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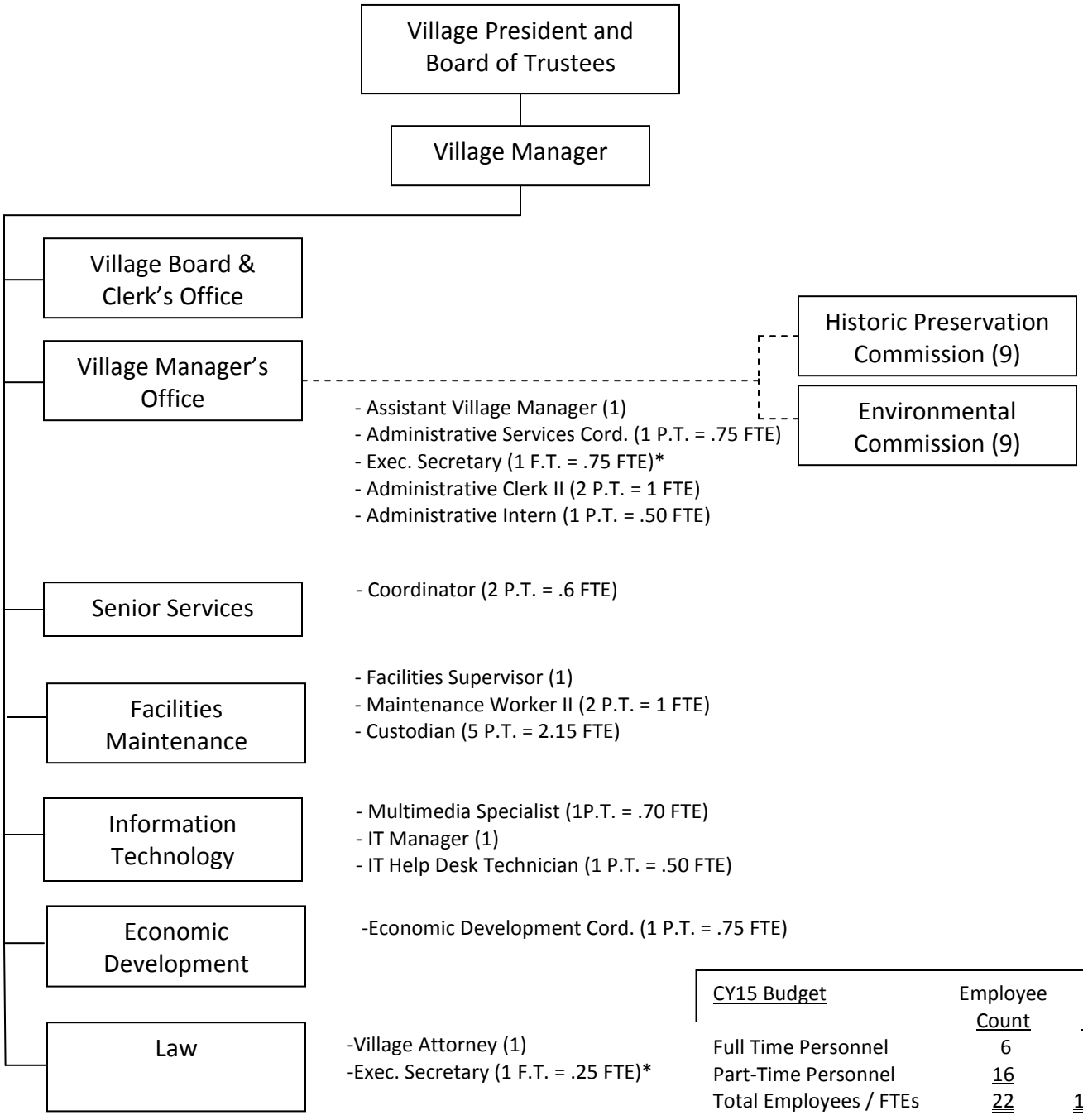
ADMINISTRATION DEPARTMENT
CALENDAR YEAR 2015



CY15 Budget	Employee Count	FTE
Full Time Personnel	6	6.00
Part-Time Personnel	16	7.95
Total Employees / FTEs	22	13.95

(FTE = Full-Time Equivalent)

Budgeted Full-Time Employees	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	SY14	CY15
Village Manager's Office	3	3	5	5	3	3	3	3	3	2*
Information Technology	0	0	0	0	0	0	0	1	1	1**
Law	0	0	0	0	0	0	0	0	0	1
Facilities Maintenance	2	2	2	1	1	1	1	1	1	1
Total FT	5	5	7	6	4	4	4	5	5	6

*Executive Secretary is a full time position split .75/.25 between Village Manager's Office and Law.

**Information Technology Manager was moved to Administration from Finance in FY13/14

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, Information Technologies, and the newly created Law Department. 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 Short Year 2014

- Successfully completed the 5th phase of the Architectural Resources Survey.
- Continued to enhance the Village's website design and layout to improve transparency and communication with residents.
- Expanded the Village's use of social media and multi-media public service announcements to better connect with residents and businesses.
- Signed a new 5-year contract for ambulance/paramedic services, which will result in annual cost savings to the Village.
- Implemented new room reservation software for the Civic Center to enhance customer convenience and administrative efficiencies, and to better track room usage and set up.
- Launched the Fire Prevention System Award Program to encourage downtown property owners in the C5A and C5B districts to invest in updating or installing Fire Prevention Systems.
- Implemented the Economic Development Strategic Plan.
- Increased business recruitment efforts through real estate broker events and monthly electronic newsletters.
- Launched new business handbook and supplementary tools for new and existing businesses to assist in growing their business in Glen Ellyn.
- Implemented Personnel Actions module in Munis in order to streamline the employee payroll/benefit change approval process through automation and reduction in paper-based documentation.
- Coordinated several key recruitments, including Finance Director, Assistant Finance Director, Executive Chef/Director of Food & Beverage, & Assistant Manager of Restaurant & Banquet Sales, and Environmental Services Coordinator (Glenbard Wastewater Authority).
- Tested and implemented a new, low-cost website analytics tool to measure and analyze web traffic on the Village's homepage.
- Improved document archives through digitizing of Village ordinances and legal documents that date back to early 1900's.
- Began documenting and tracking work orders in Facilities, as well as workload metrics in Senior Services.

- Finalize the Village's 5-year G.I.S. Master Plan.
- Replaced Village's SQL Server (5-year life cycle).
- Improved network security and technological efficiencies through various projects at the Village Links/Reserve 22, including PC replacements, server replacement, installation of VoIP phone system, installation of security cameras at half-way house, and various security enhancements to the POS system.
- Continued working with Village Board subcommittee on Police Department/Civic Center space needs analysis.
- Partnered with Links/Reserve 22 staff in developing long-range facilities reserve (CIP) analysis.
- Coordinated Big-Belly solar power refuse/recycling station pilot program in CBD.
- Instituted an ad hoc Sister City Steering Committee to begin developing community events that highlight the Village's sister city partnership with Le Bouscat, France.
- Partnered with Police and I.T. staff to implement improved security measures for the Civic Center's front entrance.
- Improved service and cost efficiencies by bringing Village Attorney services in-house.

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 Calendar Year 2015

- Host a strategic planning session retreat for the Village Board to discuss and review initiatives and goals for the Village.
- Expand the use of electronic agenda management software for Village commission meetings.
- Designed and installed a new presentation podium in Galligan Board Room to facilitate improved functionality and ergonomics for public presentations.

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 legal services/risk management activities related to coordination of lawsuits, insurance claims, and the Village’s loss prevention policies and programs. 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 Calendar Year 2015

- Successfully apply for 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.
- 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 and rehabilitation of the Civic Center.
- Increase community engagement and education by developing and publicizing public service announcements via recorded video platform and transition to a new multi-color, high quality Village newsletter.
- Revamp the current new resident packet to help new residents adjust to life in Glen Ellyn.
- Continue to digitize archived historical community video programming onto the Village's YouTube channel.
- Conduct a comprehensive update to the Village's Personnel Manual and Safety Manuals respectively.

Law Department

The Village of Glen Ellyn implemented the position of full time Village Attorney on July 21, 2014. The Village Attorney serves as chief legal counsel to the Village Board, Village Manager, and Village management staff. He or she represents or advises the Village in legal proceedings and recommends outside counsel when required. The Village Attorney advises Village departments, Boards and Commissions; prepares and reviews ordinances, resolutions and all legal documents; acts as advisor to and/or member of various municipal commissions and Village Board standing committees. He or she also participates in the development and implementation of Village goals, objectives, policies and priorities. A summary of accomplishments during the 2014 Short Fiscal Year and objectives for Fiscal Year 2015 follows.

Accomplishments for Short Year 2014

Integration of the new full time Village Attorney into the management team was the highest priority for the first months of employment. A good working relationship has been established with all departments that now more effectively incorporate legal advice at the outset of administrative implementation of Village policies set by the Village Board. A summary of several contributions made by the Village Attorney to the various Village Departments follows:

Administration

- Worked with Fire Department, Police Department and DU-COMM to provide transition from hard wire alarm systems to wireless

- Worked on RFP for broker to market 825 N. Main, system for handling awards for property improvements and installation of fire protection
- Reviewed and participated in responses to multiple FOIA requests
- Worked on developer compliance under Opus-Fresh Market and Haggerty Redevelopment Agreements
- Worked on issues related to employee terminations

Planning

- Assisted in preparation of Glen Oak and Marston/Bemis and Enclaves of Glen Oak Annexations and recapture agreements
- Worked on capture of volunteer developer contributions related to Courtyards of Glen Ellyn
- Participated in negotiations related to the Opus Development project on Main Street
- Next Generation
- Assisted with creation of Hotel License Requirements and enforcement efforts

Police

- Assisted in drafting of Intergovernmental Agreements with Glen Ellyn School Districts
- Assisted in communications from residents regarding police matters
- Worked on Indemnification Agreement for Police Department to distribute free Defibrillators
- Currently working on procedures for Administrative Adjudication of ordinance violations for Planning Department, Public Works and Police Department

Finance

- Assisted with various issues related to collection of Real Estate Transfer Tax and exemptions.
- Responded to questions related to retiree health insurance
- Assumed responsibility for relations with the MICA municipal risk pool including direction of the tender of defense in cases involving property damage and employee terminations to relieve the Village of direct responsibility for damages and attorney's fees
- Worked on collection of claims on behalf of the Village for damage to Village property

Public Works

- Performed multiple contract and easement reviews for various projects.
- Assisted in negotiating favorable terms related to contract disputes with contractors

Major Initiatives for Calendar Year 2015

In the upcoming year the Village Attorney, in cooperation with other Village Departments, the Village Attorney will conduct reviews of the Village Code, Safety Manual and Employee Manual and propose amendments to ensure consistency and fair application of existing laws. In association with these reviews, the Village Attorney will review Loss Prevention recommendations made by our Insurance Risk Pool and assist in implementation as needed. The Village Attorney will also review Procurement Policies and provide updates in accordance with existing law and the recommendations of the Village Board.

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 Calendar Year 2015

- Implement media campaigns for Glen Ellyn as a shopping destination and celebrating Glen Ellyn's quality of life assets in conjunction with the Alliance of Downtown Glen Ellyn, the Glen Ellyn Chamber of Commerce and the DuPage Convention and Visitors Bureau.
- Implement "Experience Glen Ellyn" ad campaign tailored to supporting Glen Ellyn's businesses via video, on-line, and media releases.
- Continue 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 and both Fire Stations. This Division also provides periodic litter pick up in areas immediately adjacent to the Village's Metra Train Station. 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, and coordinates the development of the Village's multi-year Capital Replacement Plan for Village-owned facilities.

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.
- Update and revise the preventative maintenance schedules for the Village's facility-related assets, and develop performance measures.
- Implement an enterprise work order system and integrate with preventative maintenance program record keeping to better track workload metrics.
- Coordinate the purchase and installation of a new downtown monument sign with new electronic message board functionality.
- Partner with Links/Reserve 22 staff on the bid letting and contract oversight of the design and installation of an illuminated monument sign and standby emergency generator at the Village Links/Reserve 22.
- Deliver Facilities CIP-related projects on-time and on budget.

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 Calendar Year 2015

- Continue to service as many seniors as possible through the Senior Health Insurance Program.
- Provide seamless transportation to seniors and people with disabilities in Glen Ellyn.
- Maintain the 60/40 split on the transportation program in order to continue to keep the Village's program costs down.
- Explore opportunities to consolidate office space into the Civic Center long-term as part of the space needs analysis.

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 Calendar Year 2015

- Continue to work with the Historical Society to ensure all maintenance needs are met and major capital project needs are addressed.
- Facilitate a cost-sharing agreement with Historical Society regarding the programmed roof replacement for Stacy's Tavern.

Information Technologies Department

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 & Reserve 22 restaurant. The department also provides hosted ERP support for the Glen Ellyn Library and the Glenbard Wastewater Authority.

Major Initiatives for CY15

- Document Imaging Server Replacement – This server hosts the majority of our archived documents including building permits and other important documentation. The server is at end of its useful life and will be replaced.
- File Backup Server Replacement – The server that backs up all village files and email stores will be replaced. The server is at end of its useful life and will be replaced.
- Office Software Replacement – The Microsoft Office Suite used by all village employees is being upgraded this year. The existing software has been in use for 8 years and is at the end of its supported life.
- Part-Time Helpdesk – A part-time help desk position has been included in the budget to assist in employee helpdesk requests and handle mundane I.T. troubleshooting issues and tasks. This will allow the I.T. Manager to focus on larger I.T. projects and the strategic I.T. goals of the Village.
- GIS Integration – We will continue to evolve the GIS services used by village employees and the public with our partners at MGP.
- PC Replacements – Approximately 30 PCs will be replaced this period (3 – 4 year life cycle).
- Continue Migration of Cartegraph to the OMS version to provide GIS integration and Field access for Public Works.
- Replace Police in car camera systems and backend server infrastructure.
- Maintain computer, phone and network services with minimal downtime.
- Partner with Finance Dept. on implementing e-billing (Munis-UBCIS) solution for utility billing customers.
- Explore worker order systems for I.T., and make recommendation for CY '16 Budget.
- Assist Fire Company with installation of replacement and installation of mobile data terminals in vehicles.
- Implement Munis dashboards to facilitate improved data sharing and reporting across the organization.

GENERAL FUND

VILLAGE BOARD & CLERK

(121100)

Village of Glen Ellyn

Calendar Year 2015 Budget

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014 8 Month Revised Budget	SY2014 8 Month Estimated Actual	Calendar Year 2013 Actual	Calendar Year 2014 Est. Actual	Calendar Year 2015 Budget	
	Personnel Services								
510120	Salaries - non-pension	$ 11,750	$ 13,440	$ 13,700	$ 13,700	$ 13,411	$ 17,242	$ 15,300	*1*
510400	FICA	899	1,028	1,000	1,000	1,026	1,271	1,200	
	Subtotal	12,649	14,468	14,700	14,700	14,437	18,513	16,500	
	Contractual Services								
520140	Village Commissions	-	-	9,000	25,750	-	25,750	4,100	*2*
520600	Dues / Subscriptions	29,560	27,366	27,850	27,200	28,415	27,940	28,375	*3*
520620	Employee Education	-	4,633	1,000	2,375	3,741	3,537	5,000	*4*
520625	Travel	-	-	100	-	-	-	150	
520905	Printing	79	110	100	100	23	187	150	
521055	Professional Services / Other	7,073	9,243	11,850	11,625	9,378	14,636	15,400	*5*
	Subtotal	36,712	41,352	49,900	67,050	41,557	72,050	53,175	
	Commodities								
530100	Office Supplies	1,602	1,347	1,000	575	1,152	940	1,000	
	Subtotal	1,602	1,347	1,000	575	1,152	940	1,000	
	Capital Outlay								
580110	Equipment	1,479	-	3,500	5,000	8,320	(3,320)	-	
	Subtotal	1,479	-	3,500	5,000	8,320	(3,320)	-	
	TOTAL EXPENDITURES	**$ 52,442**	**$ 57,167**	**$ 69,100**	**$ 87,325**	**$ 65,466**	**$ 88,183**	**$ 70,675**	

BUDGET FOOTNOTES
VILLAGE BOARD & CLERK

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:**

	CY15 Budget
Historic Preservation Commission	
- Landmarking Public Notices	1,000
Sister City Committee	
- French Week	500
Environmental Commission	
- Recycling Extravaganza	1,100
- Rain Barrel Reimbursement Program	1,000
- EC Events	500
	$4,100

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

	CY15 Budget
DuPage Mayors and Managers Conference	$24,500
Metropolitan Mayors Caucus	1,000
Illinois Municipal League	1,750
Glen Ellyn Chamber of Commerce	600
Chicago Metropolitan Agency for Planning	300
Municipal Clerks of Illinois	100
Other Activities for Village Elected Officials	125
	$28,375

BUDGET FOOTNOTES
VILLAGE BOARD & CLERK

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 was not held in SY14 will be held 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.

	CY15 Budget
Electronic Agenda Software	$9,300
Public Notices	100
Liquor License Processing	750
Illinois Statues	250
Village Code Updates	5,000
	$15,400

VILLAGE OF GLEN ELLYN
CY 15 ANNUAL BUDGET
PERSONNEL SCHEDULE

VILLAGE BOARD & CLERK

Classification	Status	Salary Range*	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees	FY13/14 Budgeted Employees	SY 14 Budgeted Employees	CY15 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
Calendar Year 2015 Budget

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014 8 Month Revised Budget	SY2014 8 Month Estimated Actual	Calendar Year 2013 Actual	Calendar Year 2014 Est. Actual	Calendar Year 2015 Budget	
	Personnel Services								
510100	Salaries - Pension	$ 479,460	$ 488,098	$ 354,260	$ 406,000	$ 498,829	$ 552,808	$ 459,000	*1*
510120	Salaries - Non-pension	45,860	40,352	28,000	32,700	40,087	45,379	40,500	*1*
510200	Overtime	181	406	350	800	328	878	500	*1*
510400	FICA	36,622	36,657	29,000	30,500	37,287	42,590	35,400	
510500	IMRF	66,739	58,203	42,000	48,150	70,256	65,022	49,600	
	Subtotal	628,862	623,716	453,610	518,150	646,787	706,677	585,000	
	Contractual Services								
520135	Glen Ellyn 4th of July Committee	-	5,000	5,000	5,000	5,000	5,000	5,000	*2*
520140	Village Commissions	4,296	11,463	-	-	11,284	219	-	
520180	Community Grants	30,000	-	-	-	-	-	-	*3*
520301	Tuition Reimbursement	-	-	-	-	-	-	2,400	*4*
520305	Recognition / Awards	6,441	3,531	4,500	4,200	5,156	5,510	5,400	*5*
520515	Citizen Corps/Milton Twnsp	5,000	5,750	4,110	4,110	5,750	4,110	5,000	
520600	Dues / Subscriptions	5,765	6,538	5,265	4,660	7,095	3,768	5,115	*6*
520615	Recruiting and Testing	33,789	12,941	10,000	26,065	26,064	29,529	27,000	*7*
520620	Employee Education	2,168	7,405	8,450	6,470	7,625	7,565	11,150	*8*
520625	Travel	2,250	1,979	450	450	2,199	230	2,950	*9*
520630	State Unemployment Claims	-	-	-	-	-	-	12,000	*10*
520700	Professional Services / Legal	94,228	103,578	95,000	60,360	120,889	73,926	-	*11*
520701	Professional Svcs. / Labor/HR Legal	-	23,153	12,000	11,250	18,925	15,478	16,500	*12*
520702	Professional Svcs. / Hearing Officers	-	4,793	2,800	2,140	473	6,460	5,000	
520900	Postage	12,295	10,482	7,600	7,975	12,636	10,748	11,885	*13*
520905	Printing	9,358	10,523	7,500	6,710	9,475	10,268	10,800	*14*
520932	Communications Equipment	3,171	2,327	1,100	1,100	676	3,073	-	*15*
520975	Maintenance / Equipment	16,813	23,527	8,500	6,250	23,891	11,425	-	*16*
521055	Professional Services / Other	15,210	16,096	25,500	5,550	12,342	12,530	10,400	*17*
521195	Telecommunications	1,301	2,620	1,450	1,240	2,140	1,960	1,560	*18*
521230	Public Relations	1,552	4,333	3,500	3,500	4,340	4,223	5,000	*19*
590600	IFT / Health Insurance	38,599	49,247	33,000	34,400	45,632	49,613	33,200	
590610	IFT / Insurance - General	4,400	3,900	3,300	3,300	4,067	4,600	5,100	
	Subtotal	286,636	309,186	239,025	194,730	325,659	260,235	175,460	
	Commodities								
530100	Office Supplies	3,868	5,062	3,500	3,500	5,073	4,578	5,250	
	Subtotal	3,868	5,062	3,500	3,500	5,073	4,578	5,250	
	Capital Outlay								
580110	Equipment /Capital Outlay	-	20,062	-	-	19,988	74	-	
	Subtotal	-	20,062	-	-	19,988	74	-	
	TOTAL EXPENDITURES	**$ 919,366**	**$ 958,026**	**$ 696,135**	**$ 716,380**	**$ 997,507**	**$ 971,564**	**$ 765,710**	

BUDGET FOOTNOTES
VILLAGE MANAGER'S OFFICE

1. **Salaries:** In SY14, the executive secretary became a full-time position with 75% of the salary budgeted to Admin and 25% budgeted to Law.

2. **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.

3. **Community Grants:** $25,000 was historically budgeted to help fund not for profit community groups assisting Glen Ellyn residents. However, this funding was removed in SY14 due to budget constraints.

4. **Tuition Reimbursement:** $2,400 has been budgeted to reimburse one employee for tuition and related costs for pursuit of a higher degree which is job-related and benefits the organization. The Village has a Tuition Reimbursement policy which requires the employee to obtain a particular GPA for the coursework to be eligible for reimbursement. Costs are not reimbursed until after the course has been completed and documentation has been submitted for costs and GPA.

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:**

	CY15
ICMA	$2,150
ILCMA	600
IAMMA	100
CityTech	400
IPELRA	250
IPELRA Conference	180
SHRM	185
IPMA-HR	400
IAMMA/ILCMA Lunch	250
Rotary Club	600
TOTAL	**$5,115**

BUDGET FOOTNOTES
VILLAGE MANAGER'S OFFICE

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:**

	CY15
Supervisor Meetings[1]	$2,500
ILCMA/ICMA Conferences	1,500
Employee Compliance Posters	600
Employee Training[2]	5,000
Miscellaneous Employee Education	1,550
TOTAL	**$11,150**

Notes:

[1]Training/food for quarterly supervisor meetings

[2]Yearly Village-wide compliance training initiative (e.g. EEO, loss prevention, ethics, etc.)

9. **Travel:**

	CY15
ICMA Conference	$1,250
ILCMA Conference	1,000
IPELRA Conference	450
Miscellaneous	250
TOTAL	**$2,950**

10. **State Unemployment:** This line item was relocated to the Village Manager's Office from the Finance Department in CY15. State unemployment payments are a human resources expense and therefore are more appropriately classified in the Village Manager's Office.

11. **Professional Services / Legal:** These expenditures represent general counsel fees provided by the consulting legal services as they pertain to General Fund matters. Additional attorney fees (e.g. prosecutorial, special projects) are budgeted in the departments/funds incurring the expense. Beginning in CY15, funding for General Fund legal matters will be budget for by the Legal Department.

12. **Professional Services/Labor/HR Legal:** These expenditures are for outside counsel on human resource matters such as policies, terminations, workers compensation, etc.

13. **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.

BUDGET FOOTNOTES
VILLAGE MANAGER'S OFFICE

14. **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.

15. **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 CY15, these expenditures have been moved to the I.T. Division budget. Proposed budget funds the media renewals ($450), media software updates ($900), and general consumables ($500).

16. **Maintenance/Equipment:** This item was relocated to the Information Technology department in CY15 to centralize management for copier costs. Historically, this item paid for maintenance agreements and copier supplies for Civic Center second floor high-volume copiers. Total copier expenses decreased substantially in SY14 with the purchase of a new black and white copier and the leasing of a new color copier.

17. **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.

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

19. **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.

VILLAGE OF GLEN ELLYN
CY 15 ANNUAL BUDGET
PERSONNEL SCHEDULE

VILLAGE MANAGER'S OFFICE

Classification	Status	Salary Range*	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees	FY13/14 Budgeted Employees	SY 14 Budgeted Employees	CY15 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	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	-	-	-
Multimedia Specialist[1]	PT	J	0.75	0.75	0.75	0.70	-
Economic Development Coordinator[2]	PT	J	-	0.75	0.75	0.75	0.75
Administrative Secretary (1)	PT		1.00	-	-	-	-
Executive Secretary[3]	FT	H	-	0.75	0.75	0.75	0.75
Administrative Services Coordinator	PT	G	0.75	0.75	0.75	0.75	0.75
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	0.50
TOTAL EMPLOYEES (Full-time Equivalents)			**7.00**	**7.50**	**7.50**	**7.45**	**5.75**
Full-time Number of Positions			3	3	3	3	2
Part-time Number of Positions			7	7	7	7	6

1 The Multimedia Specialist was relocated to the Information Technology Department.

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

3 The Executive Secretary is a full time position. However, 3/4 of the position is dedicated to serving the Village Manager's Department and 1/4 of the position is dedicated to serving the Law Department.

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

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

FACILITIES MAINTENANCE ***Calendar Year 2015 Budget***

(121300)

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014 8 Month Revised Budget	SY2014 8 Month Estimated Actual	Calendar Year 2013 Actual	Calendar Year 2014 Est. Actual	Calendar Year 2015 Budget	
	Personnel Services								
510100	Salaries - Pension	$ 53,719	$ 55,322	$ 39,000	$ 39,500	$ 54,833	$ 56,633	$ 58,000	*1*
510120	Salaries - Non-pension	150,501	159,927	120,000	106,000	157,712	155,913	143,000	*1*
510200	Overtime	3,038	5,948	1,250	4,000	2,899	8,260	3,000	
510400	FICA	15,741	16,747	12,000	11,500	16,366	16,860	15,000	
510500	IMRF	6,522	6,806	5,000	4,800	6,802	6,883	6,200	
	Subtotal	229,521	244,750	177,250	165,800	238,612	244,549	225,200	
	Contractual Services								
520600	Dues / Subscriptions	-	55	-	-	105	(50)	-	
520620	Employee Education	652	968	850	850	364	1,644	1,500	*2*
520625	Travel	-	-	-	-	-	-	750	*2*
520970	Maintenance / Bldgs & Grounds	33,696	61,926	28,380	31,000	56,020	52,101	38,000	*3*
521055	Professional Services / Other	1,642	3,500	3,000	3,000	5,142	3,000	4,250	*4*
521075	Contract Maintenance Services	12,731	11,812	6,700	6,700	13,691	8,464	13,000	*5*
521195	Telecommunications	1,246	1,367	900	900	1,366	1,355	1,400	
521200	Utilities	22,899	31,175	17,500	17,500	22,213	35,608	27,970	*6*
590600	IFT / Health Insurance	6,029	6,154	4,140	4,152	6,014	6,054	5,400	
590610	IFT / Insurance - General	4,400	3,800	3,700	3,700	4,000	4,967	6,000	
590650	IFT / Equipment Service (O&M)	21,000	22,800	12,900	12,900	22,200	20,500	19,800	
590655	IFT / Equipment Service (Replace)	9,300	9,800	5,800	5,800	9,633	9,067	8,800	
590690	IFT / Facilities Maintenance Resv	50,000	100,000	85,000	85,000	88,916	112,751	150,000	*7*
	Subtotal	163,595	253,357	168,870	171,502	229,664	255,461	276,870	
	Commodities								
530100	Office Supplies	640	811	1,000	500	813	684	1,500	
530105	Operating Supplies	24,908	28,656	18,000	18,000	25,608	22,499	27,000	*8*
530310	Inventory Parts	1,373	2,399	1,600	1,600	3,529	1,843	2,500	
530445	Uniforms	1,468	(4,571)	1,000	1,000	(3,103)	1,000	1,500	
	Subtotal	28,389	27,295	21,600	21,100	26,847	26,026	32,500	
	TOTAL EXPENDITURES	**$ 421,505**	**$ 525,402**	**$ 367,720**	**$ 358,402**	**$ 495,123**	**$ 526,036**	**$ 534,570**	

BUDGET FOOTNOTES
FACILITIES MAINTENANCE

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 and Travel:**

	FY15
Staff spot awards, team building incentives	$400
Staffing training/seminars (local or online)	$400
Leadership/Supervisor Training for Facilities Supv.	$1,450
Total	**$2,250**

Travel related for the training is budgeted at $750

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:	FY15
Unscheduled/Emergency cost for electrical needs	$5,000
Unscheduled/Emergency cost for repairs of overhead doors	$4,000
Unscheduled/Emergency cost for repairs to HVAC systems	$12,000
Unscheduled/Emergency cost for repair of fire detection & sprinkler systems	$4,000
Unscheduled/Emergency cost for repairs to backup generators	$4,000
Unscheduled/Emergency cost for building maintenance issues	$9,000
Total	**$38,000**

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.

	FY15
New PC for FACM office	$750
Web based training for Cartegraph	$2,500
Environmental testing (mold, radon, etc.)	$1,000
Total	**$4,250**

BUDGET FOOTNOTES
FACILITIES MAINTENANCE

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

	FY15
Elevator preventive maintenance (PM) - Civic Center	$2,200
PM & minor repairs to overhead doors - all buildings	$3,000
Exterminator service at all buildings (split w/History Park)	$1,000
PM & minor repairs for fire extinguishers- all buildings	$1,000
Preventive maintenance of RPZ water "valves"- all buildings	$1,300
Testing & minor repairs for fire sprinkler & detection systems	$2,000
PM & minor repairs for the back-up generator systems	$2,500
Total	**$13,000**

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 $150,000 for FY15.

8. **Operating Supplies:**

	FY15
Cleaning supplies, paper products, and coffee supplies	$17,000
Hardware supplies	7,000
HVAC filters, boiler chemicals, and small tools	3,000
Total	**$27,000**

VILLAGE OF GLEN ELLYN
CY 15 ANNUAL BUDGET
PERSONNEL SCHEDULE

FACILITIES MAINTENANCE DIVISION

Classification	Status	Salary Range*	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees	FY13/14 Budgeted Employees	SY 14 Budgeted Employees	CY15 Budgeted Employees
Facilities Supervisor	FT	I	1.00	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 (5)	PT	A	3.00	3.00	3.00	3.00	2.15
TOTAL EMPLOYEES (Full-time Equivalents)			**5.00**	**5.00**	**5.00**	**5.00**	**4.15**
Full-time Number of Positions			1	1	1	1	1
Part-time Number of Positions			8	8	8	8	7

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

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

INFORMATION TECHNOLOGY ***Calendar Year 2015 Budget***

(121400)

PRIOR TO MAY 2013, INFORMATION TECHNOLOGY WAS PART OF THE FINANCE DEPARTMENT

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014 8 Month Revised Budget	SY2014 8 Month Estimated Actual	Calendar Year 2013 Actual*	Calendar Year 2014 Est. Actual	Calendar Year 2015 Budget	
	Personnel Services								
510100	Salaries - Pension	$ -	$ 105,186	$ 75,000	$ 75,000	$ 72,821	$ 107,365	$ 157,000	*1*
510120	Salaries - Non-pension	-	-	-	-	-	-	30,000	*2*
510400	FICA	-	7,680	6,000	6,000	5,330	8,350	17,000	
510500	IMRF	-	12,543	9,000	9,000	8,814	12,728	17,000	
	Subtotal	-	125,409	90,000	90,000	86,965	128,443	221,000	
	Contractual Services								
520900	Postage	-	372	333	200	327	245	500	
520932	Communications Equipment	-	-	-	-	-	-	1,850	*3*
520975	Maintenance - Equipment	-	84,587	86,386	86,386	82,967	88,006	126,100	*4*
521055	Professional Services / Other	-	6,528	24,000	1,000	3,938	3,590	54,678	*5*
521195	Telecommunications	-	28,328	25,270	23,000	18,639	32,689	37,000	*6*
590600	IFT / Health Insurance	-	13,421	8,870	8,870	9,260	13,031	11,900	
590610	IFT / Insurance - General	-	700	1,100	1,100	467	1,333	1,400	
	Subtotal	-	133,936	145,959	120,556	115,598	138,894	233,428	
	Commodities								
530100	Office Supplies	-	341	333	333	267	407	500	
530105	Operating Supplies	-	465	333	333	-	798	500	
	Subtotal	-	806	666	666	267	1,205	1,000	
	Capital Outlay								
570110	Computer Equipment / Projects	-	44,802	32,600	30,000	41,754	33,048	83,000	*7*
570117	Communications Equipment	-	-	-	-	-	-	1,805	*8*
	Subtotal	-	44,802	32,600	30,000	41,754	33,048	84,805	
	TOTAL EXPENDITURES	**$ -**	**$ 304,953**	**$ 269,225**	**$ 241,222**	**$ 244,584**	**$ 301,590**	**$ 540,233**	

*As the IT cost center was broken out from Finance in May 2013, Calendar year 2013 only contains activity from May -December 2013

BUDGET FOOTNOTES
INFORMATION TECHNOLOGY (IT)

1. **Salaries – Pension:** Includes salaries for a full-time I.T. Manager, and a part-time Multimedia Specialist. Prior to CY2015, the Multimedia Specialist was included in the Village Manager's Office.

2. **Salaries – Non-pension:** Includes a new position in CY2015 for a part-time helpdesk professional.

3. **Communications/Equipment:** These expenditures relate to the Multimedia Specialist position and the associated daily management of the Village website and cable TV station, as well as broadcasting of Village Board Workshops and Meetings. In CY15, these funds were moved into the I.T. Division (from the Village Manager's Office), and will fund media renewals ($450), media software updates ($900), and general consumables ($500).

4. **Maintenance – Equipment:** Ongoing maintenance and support for Village-wide software programs is funded from this account, including anti-virus/anti-spam, network security, document imaging, Glen Ellyn Community Alerting Service, and ERP (e.g. Munis) software support. For CY '15, the Village has centralized the on-going copier maintenance and support costs in I.T.'s budget.

Item	Cost
Ironport (Anti-Spam)	$5,000
Jatheon (E-mail Archiving)	$2,400
Sendthisfile.com (Large File Transfer)	$1,000
Ninite (Auto-Update Software)	$220
Veritas (Backup Software Updates/Support)	$2,000
Board Hosted Exchange (Village Board E-mail Accounts)	$800
Cisco Smartnet on ASA (24/7 Tech Support)	$300
What's Up Gold (Server Diagnostics)	$800
Forefront (Anti-Virus)	$1,000
Forefront Exchange (Anti-Virus)	$1,500
OnBase (Document Imaging//Archiving	$9,000
Federal Signal-Glen Ellyn Alerting Service	$13,000
Adobe Creative Suite	$500
MUNIS Support	$70,864
Subtotal	**$108,384**
Copier Maintenance and Support (Admin/Finance/P&D)	$13,000
PD Copier Maintenance. and Support	$2,600
Munis-Dashboards	$2,116
Subtotal	**$17,716**
Grand Total	**$126,100**

BUDGET FOOTNOTES
INFORMATION TECHNOLOGY (IT)

5. **Professional Svcs/Other**: This includes emergency support as well as IT project support for security architecture/implementations, server replacement support, and unscheduled ERP feature implementation support, etc. In addition, the General Fund's proportionate share of GIS contract costs ($38,678) was moved from Public Works to the I.T. Division's budget effective CY '15. The following chart itemizes the expenses associated with this account.

Item	Cost
Server Migration-Contractual/Technical Support	$ 6,000
ERP Feature Implementation Support (e.g. Munis or Cartegraph)	4,000
Network Security Architecture-Contractual Professional Support	7,500
Unscheduled Projects/Emergency Assistance-Contractual/Consulting Support	6,500
GIS Consortium Contractual Costs (pro-rata cost with Enterprise Funds)	30,678
Subtotal	**$ 54,678**

6. **Telecommunications:** Village-wide telecommunications services, including phone lines and internet connections are funded from this account.

7. **Computer Equipment/Projects:** Represents planned I.T. capital equipment replacement costs for: MS Office Suite 2013 Version Update ($38,000); Document Imaging Server Replacement ($7,500); Back-up Server Replacement ($12,000); and 30 Desktop PC Replacements based upon 4-year replacement cycle ($26,000).

8. **Communications Equipment:** These are one-time purchase costs for portable audio-visual equipment that will support the Village's initiative to enhance Public Service Announcements via increased video messaging by way of the Village's website, social media channels, and GETV.

Item	**Cost**
Kingston KC300 SSDNow 480GB SSD	$360
Rokinon 35mm Lens	$480
Pearstone Digital Video Camera Bag	$75
Delvcam DELV-SDI-7 7" Monitor	$480
Canon LP-E6 Rechargeable Lithium-Ion Battery	$177
Pearstone – Articulating Israeli Arm	$35
Morros DSLR Rig	$148
Pearstone Clapboard	$50
TOTAL	**$1,805**

VILLAGE OF GLEN ELLYN
CY 15 ANNUAL BUDGET
PERSONNEL SCHEDULE

INFORMATION TECHNOLOGY

Classification	Status	Salary Range*	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees	FY13/14 Budgeted Employees	SY 14 Budgeted Employees	CY15 Budgeted Employees
Information Technology Manager[1]	FT	S	-	-	1.00	1.00	1.00
Multimedia Specialist[2]	PT	J	-	-	-	-	0.70
I.T. Help Desk Technician[3]	PT	N/A	-	-	-	-	0.50
TOTAL EMPLOYEES (Full-time Equivalents)			**-**	**-**	**1.00**	**1.00**	**2.20**
Full-time Number of Positions			3	3	4	4	4
Part-time Number of Positions			7	7	7	7	7

1 The IT manager was previosuly assigned to Finance.

2 The Multimedia Specialist was previously assigned to the Village Manager's Office.

3 The I.T. Help Desk Technician is a new position for FY15.

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

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

LAW DEPARTMENT ***Calendar Year 2015 Budget***

(121700)

*Legal Department was created for CY2015 budget. In SY2014, it was included in the Village Manager's Office.

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014 8 Month Revised Budget	SY2014 8 Month Estimated Actual	Calendar Year 2013 Actual	Calendar Year 2014 Est. Actual	Calendar Year 2015 Budget	
	Personnel Services								
510100	Salaries - Pension	$ -	$ -	$ -	$ -	$ -	$ -	$ 161,000	*1*
510400	FICA	-	-	-	-	-	-	22,000	*1*
510500	IMRF	-	-	-	-	-	-	16,000	*1*
	Subtotal	-	-	-	-	-	-	199,000	
	Contractual Services								
520600	Dues / Subscriptions	-	-	-	-	-	-	4,090	*2*
520620	Employee Education	-	-	-	-	-	-	500	*3*
520625	Travel	-	-	-	-	-	-	250	*4*
520700	Professional Services / Legal	-	-	-	-	-	-	10,000	*5*
520705	Prosecutorial Services	-	-	-	-	-	-	64,000	*6*
521195	Telecommunications	-	-	-	-	-	-	900	*7*
521230	Public Relations	-	-	-	-	-	-	500	*8*
590600	IFT / Health Insurance	-	-	-	-	-	-	5,200	
590610	IFT / Insurance - General	-	-	-	-	-	-	-	
	Subtotal	-	-	-	-	-	-	85,440	
	Commodities								
530100	Office Supplies	-	-	-	-	-	-	100	
530105	Operating Supplies	-	-	-	-	-	-	-	
	Subtotal	-	-	-	-	-	-	100	
	Capital Outlay								
580110	Equipment /Capital Outlay	-	-	-	-	-	-	-	
	Subtotal	-	-	-	-	-	-	-	
	TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 284,540**	

BUDGET FOOTNOTES
LAW DEPARTMENT

1. **Personnel Services:** The salaries, FICA and IMRF expenses in this cost center are for the Village Attorney and one quarter of the salary, FICA, and IMRF expense for the Executive Secretary, who supports the Village Attorney.

2. **Dues /Subscriptions:** Includes the following memberships and subscription to Westlaw research access which is shared with the Police Department but fully budgeted here:

	CY15
WestlawNext @ $299/month	$3,588
Attorney Registration and Disciplinary Comm.	382
DuPage Bar Association	120
Total	$4,090

3. **Employee Education**: Training includes various seminars and meetings conducted by ICLE or other organizations for which 30 hours over a two year period are required to maintain a license to practice law.

	CY15
ICLE or other Training Seminars	$500

4. **Travel**: Travel to continuing legal education seminars in Illinois and to two meetings of the MICA board is budgeted at $250.

5. **Professional Services/Legal:** The Professional Services line item is an estimate for legal work requiring outside counsel which is based on a review of experience in the three past years.

6. **Prosecutorial Services:** This item was relocated to the Law Department from the Police Department for the CY15 budget in an effort to centralize the management of legal costs.

7. **Telecommunications**: This line item includes the cell phone stipend for the Village Attorney.

8. **Public Relations**: This account covers incidental expenses while meeting with public and private groups.

VILLAGE OF GLEN ELLYN
CY 15 ANNUAL BUDGET
PERSONNEL SCHEDULE

LAW

Classification	Status	Salary Range*	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees	FY13/14 Budgeted Employees	SY 14 Budgeted Employees	CY15 Budgeted Employees
Village Attorney	FT	Z	-	-	-	-	1.00
Executive Secretary[1]	FT	H	-	-	-	-	0.25
TOTAL EMPLOYEES (Full-time Equivalents)			**-**	**-**	**-**	**-**	**1.25**
Full-time Number of Positions			-	-	-	-	1
Part-time Number of Positions			-	-	-	-	1

1 The Executive Secretary is a full time position. However, 3/4 of the position is dedicated to serving the Village Manager's Department and 1/4 of the position is dedicated to serving the Law Department.

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

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014 8 Month Revised Budget	SY2014 8 Month Estimated Actual	Calendar Year 2013 Actual	Calendar Year 2014 Est. Actual	Calendar Year 2015 Budget	
	Personnel Services								
510120	Salaries - PT	$ 43,484	$ 44,373	$ 31,000	$ 31,000	$ 43,705	$ 44,600	$ 46,000	*1*
510400	FICA	3,327	3,395	2,400	2,400	3,344	3,441	3,500	
	Subtotal	46,811	47,768	33,400	33,400	47,049	48,041	49,500	
	Contractual Services								
520130	Community Assistance Programs	-	-	-	-	-	-	-	
520160	Senior Center Grant Expense	7,895	2,517	-	-	5,025	-	-	*2*
520500	Senior Transportation	26,397	31,162	30,000	18,000	39,046	24,753	30,000	*3*
520600	Dues / Subscriptions	364	194	150	100	304	150	300	
520620	Employee Education	160	312	300	400	412	400	900	
521055	Professional Services / Other	2,100	2,100	1,500	1,500	2,100	2,200	2,100	*4*
521195	Telecommunications	1,500	1,500	1,000	1,000	1,500	1,500	1,500	*5*
	Subtotal	38,416	37,785	32,950	21,000	48,387	29,003	34,800	
	Commodities								
530105	Operating Supplies	4,899	3,131	3,400	5,000	2,902	7,141	6,300	
	Subtotal	4,899	3,131	3,400	5,000	2,902	7,141	6,300	
	Capital Outlay								
580110	Equipment	-	-	1,500	1,500	-	1,500	500	*6*
	Subtotal	-	-	1,500	1,500	-	1,500	500	
	TOTAL - Senior Services	**$ 90,126**	**$ 88,684**	**$ 71,250**	**$ 60,900**	**$ 98,338**	**$ 85,685**	**$ 91,100**	

BUDGET FOOTNOTES
SENIOR SERVICES

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. **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. The Village has 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 purchased 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. No future grants are expected due to State budget limitations.

3. **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 monthly billings was discontinued. These grant funds are now received as reimbursement from the RTA, through the City of Naperville as administrator, and are recorded 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 CY15.

4. **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.

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

6. **Equipment**: For CY 15 the Senior Center has requested funds in the amount of $500 for replacement of office equipment as needed.

VILLAGE OF GLEN ELLYN
CY 15 ANNUAL BUDGET
PERSONNEL SCHEDULE

SENIOR SERVICES

Classification	Status	Salary Range*	FY11/12 Budgeted Employees	FY12/13 Budgeted Employees	FY13/14 Budgeted Employees	SY 14 Budgeted Employees	CY15 Budgeted Employees
Senior Services Coordinator (2)[2]	PT	H	0.60	0.60	0.60	0.60	0.60
TOTAL EMPLOYEES (Full-time Equivalents)			**0.60**	**0.60**	**0.60**	**0.60**	**0.60**
Full-time Number of Positions			-	-	-	-	-
Part-time Number of Positions			2	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	FY12/13 Actual	FY13/14 Actual	SY2014 8 Month Revised Budget	SY2014 8 Month Estimated Actual	Calendar Year 2013 Actual	Calendar Year 2014 Est. Actual	Calendar Year 2015 Budget	
	Personnel Services								
510120	Salaries - Non-pension	$ 3,420	$ 1,950	$ 1,450	$ 1,000	$ 1,404	$ 2,675	$ 2,250	
510400	FICA	262	149	150	77	107	205	200	
	Subtotal	3,682	2,099	1,600	1,077	1,511	2,880	2,450	*1*
	Contractual Services								
520700	Legal-General Counsel	1,125	-	-	-	-	-	-	
520970	Maintenance / Bldgs & Grounds	5,275	7,058	5,500	2,000	7,266	3,026	8,000	*2*
521055	Professional Services / Other	1,360	1,225	1,200	1,200	1,383	1,977	1,600	*3*
521195	Telecommunications	296	352	250	250	338	377	350	
521200	Utilities	11,369	12,454	8,000	8,000	14,163	13,533	13,000	*4*
	Subtotal	19,425	21,089	14,950	11,450	23,150	18,913	22,950	
	TOTAL - Admin & Facilities Maint	**$ 23,107**	**$ 23,188**	**$ 16,550**	**$ 12,527**	**$ 24,661**	**$ 21,793**	**$ 25,400**	

Public Works
(121610)

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014 8 Month Revised Budget	SY2014 8 Month Estimated Actual	Calendar Year 2013 Actual	Calendar Year 2014 Est. Actual	Calendar Year 2015 Budget	
	Personnel Services								
510100	Salaries - Pension	$ 2,030	$ 9,212	$ 6,300	$ 6,300	$ 6,618	$ 8,668	$ 9,700	
510120	Salaries - Non-pension	238	862	-	-	862	-	-	
510400	FICA	113	771	500	500	572	758	800	
510500	IMRF	182	1,139	800	800	833	1,204	1,200	
	Subtotal	2,563	11,984	7,600	7,600	8,885	10,630	11,700	*5*
	Contractual Services								
520970	Maintenance / Bldgs & Grounds	3,006	12,341	5,200	3,500	11,535	4,806	7,700	*6*
521055	Professional Services/Other	-	-	-	-	-	-	-	
	Subtotal	3,006	12,341	5,200	3,500	11,535	4,806	7,700	
	TOTAL - Public Works	**$ 5,569**	**$ 24,325**	**$ 12,800**	**$ 11,100**	**$ 20,420**	**$ 15,436**	**$ 19,400**	
	TOTAL - HISTORY PARK	**$ 28,676**	**$ 47,513**	**$ 29,350**	**$ 23,627**	**$ 45,081**	**$ 37,229**	**$ 44,800**	

BUDGET FOOTNOTES
HISTORY PARK

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	FY12/13 Actual	FY13/14 Actual	SY2014 8 Month Revised Budget	SY2014 8 Month Estimated Actual	Calendar Year 2013 Actual	Calendar Year 2014 Est. Actual	Calendar Year 2015 Budget	
	Personnel Services								
510100	Salaries - Pension	$ 31,836	$ 30,221	$ 32,000	$ 28,000	$ 26,722	$ 41,748	$ 46,000	*1*
510400	FICA	2,435	2,312	3,800	2,142	2,044	3,194	3,600	
510500	IMRF	3,923	3,755	2,400	3,399	3,390	5,068	5,000	
	Subtotal	38,194	36,288	38,200	33,541	32,156	50,010	54,600	
	Contractual Services								
520206	Economic Development Incentive	-	-	72,600	-	-	-	95,000	*2*
520310	Holiday Decorations	29,288	32,125	31,400	40,000	32,047	47,103	35,000	
520405	Economic Development Corp	-	-	-	-	-	-	-	
520406	Economic Development Awards	76,250	49,534	136,305	40,000	36,657	67,877	100,000	*3*
520407	Alliance of Downtown GE - Annual Contribution	100,000	110,000	47,500	47,500	110,000	47,500	71,250	*4*
521057	Alliance of Downtown GE - sidewalk snow clearin	-	-	5,000	5,000	-	5,000	15,000	*5*
520600	Dues and Subscriptions	433	2,473	8,175	8,985	503	11,288	7,000	*6*
520620	Employee Education	1,308	611	1,600	1,000	1,445	1,225	2,400	*7*
520625	Travel	509	266	250	150	544	206	250	
520700	Legal - General Counsel	111	-	-	-	(2,250)	-	-	
520900	Postage	-	-	-	4,700	-	4,700	15,000	*8*
520903	Marketing	509	22,130	15,000	9,000	17,962	8,904	15,000	*9*
520905	Printing	439	607	2,000	5,000	770	9,000	18,000	*10*
521055	Professional Services / Other	22,174	9,528	15,000	10,000	51,312	(24,993)	5,000	*11*
521155	Rental - Lease	2,162	-	-	-	-	-	-	
521195	Telecommunications	28	350	400	200	150	400	600	
521230	Public Relations	-	180	-	100	180	100	400	
590610	IFT / Insurance General	100	1,100	900	900	767	1,267	1,100	
590910	Operating Transfer Out	-	-	40,000	-	-	-	80,000	*12*
	Subtotal	233,311	228,904	376,130	172,535	250,087	179,577	461,000	
	Commodities								
530100	Office Supplies	374	297	500	-	349	57	500	
	Subtotal	374	297	500	-	349	57	500	
	Capital Outlay								
580110	Equipment / Capital Projects	85,970	9,000	-	-	54,000	-	-	
	Subtotal	85,970	9,000	-	-	54,000	-	-	
	TOTAL - Econ. Development	**$ 357,849**	**$ 274,489**	**$ 414,830**	**$ 206,076**	**$ 336,592**	**$ 229,644**	**$ 516,100**	

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. These programs and initiatives 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 Awards:** This amount represents funding for façade awards in all commercial districts as well as interior improvement and fire prevention awards 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. **Alliance of Downtown GE – snow clearing:** The Village pays a flat rate towards sidewalk snow clearing in the downtown

6. **Dues and Subscriptions:** This amount provides for staff memberships to International Council of Shopping Centers (ICSC) as well as the Village's membership to the DuPage Convention & Visitors' Bureau.

7. **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!.

8. **Postage:** The increase in postage is due to mailers used in the marketing campaign.

9. **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.

10. **Printing:** The increase in printing is due to the cost of printing materials for the marketing campaign.

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

12. **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 to construct Taft Avenue.

Alliance of Downtown Glen Ellyn Proposed Budget 2015

Events	Event Revenues	Paypal Fees	Marketing	Printing	Advertising	Supplies	License Fees	Insurance	Prizes	Photography	Outside Vendors	Other	Event Expenses	Event Net Gain/(Loss)
Indoor Sidewalk Sale	$ 150		$ 210	$ 90								$ -	**$ 300**	**$ (150)**
Restaurant Week	$ 400	$ -	$ 375	$ 25	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 400**	**$ -**
Spa Hop	$ 2,475	$ 85	$ 365	$ 105	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,230	**$ 1,785**	**$ 690**
Wedding Walk	$ 2,100	$ 20	$ 175	$ 810	$ 75	$ 20	$ -	$ -	$ -	$ -	$ -	$ -	**$ 1,100**	**$ 1,000**
Wines & Finds	$ 5,250	$ 85	$ 175	$ 1,380	$ 355	$ 230	$ 405	$ 245	$ -	$ -	$ -	$ 460	**$ 3,335**	**$ 1,915**
Great Lake Ellyn Duck Race	$ 4,000	$ -	$ 250	$ 450	$ -	$ 200	$ -	$ -	$ 800	$ -	$ -	$ -	**$ 1,700**	**$ 1,150**
Sidewalk Sale	$ 1,175	$ -	$ 175	$ 470	$ 450	$ -	$ 35	$ -	$ -	$ -	$ -	$ 220	**$ 1,350**	**$ (175)**
Summer Event	TBD										$ -	$ -	**$ -**	
Sounds on the Street	$ 3,600	$ -	$ -	$ 410	$ 300	$ 230	$ 35	$ 400	$ -	$ -	$ 125	$ 600	**$ 2,100**	**$ 1,500**
Wheaton College	$ 240	$ -	$ -	$ 140	$ -	$ -	$ -	$ -	$ -	$ -	$ 100	$ -	**$ 240**	**$ -**
Ladies Night Out	$ 5,000	$ 100	$ 565	$ 1,250	$ 1,250	$ 250	$ 55	$ 300	$ -	$ 150	$ -	$ -	**$ 3,920**	**$ 1,080**
Christmas 2015	$ 1,550	$ -	$ -	$ 175	$ -	$ -	$ 35	$ -	$ -	$ 150	$ 2,200	$ -	**$ 2,560**	**$ (1,010)**
													$ -	
Event Sub-Totals	$ 25,940	$ 290	$ 2,290	$ 5,305	$ 2,430	$ 930	$ 565	$ 945	$ 800	$ 300	$ 2,425	$ 2,510	**$ 18,790**	**$ 4,460**

***revenue sources may include sponsorship, ticket sales, vendor participation**

Revenue and Expense Summary

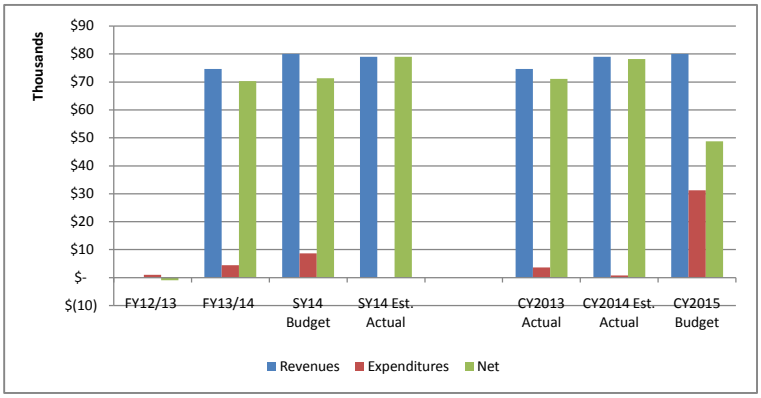
Member Dues	16,250	65	Members @	250
Village Funding	71,250			
Snow Removal Funding	15,000			
Event Total	4,460			
Revenue Total	**106,960**			
Website Management, Content & Design	12,000	Hosting, functionality and content creation		
Marketing Collateral	3,000	Open Flags, directories, kiosk signs, etc		
Executive Director	64,590	60,000	7.650%	
Payroll Process Fees	464			
Ex Dir Cell Phone	included in Executive Director			
Liability Insurance	1,300			
Snow Removal	15,000			
Accounting Fees	650			
Other/Misc.	150	Office supplies, etc.		
Expense Total	**97,154**			
Surplus/(Deficit)	**9,806**			
Weather Reserve	**5,000**			
Net Surplus/(Deficit)	**4,806**			

CENTRAL BUSINESS DISTRICT (CBD) TIF FUND

Village of Glen Ellyn
Calendar Year 2015 Budget

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014 8 Month Revised Budget	SY2014 8 Month Estimated Actual	Calendar Year 2013 Actual	Calendar Year 2014 Est. Actual	Calendar Year 2015 Budget	
Revenues / Inflows ***(2500)***									
410100	Property Tax	$ -	$ 74,676	$ 80,000	$ 79,000	$ 74,676	$ 79,000	$ 80,000	*1*
	TOTAL REVENUES	**$ -**	**$ 74,676**	**$ 80,000**	**$ 79,000**	**$ 74,676**	**$ 79,000**	**$ 80,000**	
Expenditures / Outflows ***(25000)***									
	Contractual Services								
520700	Legal - General Counsel	$ 979	$ 3,740	$ 2,500	$ -	$ 3,628	$ 112	$ -	*2*
521055	Professional Services - Other	-	652	6,200	-	-	652	31,200	*3*
	Subtotal	979	4,392	8,700	-	3,628	764	31,200	
	TRANSFERS OUT								
590910	Operating Transfers Out	-	-	-	-	-	-	-	
	TOTAL EXPENDITURES	**$ 979**	**$ 4,392**	**$ 8,700**	**$ -**	**$ 3,628**	**$ 764**	**$ 31,200**	
FUND INCREASE (DECREASE)		**$ (979)**	**$ 70,284**	**$ 71,300**	**$ 79,000**	**$ 71,048**	**$ 78,236**	**$ 48,800**	

Available Cash Analysis (000's)	
Available, May 1, 2014	$ 11
Preliminary SY14 Inflow/(Outflow)	79
Budgeted CY15 Inflow/(Outflow)	49
Projected Available, December 31, 2015	$ 139



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

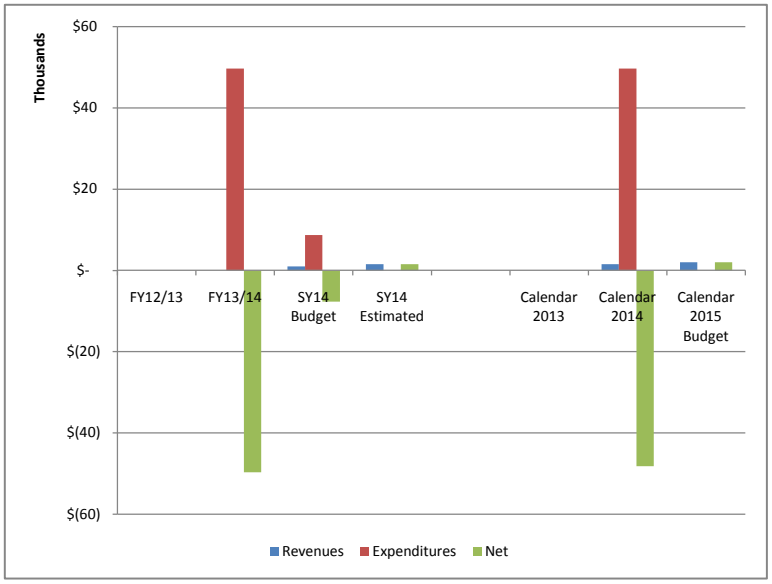
1. **Property Tax:** The Village experienced an unexpected arrival of property tax funds in the second year of the TIF District existence related to condo units throughout the district that were vacant at the time of the TIF District establishment, which were then sold and added to the property tax rolls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

2. **Legal – General Counsel:** Prior to the Short Fiscal Year 2014, legal services were contracted out to external legal counsel to conduct legal review of agreements related to proposed development within the Central Business District TIF or to assist in regulatory reports. Beginning during Short Fiscal Year 2014, legal services were brought in house and therefore it is not anticipated to have legal costs in the future.

3. **Professional Services – Other:** $25,000 of this is for wayfinding signage for the downtown. An additional $25,000 for wayfinding is also budgeted in the Capital Projects Fund. The remaining $6,200 covers 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	FY12/13 Actual	FY13/14 Actual	SY2014 8 Month Revised Budget	SY2014 8 Month Estimated Actual	Calendar Year 2013 Actual	Calendar Year 2014 Est. Actual	Calendar Year 2015 Budget	
Revenues / Inflows *(2600)*									
410100	Property Tax	$ -	$ -	$ 1,000	$ 1,500	$ -	$ 1,500	$ 2,000	*1*
	TOTAL REVENUES	**$ -**	**$ -**	**$ 1,000**	**$ 1,500**	**$ -**	**$ 1,500**	**$ 2,000**	
Expenditures / Outflows *(26000)*									
	Contractual Services								
520700	Legal - General Counsel	$ -	$ 15,436	$ 2,500	$ -	$ -	$ 15,436	$ -	*2*
521055	Professional Services - Other	-	33,425	6,200	-	-	33,425	-	*3*
	Subtotal	-	48,861	8,700	-	-	48,861	-	
	TRANSFERS OUT								
590910	Operating Transfers Out	-	825	-	-	-	825	-	
	TOTAL EXPENDITURES	**$ -**	**$ 49,686**	**$ 8,700**	**$ -**	**$ -**	**$ 49,686**	**$ -**	
FUND INCREASE (DECREASE)		**$ -**	**$ (49,686)**	**$ (7,700)**	**$ 1,500**	**$ -**	**$ (48,186)**	**$ 2,000**	

Available Cash Analysis (000's)	
Available, May 1, 2014	$ (50)
Preliminary SY14 Inflow/(Outflow)	2
Budgeted CY15 Inflow/(Outflow)	2
Projected Available, December 31, 2015	$ (47)



TAX INCREMENT FINANCING FUND
ROOSEVELT PARK DISTRICT

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 Calendar Year 2015.

2. **Legal – General Counsel:** In FY13/14, outside legal costs were incurred to facilitate TIF creation. Beginning in Short Year 2014, legal counsel was brought in-house. Therefore, it is anticipated that legal matters will be handled with in-house counsel and result in no additional external legal fees.

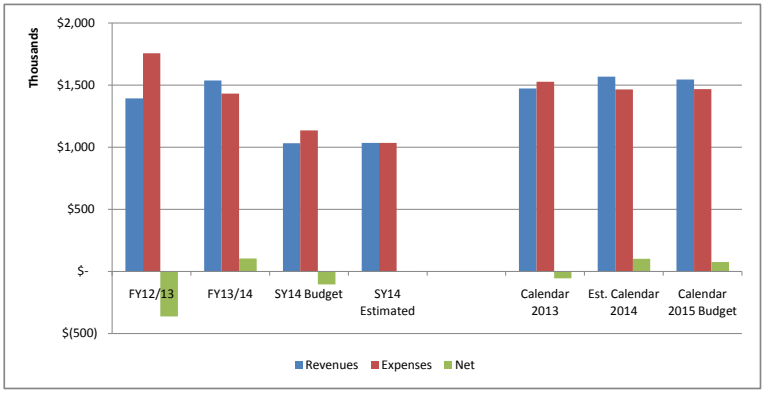
3. **Professional Services – Other:** In FY13/14, TIF consultants were used to facilitate the creation of the TIF.

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014 8 Month Revised Budget	SY2014 8 Month Estimated Actual	Calendar Year 2013 Actual	Calendar Year 2014 Est. Actual	Calendar Year 2015 Budget	
Revenues / Inflows *(5400)*									
440540	Trash Disposal Billings	$ 1,345,288	$ 1,490,944	$ 1,010,000	$ 1,026,350	$ 1,438,364	$ 1,532,155	$ 1,530,220	*1*
460100	Interest Income	725	471	750	500	456	678	750	
489000	Miscellaneous Revenue	46,740	45,091	20,000	8,424	32,241	34,895	13,000	*2*
489100	Miscellaneous Over/Short	18	-	-	-	22	-	-	
	TOTAL REVENUES	**$ 1,392,771**	**$ 1,536,506**	**$ 1,030,750**	**$ 1,035,274**	**$ 1,471,083**	**$ 1,567,728**	**$ 1,543,970**	
Expenses / Outflows *(54000)*									
	Contractual Services								
520700	Legal - General Counsel	$ 1,294	$ -	$ -	$ -	$ -	$ -	$ -	
520835	Banking Services	6,186	13,854	9,900	11,000	14,736	14,723	15,650	*3*
520900	Postage	15,000	13,200	6,600	6,600	6,600	13,200	9,900	*4*
520905	Printing	1,864	-	-	-	1,864	-	-	
521055	Professional Services - Other	15,798	7,968	6,000	6,375	9,550	10,245	8,500	*5*
521080	Waste Removal Services	1,297,974	1,183,446	893,900	855,850	1,271,329	1,244,977	1,155,475	*6*
521085	Brush / Branch Service	319,170	133,590	151,500	136,500	133,590	136,500	155,600	*7*
521120	Disposal Costs	12,221	-	-	-	215	-	-	*8*
590120	Service Charge	77,100	77,100	51,700	-	77,100	25,700	77,100	*9*
	Subtotal	1,746,607	1,429,158	1,119,600	1,016,325	1,514,984	1,445,345	1,422,225	
	Capital Outlay								
580110	Equipment /Capital Outlay	8,010	2,029	14,500	18,650	10,039	18,650	44,750	*10*
580111	Toter Replacement	-	-	-	-	-	-	10,000	*10*
	TOTAL EXPENSES	**$ 1,754,617**	**$ 1,431,187**	**$ 1,134,100**	**$ 1,034,975**	**$ 1,525,023**	**$ 1,463,995**	**$ 1,466,975**	
FUND INCREASE (DECREASE)		**$ (361,846)**	**$ 105,319**	**$ (103,350)**	**$ 299**	**$ (53,940)**	**$ 103,733**	**$ 76,995**	

Available Cash Analysis (000's)	
Available, May 1, 2014	$ 317
Preliminary SY14 Inflow/(Outflow)	3
Budgeted CY15 Inflow/(Outflow)	77
Projected Available, December 31, 2015	$ 397
Amount set aside for toter replacement	*(206)*
Amount set aside for emergency preparedness	*(158)*
Projected Available for other purpose	*$ 34*

25% minimum cash reserve policy (000's)

Operating Expenses Budgeted	1,422
25% Minimum Reserve Policy	356



BUDGET FOOTNOTES
RESIDENTIAL SOLID WASTE FUND

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 services 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 FY13/14 and SY14. As the market continues to fall our estimates for recycling revenues are $13,000 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 ($9,900) 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. Three payments are expected in CY15.

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

BUDGET FOOTNOTES
RESIDENTIAL SOLID WASTE FUND

6. **Waste Removal Services:**

   CY15 Weekly waste disposal contract* $ 1,155,475
   Clean Sweep $0
   Total Budget $ 1,155,475

   *The Village's Solid Waste and Recycling Contract with Allied Waste is anticipated to see a 1.1% increase based on the current CPI average on August, 2015 for the cost of collection services. April 2014 was 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) and additional solar compacting receptacles ($40,250).