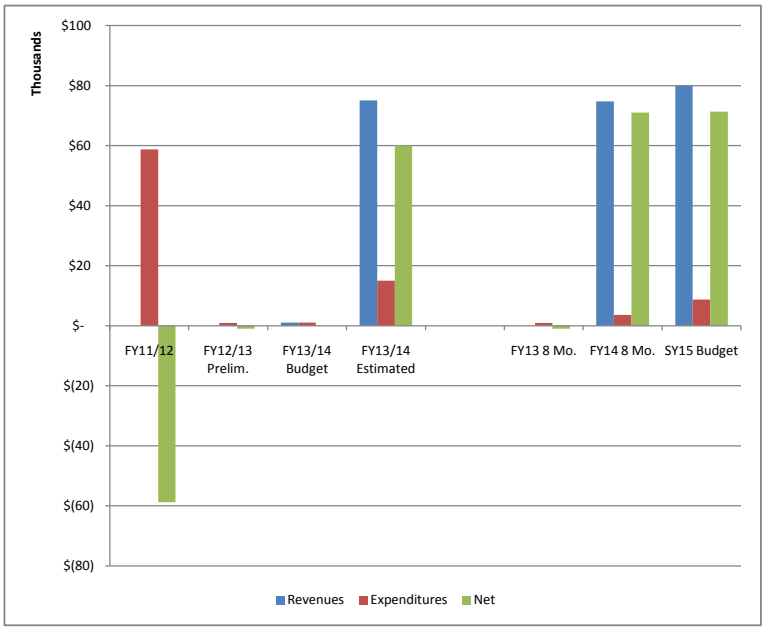
9. **CBD Appearance:** This amount provides for snow removal on the CBD sidewalks, this was previously accounted for in the Alliance of Downtown Glen Ellyn budget. Slight increase to account for new contract administered by the ADGE.

10. **Operating Transfer Out:** The amount of sales taxes generated by the Glen Ellyn Market project will be returned to the Corporate Reserve Fund to repay the dollars borrowed ($793,000) to construct Taft Avenue, $40,000 in SY 14 and $80,000 in future years until fully reimbursed.

CENTRAL BUSINESS DISTRICT (CBD) TIF FUND

Object Code	Account Description	FY11/12 Actual	FY12/13 Actual	FY13/14 Revised Budget	FY13/14 Estimated Actual	FY12/13 8 Month May-Dec	FY13/14 8 Month May-Dec	SY14 8 Month Budget	
Revenues / Inflows *(2500)*									
410100	Property Tax	$ -	$ -	$ 1,000	$ 75,000	$ -	$ 74,676	$ 80,000	*1*
	TOTAL REVENUES	**$ -**	**$ -**	**$ 1,000**	**$ 75,000**	**$ -**	**$ 74,676**	**$ 80,000**	
Expenditures / Outflows *(25000)*									
	Contractual Services								
520700	Legal - General Counsel	$ 14,746	$ 979	$ 500	$ 5,000	$ 979	$ 3,628	$ 2,500	*2*
521055	Professional Services - Other	26,036	-	500	10,000	-	-	6,200	*3*
	Subtotal	40,782	979	1,000	15,000	979	3,628	8,700	
	TRANSFERS OUT								
590910	Operating Transfers Out	18,000	-	-	-	-	-	-	
	TOTAL EXPENDITURES	**$ 58,782**	**$ 979**	**$ 1,000**	**$ 15,000**	**$ 979**	**$ 3,628**	**$ 8,700**	
FUND INCREASE (DECREASE)		**$ (58,782)**	**$ (979)**	**$ -**	**$ 60,000**	**$ (979)**	**$ 71,048**	**$ 71,300**	

Available Cash Analysis (000's)	
Available, May 1, 2013	$ (60)
Preliminary FY14 Inflow/(Outflow)	60
Budgeted SY14 Inflow/(Outflow)	71
Projected Available, December 31, 2014	$ 71



TAX INCREMENT FINANCING FUND
CENTRAL BUSINESS DISTRICT
FOOTNOTES SY 14 & CY15

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. TIF startup costs starting in FY11/12 were expensed to this fund and were repaid in FY13/14 with proceeds received.

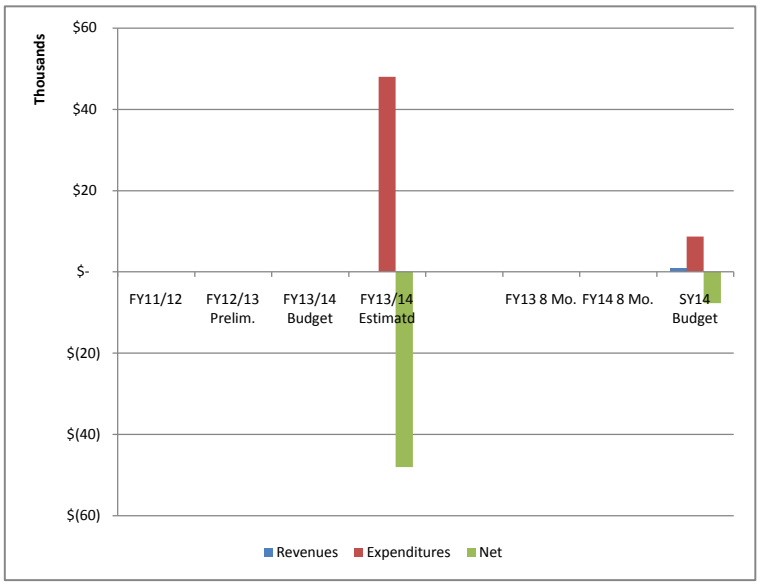
1. **Property Tax:** The Village experienced an unexpected arrival of property tax funds in the second year of the TIF District existence related to condo units throughout the district that were vacant at the time of the TIF District establishment, which were then sold and added to the property tax rolls in FY 13/14.

2. **Legal – General Counsel:** With the TIF District firmly established, the Village estimates that there may be expenditures related to legal services in the amount of $5,000 on an annual basis. Potential uses of these funds are legal review of agreements related to proposed development within the Central Business District TIF.

3. **Professional Services – Other:** These expenses cover the cost for the creation of the annual TIF Report required by the State of Illinois by a professional firm, such as Kane McKenna, as well as provisions for financial audit services.

Object Code	Account Description	FY11/12 Actual	FY12/13 Actual	FY13/14 Revised Budget	FY13/14 Estimated Actual	FY12/13 8 Month May-Dec	FY13/14 8 Month May-Dec	SY14 8 Month Budget	
Revenues / Inflows *(2600)*									
410100	Property Tax	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,000	*1*
	TOTAL REVENUES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,000**	
Expenditures / Outflows *(26000)*									
	Contractual Services								
520700	Legal - General Counsel	$ -	$ -	$ -	$ 15,000	$ -	$ -	$ 2,500	*2*
521055	Professional Services - Other	-	-	-	33,000	-	-	6,200	*3*
	Subtotal	-	-	-	48,000	-	-	8,700	
	TRANSFERS OUT								
590910	Operating Transfers Out	-	-	-	-	-	-	-	
	TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ 48,000**	**$ -**	**$ -**	**$ 8,700**	
FUND INCREASE (DECREASE)		**$ -**	**$ -**	**$ -**	**$ (48,000)**	**$ -**	**$ -**	**$ (7,700)**	

Available Cash Analysis (000's)	
Available, May 1, 2013	$ -
Preliminary FY14 Inflow/(Outflow)	(48)
Budgeted SY14 Inflow/(Outflow)	(8)
Projected Available, December 31, 2014	$ (56)



TAX INCREMENT FINANCING FUND
ROOSEVELT PARK DISTRICT
FOOTNOTES SY 14 & CY15

In 2012, the Village began the process of establishing a tax increment financing (TIF) district on Roosevelt Road between Main Street and Nicoll Way for the purpose of revitalizing this main thoroughfare in Glen Ellyn. The formal adoption of the TIF occurred in late 2013. TIF startup costs starting in FY13/14 were expensed to this fund and will be repaid by future TIF proceeds.

1. **Property Tax:** There is minimal property tax revenues anticipated in the Roosevelt Park TIF District for SY14 and CY15.

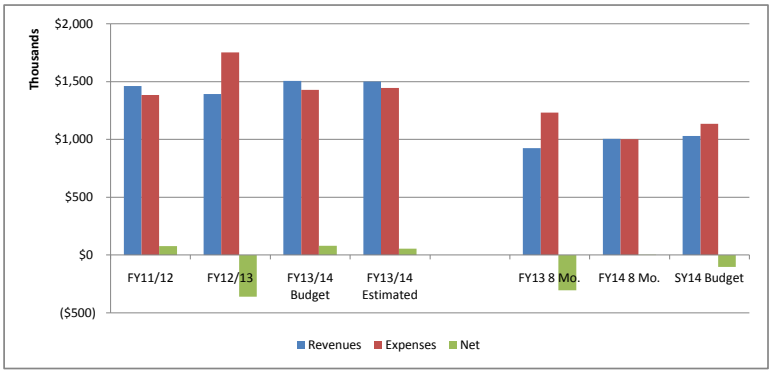
2. **Legal – General Counsel:** With the TIF District established, the Village estimates that there may be expenditures related to legal services in the amount of $5,000 on an annual basis. Potential uses of these funds are legal review of agreements related to proposed development within the Central Business District TIF.

3. **Professional Services – Other:** These expenses cover the cost for the creation of the annual TIF Report required by the State of Illinois by a professional firm, such as Kane McKenna, as well as provisions for financial audit services.

Object Code	Account Description	FY11/12 Actual	FY12/13 Actual	FY13/14 Revised Budget	FY13/14 Estimated Actual	FY12/13 8 Month May-Dec	FY13/14 8 Month May-Dec	SY14 8 Month Budget	
Revenues / Inflows ***(5400)***									
440540	Trash Disposal Billings	$ 1,275,648	$ 1,345,288	$ 1,476,000	$ 1,476,125	$ 892,063	$ 985,139	$ 1,010,000	*1*
460100	Interest Income	1,249	725	1,100	525	562	293	750	
489000	Miscellaneous Revenue	184,808	46,740	30,000	23,900	33,118	18,620	20,000	*2*
489100	Miscellaneous Over/Short	630	18	-	-	(5)	-	-	
	TOTAL REVENUES	**$ 1,462,335**	**$ 1,392,771**	**$ 1,507,100**	**$ 1,500,550**	**$ 925,738**	**$ 1,004,052**	**$ 1,030,750**	
Expenses / Outflows ***(54000)***									
	Contractual Services								
520700	Legal - General Counsel	$ -	$ 1,294	$ -	$ -	$ 1,294	$ -	$ -	
520835	Banking Services	-	6,186	12,000	14,750	1,580	10,131	9,900	*3*
520900	Postage	15,000	15,000	16,700	10,000	15,000	6,600	6,600	*4*
520905	Printing	1,724	1,864	-	-	-	-	-	
521055	Professional Services - Other	13,528	15,798	9,300	8,500	10,346	4,098	6,000	*5*
521080	Waste Removal Services	1,042,393	1,297,974	1,159,000	1,178,100	820,964	794,319	893,900	*6*
521085	Brush / Branch Service	201,079	319,170	144,000	148,600	319,170	133,590	151,500	*7*
521120	Disposal Costs	25,652	12,221	-	-	12,006	-	-	*8*
590120	Service Charge	77,100	77,100	77,100	77,100	51,400	51,400	51,700	*9*
	Subtotal	1,376,476	1,746,607	1,418,100	1,437,050	1,231,760	1,000,138	1,119,600	
	Capital Outlay								
580110	Equipment /Capital Outlay	7,987	8,010	10,000	10,000	-	2,029	14,500	*10*
	TOTAL EXPENSES	**$ 1,384,463**	**$ 1,754,617**	**$ 1,428,100**	**$ 1,447,050**	**$ 1,231,760**	**$ 1,002,167**	**$ 1,134,100**	
FUND INCREASE (DECREASE)		**$ 77,872**	**$ (361,846)**	**$ 79,000**	**$ 53,500**	**$ (306,022)**	**$ 1,885**	**$ (103,350)**	

Available Cash Analysis (000's)	
Available, May 1, 2013	$ 220
Preliminary FY14 Inflow/(Outflow)	54
Budgeted SY14 Inflow/(Outflow)	(103)
Projected Available, December 31, 2014	$ 170
Amount set aside for toter replacement	*(342)*
Projected Available for any purpose	*$ (172)*

27% minimum cash reserve policy (000's)	
Operating Expenses Budgeted	$ 1,437
27% Minimum Reserve Policy	388



1. **Trash Disposal Revenue:** This figure is based on weekly solid waste disposal service for approximately 7,200 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.

2. **Miscellaneous Revenue:** 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. The market fell again in FY12/13 and FY13/14. As the market continues down our estimates for recycling revenues are $20,000 in SY14 and $30,000 in CY15.

3. **Banking Services:** The Solid Waste Fund assumes a portion of the cost associated with payment methods used by Village customers including lockbox services (for payments via mail), credit card fees, and online banking check fees. Beginning in FY 13/14, the Village began to offer an online payment option to residents through its website.

4. **Postage:** Included in this line item are postage costs ($6,600) for mailing of solid waste billings to our 7,200 residential customers (split 1/3 between the Solid Waste Fund and Water & Sanitary Sewer Fund). Postage is paid in one lump $10,000 payment and is refilled when needed. Two payments are expected in SY14 and three are expected in CY15.

5. **Professional Services / Other:** The Village uses a third-party vendor to process, print, and mail the monthly Village utility bills (this cost is split 1/3 between the Solid Waste and Water and Sanitary Sewer Funds).

6. **Waste Removal Services:**

   SY14 Weekly waste disposal contract* $ 809,900
   Clean Sweep $84,000
   Total Budget $ 893,900

   CY15 Weekly waste disposal contract* $ 1,191,500
   Total Budget $ 1,191,500

   *The Village's Solid Waste and Recycling Contract with Allied Waste is anticipated to see a 2% increase based on the current CPI average on August 1, 2014 and 2015 for the cost of collection services. April 2014 is the final year for the annual clean sweep event.

7. **Branch/Brush Removal:** 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. A three year contract signed in FY 12/13 is set to expire after SY14. For this reason a three percent increase in services costs has been factored in for the expected increase in CY15. Funding for special cleanup of extraordinary events is also included.

8. **Disposal Costs:** This line was transferred from the General Fund in FY 09/10 and is associated with the street sweeping and catch basin cleaning program. In FY13/14 this line item has been moved to the Public Works budget in the General Fund.

9. **Service Charge:** 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.

10. **Equipment / Capital Outlay:** These funds have been allocated for the purchase of additional refuse and recycling carts on an as-needed basis ($10,000), as well as funding for the replacement of refuse/recycling containers in the downtown ($4,500).