

# 2015

## Annual Budget



# VILLAGE OF GLEN ELLYN, ILLINOIS

ADOPTED DECEMBER 8, 2014

**Village of Glen Ellyn**  
**Budget**  
**CALENDAR YEAR 2015**  
(January 1, 2015 – December 31, 2015)

Adopted December 8, 2014

**Elected Officials**

Alexander W. Demos, Village President

Trustees

Jim Burket     Peter F. Ladesic  
Dean Clark     Diane McGinley  
Tim Elliot     Tim O'Shea

Catherine Galvin, Village Clerk

**Village Management**

Mark Franz, Village Manager  
Julius Hansen, Public Works Director  
Staci Hulseberg, Director of Planning and Development  
Philip Norton, Police Chief  
Jeff Vesevick, Interim General Manager – Village Links/Reserve 22  
Christina Coyle, Finance Director



GOVERNMENT FINANCE OFFICERS ASSOCIATION

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**Village of Glen Ellyn  
Illinois**

For the Fiscal Year Beginning

**May 1, 2014**

Executive Director

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January 1, 2015

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

**Subject: Budget Transmittal for Calendar Year 2015 Budget**

### **Introduction**

Transmitted with this letter is the recommended draft budget of the Village of Glen Ellyn for Calendar Year 2015 (CY15), which runs from January 1, 2015 through December 31, 2015. This is the first calendar year budget as the Village shifted from a May 1 fiscal year to a full calendar year beginning in 2015. This document presents a comprehensive look at major financial and non-financial goals and priorities for the Village both from a near-term as well as a long-range perspective. This document, in many ways, acts as the corporate plan for the Village over the next twelve months.

This financial road map for the coming fiscal year is the culmination of months of planning and prioritizing, which began in the fall 2013. The Village completed a strategic planning process and then embarked on a comprehensive, zero-based budget approach for Short Year 2014 (SY14) which required much more detailed review and analysis for many departments. During this process, we spent considerable time shaping and refining the budget plan to meet the community's demand for high quality services while delivering these services in an efficient and economical manner.

The CY15 budget process was very similar as departments had to justify all line items and summarize the need for all expenses incorporated in their respective department budgets. The General Fund has been balanced with a small surplus of \$60,337. By keeping the General Fund spending in line, we are able to maintain service levels without needing a property tax increase this year to support the General Fund. The Village also will not be increasing the property tax levy in the Capital Projects Fund.

### **Background (Financial Scorecard and Five-Year Forecast)**

In order to provide context for the merits and challenges of the Village's financial standing as the Village prepared its budget for CY15, it is important to review the highlights of the Village's Financial Scorecard and Five-Year Forecast. The Financial Scorecard compares and contrasts the Village's financial performance to its peers and was first completed in 2011. The 2014 Village Scorecard identified a strong financial position with less debt and lower pension liabilities than its peers. The Village was also shown to have lower spending for fire, police, and administration as compared to the peer group.

The Village also fared well in its ranking for property taxes going to the Village/Library for a median value home. The Scorecard did underscore the need for the Village to stimulate economic development to increase the non-residential property base. Increasing the non-residential property tax base would shift some of the property tax burden from the residential properties as well as create sales tax and home rule sales tax revenues for the Village.

In contrast to the Scorecard which looks at current and historical trends, the Five-Year Forecast is a look into the Village's financial future. It is important to note that the Five-Year Forecast is not a prediction of the future; it is a financial model for the Village to identify and understand potential imbalances in revenues and expenditures in order to take strategic action to mitigate those imbalances. The Five-Year Forecast identified that the General Fund revenues are growing at a slower rate than General Fund expenditures. Revenues are forecasted to grow at 0.9% while expenditures grow at 2.9%, which creates a forecasted imbalance in the General Fund. Personnel costs, including salaries, FICA, health insurance, and pension costs are the majority of expenditures in the General Fund (63% of General Fund Expenditures). Personnel costs are projected to increase 3-4%, depending on department over the next five years.

The Five-Year Forecast provides a clear depiction of the unfunded pension liability issue, \$16.5 million at the end of FY14 that requires attention now and in the future. The FY15 budget includes additional funding for the Police Pension, see below, but a long-term strategy is needed in order to resolve the pension obligation. One positive trend identified in the Five-Year Forecast is that FY14 was the last debt service payment on our governmental debt (the Village still holds debt in its Recreation Fund). Overall, trends identified in the Five-Year Forecast highlight the fact that balancing the General Fund budget will remain a challenge each year. However, each year, the Village rises to the task of presenting a balanced General Fund budget and has done so again for the CY15.

### **Budget Polices, Priorities and Issues**

The budget process begins with a fundamental review of budget policies. The midpoint of the budget year is typically when the Village Board and management discuss and reaffirm the financial policies and priorities. Over the last few months, the Village Board directed management to proceed with the budget process under the following guidelines:

- Balanced budget – The General Fund must be balanced, whereas other funds might be out-of-balance based on capital investment and timing of projects, provided we follow the long-range capital plans.
- Cash reserve levels for all funds – Maintain the same cash reserve policy. The General Fund policy is 28% of operating expenditures for CY15, increasing by one percentage point per year up to 35%. Water and Sewer Fund cash reserve policy will increase to \$2.158 million with a 1.5% CPI increase. For certain other funds, the policy calls for cash reserves of at least 25% of operating costs.
- Special service areas for economic development – Rate will remain the same at 12.5 cents per \$100 of EAV for CY15.
- Pension actuary assumptions – The Village Board directed staff to review these assumptions with the Finance Commission and provide alternative ways to meet our pension obligations short-term, mid-term and long-term. An analysis was done with both the Finance Commission and Police Pension Board and a recommendation was brought to the Village Board. The Village Board modified the investment return assumption to 7% and directed staff to review this assumption again in the up-coming calendar year. A decrease to 7% investment return assumption increases the contribution to the Police Pension Fund to \$1,153,000, an increase of \$172,000 over SY14.

- CIP funding philosophy – property tax levy – Continue funding capital projects on a pay-as-you-go basis, but continue to consider issuing debt to address some long-term capital needs. The Village has been in the process of updating the 10-year Capital Improvement Plan in order to identify potential avenues to complete several substantial capital projects including a police station, storm water improvements, central business district capital improvements and a potential parking garage (likely as a public/private partnership).
- Issues for CY15 Budget Process – As we embarked on the first calendar year budget, there are several issues which deserved consideration. In addition to the background presented on the Scorecard and Five-Year Forecast, Management felt that several items were important to communicate regarding the CY15 budget:
  - *Meaningful Comparisons:* CY15 will be the first calendar year Budget prepared by the Village. With the exception of the SY14 budget which ran from May to December 2014, all previous budgets have been on a May-to-April fiscal year basis. Both April and December fiscal year-end timeframes encompass a year of financial activity; however, it is also important to note that there are timing nuances which may differ from an April fiscal end to a December fiscal end. To facilitate discussion and analysis of the CY15 budget, the budget includes comparisons to calendar year 2013 actual results and to a calendar year 2014 estimated actual results. Providing these numbers facilitates evaluation of the budget amounts for CY15.
  - *Zero-Based Budget:* Starting with the SY14 budget, the Village embraced a zero-based budget process. The CY15 budget continues to be prepared using this philosophy. Line item detail is provided with the budget to specify the purposes for which resources are being accumulated or used. The Village strives to ensure that the Village budgets are realistic depictions of the financial needs of the Village. We are mindful of the contributions of residents and businesses which make our operations possible. As the Village prepared its Budget, especially for the General Fund, it focused on discretionary versus non-discretionary spending. Non-discretionary spending is considered to be what is essential to maintain the current level of service provided to the community. By preparing a zero-based budget again for CY15, the Village is reaffirming its commitment to transparency in the cost of its services.
  - *Fire Services Fee* - The Village Board approved a new fire service fee that went into effect on May 1 that will help sustain the Volunteer Fire Company for the future.
  - *Ambulance Contract* - A new five-year contract, renewable for another five years, went into effect and the turnkey approach allows the Village to budget for this expense on a fixed-cost basis.
  - *Water and Sewer Rates* – In 2013, in response to increased rates from the City of Chicago and DuPage Water Commission, the Village formulated a multi-year plan to cover the increased costs, maintain our facilities and infrastructure and build cash reserves to an appropriate level. Our rate plan calls for 9.5% total rate increases in January 2015, at which time the rates will be well positioned for future infrastructure costs.

## **Budget Summary**

- **Total Adopted Budget** (net of interfund transfers) is \$54.6 million, about \$1.9 million more than the FY13/14 revised budget (a 3.6% increase). The revised SY14 budget was \$42.4 million, but only included 8 months of activity as opposed to the 12 months of activity budgeted for CY15.

The CY15 proposed budget projects an overall net deficit of about \$4.9 million overall. This is due to a planned use of savings to fund \$18.6 million in our capital programs.

- **Village Operations** make up 69% of the total budget for CY15. Operating costs typically are associated with the provision of day-to-day basic Village services. This includes all staffing costs, various contract and consulting services, the purchase of a number of materials and commodities, and expenditures related to the maintenance of Village owned assets and rights of way. Some examples of Village operating expenditures/expenses include:

- Police and fire protection
- Purchase of Lake Michigan water
- ED Awards
- Volunteer Fire Company support
- Golf course maintenance
- Street sweeping
- Tree planting, maintenance, removal
- Parking facilities
- Employment benefits
- Police and fire dispatch services
- Treatment of sanitary sewage by the Glenbard Wastewater Authority
- Weekly garbage pick-up
- General, liability, property and workers compensation insurance
- Snow and ice control
- Water and sewer system maintenance
- Pavement patching, line striping, and roadway signage
- Ambulance service contract
- Retirement benefits administration (Police Pension Fund)

In many ways, these costs are non-discretionary, if we want to maintain the same level of services we currently provide. The discretionary portion of the Budget such as dues, subscriptions, training, supplies, uniforms, postage, and other items have remained flat for many years which limits our ability to control overall costs further.

- **Cost Control Measures** have been evaluated and implemented over the years. The Village has reviewed many operations, ongoing costs, and/or workflows to ensure that we are providing services in the most effective and efficient manner. In SY14, the Village approved a comprehensive contract for EMS services under a fixed cost agreement that included a reimbursement provision. In addition, the Village outsourced GIS, participated in the Municipal Partnering Initiative (MPI) with other DuPage communities to explore the purchasing power for a variety of Public Works contracts, and hired an in-house Village Attorney to control legal expenses and provide a higher level of service.

- **Capital Improvements Plan (CIP)** – The Village updated a 10-year project and funding plan (some projects are unscheduled and unfunded). From that long-term analysis, management develops a list of projects for the coming fiscal year which is included in a Five-Year CIP. The projects budgeted for CY15 were approved in the overall budget, and future projects are subject to change based on direction from the Village Board. Of note are the following:
  - Street Program {Capital Fund} – Shift more towards maintenance of streets and less towards total reconstruction of streets which is the natural progression of the 20-Year Street Program; and the Village Board approved deferring reconstruction projects in areas without curbs and sidewalks.
  - Salt Storage Facility {MFT Fund and Capital} – Continue to value engineer the project and look for other alternatives to decrease the cost of the project.
  - Police Station {Capital Fund} – In July, 2014 the Village Board provided direction on preliminary funding amount of \$12 million.
  - Downtown Streets and Streetscape {Capital Fund} – In July, 2014 the Village Board provided direction on preliminary funding \$3.5 million, preliminary engineering work is tentatively scheduled to begin next year.
  - CBD Parking Garage {Capital Fund to be reimbursed by TIF Fund} – Potential Public/Private Partnership that would increase the amount of parking in the downtown.
- **Facilities Plan** – Utilizing the 2012 20-year Facilities Plan as a guide, we developed a list of facility projects for CY15. The Village Board approved a renovation project that would consolidate the Finance Department on the first floor of the Civic Center at a cost of \$150,000. In addition, we need to plan for significant HVAC system improvements at the Civic Center over the next two years. The CBD Marque Sign will be replaced this year. Finally, a \$150,000 contribution was budgeted this year to the Facilities Maintenance Reserve Fund from the General Fund.
- **Personnel Costs** - These costs are the largest expense for any municipality, so we pay special attention to all components of personnel. We continue to be one of the lowest users of full-time employees per capita in DuPage County. Job sharing, seasonal employees, and part-time employees allow us to control health insurance and pension costs. We have incorporated a number of new positions in the Budget. The hiring of the Village Attorney occurred in SY14, so that shift was incorporated in the budget along with the part-time Executive Secretary becoming full-time.

In addition, the Recreation Fund has been repositioned as the Village Links/Reserve 22 Fund and was restructured to improve overall operations of the new restaurant. Two new full-time positions of Assistant Food and Beverage Manager have been created. These changes were funded by eliminating a full-time position in golf, and requiring the existing experienced staff to step up to accept more challenges.

This budget includes one new full-time Engineer in the Public Works Department to be funded primarily through the Capital Budget, and we anticipate the cost to be offset by reduced engineering consulting costs. In addition, the Police Department includes a part-time Investigative Aide position to assist the Investigations Division in their responsibilities and focus primarily on Cyber Crime. Lastly, the Assistant to the Village Manager position has been eliminated and a part time Help Desk position has been created to assist the Information Technology Division.

In addition, we continue to see some turnover and vacancies in many department budgets. These savings and the fourth year of below-market health insurance cost increases, has allowed us to beat the Five-Year Forecast projections again. A four-year Police Union Contract is in its third year and includes a 2.5% COLA increase. The recommended budget includes a compensation merit pool of funds based on a 2.25% increase that was agreed to by the Village Board as part of the SY14 budget process. A revised compensation system was finalized in SY14 that includes a new performance review process and an enhanced merit system. The modified merit bases system will allow management to establish a scale which rewards top performers more effectively.

### **Funds and Fund Structure**

The accounts of the Village are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that make up its assets, liabilities, fund equity, revenues and expenditures/expenses. Resources are allocated to and accounted for in individual funds based on the purposes for which they are to be spent and the means by which spending activities are controlled. The CY15 budget is composed of 16 individual funds, each of which can be classified into one of four categories: governmental funds, enterprise funds, internal service funds, and fiduciary funds. All Village funds are subject to appropriation and all budgeted funds are included in the audited financial statements.

1. ***Governmental Funds*** are generally used to account for functions that are principally supported by taxes and intergovernmental revenues. We typically associate these functions with the core services provided to the general public at large including items such as public safety, roadway and storm sewer maintenance and replacement (and other public works related services), and general administration (including administration, finance, building and zoning). The CY15 budget includes 9 governmental funds:

- General Fund
- Corporate Reserve Fund
- Motor Fuel Tax Fund
- CBD TIF Fund
- Roosevelt Rd. TIF Fund
- Debt Service Fund
- Capital Projects Fund
- Facilities Maintenance Reserve Fund
- Fire Services Fund

2. **Enterprise Funds** are used to report functions, which are intended to recover most or all of its costs through the imposition of user fees and charges. These funds are accounted for in a manner much similar to private-sector businesses. The CY15 budget includes four enterprise funds:

- Water and Sewer Fund
- Residential Solid Waste Fund
- Parking Fund
- Village Links/Reserve 22 Fund

3. **Internal Service Funds** are an accounting mechanism designed to accumulate and allocate costs internally among other Village funds and other government customers. Revenues of internal service funds consist primarily of transfers in from other funds to accumulate financial resources to pay for items which benefit those funds. For example, the Village maintains an Insurance Fund to pay the costs of its employee health benefits plan and to provide liability and workers compensation insurance coverage. Each department/fund pays into the Insurance Fund, as an internal transfer, an amount calculated to provide coverage for its employees and its general insurance risk and experience. The CY15 budget includes two internal service funds:

- Insurance Fund
- Equipment Services Fund

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

- Police Pension Fund

### **General Fund**

The General Fund includes the day-to-day expenditures of operating the Village of Glen Ellyn and therefore is the primary discussion topic during budget reviews. As with other municipalities, the General Fund is dominated by the largest departments of Police and Public Works as well as providing services to the Volunteer Fire Company including ambulance services (when totaled, these three departments make up 70.5% of General Fund expenditures). The expenditures in our General Fund are dominated by salaries, pensions, and benefits (68%).

The Village of Glen Ellyn has a diverse revenue stream; however, much of the revenue base is derived from sales and home rule sales taxes, income tax, and property taxes (66%). The Village strives to only increase the tax burden on its residents if it is necessary to do so. To this end, General Fund Revenues will be reviewed after expenditures to determine the necessary revenues to balance the budget. With the switch to a calendar year budget, the tax levy process will align with the budget process to ensure the Village only levies for what it needs.

The Village continues to proactively seek economic development opportunities to increase sales tax revenues and sees some improvements with the overall economy that could positively impact future budgets. However, the current financial crisis in Illinois has a potential to impact local governments. Management will continue to monitor this situation closely and take action through the DuPage Mayors and Managers Conference (DMMC) and Illinois Municipal League (IML) as necessary. Listed below are the most significant elements impacting the Village's General Fund budget for our CY15 budget:

- The General Fund pays most of the day-to-day operating costs of the Village and makes up 31% of the total expenditure budget.
- The adopted General Fund budget includes a \$60,337 surplus with \$16,891,300 in revenues and \$16,830,963 in expenditures.
- Below is a comparison of the calendar year estimated actual results compared to the proposed CY15 budget.

	Estimated CY14 Actual	CY15 Budget	Difference	Percent Change
<b>Revenues*</b>	\$17,015	\$16,891	(\$124)	(0.1%)
<b>Expenditures*</b>	\$16,494	\$16,831	\$337	2.0%
<b>Net*</b>	\$521	\$60	(\$461)	

*\*In thousands*

- The General Fund budget required a number of cuts in order to bring it into balance with projected revenues. At the time we developed our first revenue estimates and received our initial budget submissions from department directors, the preliminary General Fund budget was out of balance by approximately \$371,000. By working with departments to decrease budgets and reviewing revenues, this budget gap was eliminated.

### **Water and Sanitary Sewer Fund**

With the exception of the dry weather in 2012, water consumption continues to decline; costs are projected to increase for both purchasing water from the DuPage Water Commission and for wastewater treatment by the Glenbard Wastewater Authority. Following sizeable rate increases from the City of Chicago, the DuPage Water Commission raised its rate on water by 30%. On January 1, 2015, the Village's cost for water will increase 17% respectively. This brings the total increase for the Village's cost of water from 2011 to 2015 to 115%.

The Water/Sewer Fund continues to include capital replacement of infrastructure assets. This capital investment is closely correlated to the level of street infrastructure improvements funded through the Capital Projects Fund. Effective January 1, 2015, total water and sewer consumption rates are scheduled to increase by a total of 9.5%. In recent years, the water and sewer rates have been adjusted in response to the significant water cost increases from the DuPage Water Commission, while restoring cash reserves. The multi-year rate plan includes a moderated, cash reserve, and positions the fund well to adequately maintain our infrastructure, with appropriate rates to avoid large spikes in the future.

### **Village Links/Reserve 22 Fund**

The Recreation Fund has been reinvented as the Village Links/Reserve 22 Fund which continues to be a self-sustaining enterprise fund. The restaurant operations have been restructured and repositioned to capture a new customer base and well as continue to support the existing customers. The Executive Chef/F&B Manager has full reign to grow the business and institutionalize new operations for the restaurant, banquet facility, and ancillary operations such as a halfway house and beverage cart. Two new full-time positions of Assistant Food and Beverage Manager were created. These changes were funded by eliminating a full-time position in golf, and requiring the experienced staff to step up to accept more challenges. We are projecting \$2 million in food revenues and estimate close to a 20% in profits in F&B. Overall, we are projecting \$5 million in revenues and \$4.8 million in expenses.

### **Capital Improvement Plan (CIP) Fund**

The Village developed a 10-year CIP and funding plan (some projects are unscheduled and unfunded) in 2012. Early in 2014, staff updated the plan and the Village Board prioritized projects and discussed some funding options to address unfunded and unplanned projects. The CY15 budget includes a number of critical improvement projects and the Five-Year CIP summarizes what projects are tentatively scheduled over the next few years.

- The Capital Projects Fund is now receiving \$3.4 million in property tax revenue previously utilized for debt service payments and now used to support our capital program. This follows the Village's decision to transition to a pay-as-you-go program over the next several years as our remaining infrastructure debt is paid off.
- Other key revenues in this Fund, primarily utility taxes, are showing little sign of growth and will likely continue to remain stable at best. Real estate transfer taxes are rebounding, with a strong 2013 and 2014 real estate market, which we anticipate will continue in 2015.
- Projects not scheduled/funded are the new Police Station, downtown viaduct and pedestrian tunnel projects, CBD street and streetscape project and Fire Station #1.
- The Capital Projects Fund has a planned deficit of \$3.1 million in CY15 due, in large part, to the deferred Elm-Geneva Connectors-Cottage Project, the planned Glenwood-Arbor-Ridgewood Project, and the Crescent Boulevard Reconstruction Project which is receiving \$1.6 million in grant revenue, but does require about \$1.2 million in funding.

### **Pension Fund**

The Finance Commission has worked with the Pension Board to develop some long term strategies to address the growing pension cost liabilities. By identifying some modifications to the assumptions, dedicated additional revenue to the Fund, and creating an accelerating approach, the Village can begin to see the benefits of compound growth and slowly address the problem. The following recommendations are incorporated into this Budget:

- Set the assumption for long-term investment at 7.0% (down from 7.25%) with the goal of getting to 6.0% (6.25% if the Pension Board maximizes their investment options) over the next five years.

- The CY15 budget dedicates \$1,153,000 to the Police Pension Fund at an increase of \$172,000 over SY14.

### **Strategic Planning**

The Village of Glen Ellyn, through a strategic planning process in the summer/fall of 2013, identified five key strategic issues as the focus for the next four years. A strategic plan provides a vision and mission for the community, identifies the strategic issues that impact the achievement of that vision, and then sets goals and objectives for addressing those issues. The following strategic issues were identified:

- **Strategic Issue #1: CAPITAL ALLOCATION** - Adopt a strategic approach to allocating funds to maintain and improve infrastructure and facilities based on highest priority.
- **Strategic Issue #2: FINANCIAL STABILITY** - Assure continued financial stability by aligning Village services with revenue.
- **Strategic Issue #3: ECONOMIC DEVELOPMENT** - Increase economic vitality by recruiting and retaining quality businesses and fostering their growth.
- **Strategic Issue #4: CUSTOMER SERVICE** - Deliver high-quality customer service, build trust and invite involvement through caring interaction, improved processes and superior communication.
- **Strategic Issue #5: HUMAN RESOURCES** - Focus on employee learning and growth to further develop a workforce committed to excellence and able to meet the Village's evolving needs.

The corresponding goals and action steps have been established and continue to be refined by shifting priorities and resources management. Additional strategic planning sessions are scheduled with the newly elected Village Board in the second quarter of CY15 to review and refine new goals for the next two years.

### **Conclusion**

The Village of Glen Ellyn's CY15 recommended budget sustains the Village's current level of services. Striking the right balance between service levels and taxes to pay for those services is debated and decided during the budget process. The budget process, allocating scarce resources and prioritizing programs and projects, is difficult each year because the demand for municipal services often exceeds the revenues available to pay for those services. We are pleased that the budget continues to be balanced despite the potential challenges cited in our Five-Year Forecast. We hope to continue to surpass these projections to ensure we keep balanced annual budgets and add to the overall cash reserves in various funds. Strong cash reserves protects the Village from unforeseen emergencies, strengthens our bond rating which provides favorable interest rates, and strengthens our overall financial position.

In closing, I wish to extend a thank you to everyone for their hard work in preparing the CY15 budget. The development of the CY15 budget could not take place without the commitment and cooperation of many Village employees. Many management employees actively participate in developing and reviewing budget information which leads to an award-winning budget document for the past 20+ years. Staff will continue to find ways to improve efficiency and control costs and work diligently to bring in CY15 under budget.

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

Respectfully submitted,



Mark Franz  
Village Manager

## Village Strategic Issues and Critical Goals

12/16/2014

GOALS	Strategic Issue I: CAPITAL ALLOCATION - Adopt a strategic approach to allocating funds to maintain and improve infrastructure and facilities based on highest priority. Village needs.	Target Date	Status
I-1	Evaluate Police Station alternatives and pursue a course of action as determined by the Village Board. Shifting towards implementation.	8/1/2014	Completed
I-2	Evaluate downtown pedestrian and vehicle traffic improvements	1/15/2015	Pending
I-3	Develop a priority list of capital projects and evaluate funding options	8/1/2014	Completed
I-4	Complete Village Board approved capital and ongoing maintenance projects	12/31/2014	Completed
I-5	Identify projects and funding options for unfunded/unbudgeted projects for Village Board consideration	8/1/2014	Completed

GOALS	Strategic Issue II: FINANCIAL STABILITY - Assure continued financial stability by aligning Village services with revenue.	Target Date	Status
II-1	Create and deliver a bottom up budget approach and transition to a calendar year budget	5/1/2014	Completed
II-2	Evaluate 10 different cost controls that continue to deliver high quality services	Ongoing	Completed
II-3	Complete necessary financial monitoring including audit, five year forecast, and Scorecard	8/1/2014	Completed
II-4	Implement e-billing and e-government solutions that improves service to the residents and/or controls costs	3/1/2015	Pending
II-5	Develop short and long term strategies and plans to meet any and all financial challenges including sustaining the Volunteer Fire Company	1/1/2014	Completed
II-6	Evaluate new revenue concepts and ensure fees are in line with market	10/1/2015	Not Started

GOALS	Strategic Issue III: ECONOMIC DEVELOPMENT - Increase economic vitality by recruiting and retaining quality businesses and fostering their growth.	Target Date	Status
III-1	Create and deliver strategic plan for Economic Development that focuses on overall commercial vitality	7/1/2014	Completed
III-2	Review and implement efficiency changes in permit processes	10/1/2015	Pending
III-4	Review and consider annexation opportunities to increase the tax base and control future development	12/31/2014	Pending
III-5	Review ARC/Planning Commission roles	On Hold	On Hold

<b>GOALS</b>	<b>Strategic Issue IV: CUSTOMER SERVICE - Deliver high-quality customer service, build trust and invite involvement through caring interaction, improved processes and superior communication.</b>	<b>Target Date</b>	<b>Status</b>
IV-1	Create communication plan for emergencies	2/1/2014	Completed
IV-2	Develop a resident (customer) management strategy that mandates responsiveness and convenience.	6/1/2014	Ongoing
IV-3	Evaluate efficiencies that continue to deliver high quality services in three areas, false alarms, crime free housing, and Administrative Adjudication.	2/1/2015	Pending
IV-4	Enhance and improve communications with residents and the Village Board	12/1/2014	Completed
<b>GOALS</b>	<b>Strategic Issue V: HUMAN RESOURCES - Focus on employee learning and growth to further develop a workforce committed to excellence and able to meet the Village's evolving needs.</b>	<b>Target Date</b>	<b>Status</b>
V-1	Review Staff allocation and opportunities to eliminate redundancies annually as part of budget process.	5/1/2014	Completed
V-2	Implement merit based pay system organization wide	5/1/2014	Completed
V-3	Develop succession plans for all departments focused on talent management and an overall training program.	12/1/2014	Completed
V-4	Evaluate internal human resources improvements to assist in protecting a greatest asset: employees.	5/1/2015	Pending
V-5	Evaluate all position vacancies and analyze needs and opportunities for efficiencies for SY14.	5/1/2014	Completed

# Village of Glen Ellyn

## Financial Policies

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

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

### A. General

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

### B. Budget

1. A balanced budget shall be defined (at each individual fund level) as a budget where projected revenues are equal to budgeted expenditures within the current fiscal period. The adopted budget, on an individual fund basis, may or may not be balanced, depending on the availability and appropriateness of utilizing cash reserves. Use of cash reserves are generally determined to be acceptable for one-time or capital expenditures after minimum reserve levels are observed.
2. The Village shall publish an annual budget which serves as a communications tool which demonstrates the government's accountability for the sources and uses of public funds. Expansive narrative discussion should be included to communicate the organization's policies and objectives as well as detailed descriptions of revenue and expenditure line items. The budget should also serve as an operations guide to assist personnel in the responsible management and application of Village resources.
3. The Village desires to annually participate in the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Awards Program.

# Village of Glen Ellyn

## Financial Policies

4. The Village shall approach the annual budget process in a spirit of openness which encourages public information and participation. To that end, the annual budget shall be provided in its entirety on the Village's web-site, and the Village will annually exceed statutory requirements for public discussion and deliberation on the budget.
5. Interim financial reports shall be distributed and reviewed with the Village Board on at least a quarterly basis which track actual experience against budgeted revenues and expenditures in the current fiscal period.

### C. Revenue

1. The Village endeavors to maintain a diverse and stable revenue base to protect operations from short-term fluctuations in any one revenue source. The mix of various revenues employed will include both elastic and inelastic revenue sources to minimize to the extent possible the effects of economic downturn.
2. The Village will employ, where appropriate, various available economic development incentive tools, which will add to long-term revenue stability and growth.
3. The Village will monitor changes in key revenues on, at a minimum, a quarterly basis, and report on significant changes in collections or emerging trends.
4. The Village will oppose State and/or Federal legislation that would result in unfunded expense mandates to units of local government without providing for compensating authority to increase available revenues to offset such mandates.
5. Village enterprise funds (e.g. Water and Sanitary Sewer, Recreation, Parking, Residential Solid Waste) shall have fees set in such a manner which fully support all direct and indirect (depreciation of capital) costs associated with providing the service.
6. The Village will avoid the use of one-time or otherwise intermittent revenues to support continuing operating expenses.
7. The Village will explore to the extent practicable the award of various local, State and/or Federal grants to support one-time capital or non-recurring expenditures. Consideration of grant opportunities shall include an evaluation of required local matching funds and possible on-going operating costs associated with accepting grant funding.

# Village of Glen Ellyn

## Financial Policies

### D. Expenditure

1. The Village shall maintain a level of expenditures which will provide for the public well being and the safety of the residents of the community.
2. The Village shall pay for current operating expenses from available operating revenues where possible.
3. The Village should avoid budget practices which balance current costs at the expense or detriment of future years, such as deferring or postponing necessary expenses.
4. The Village should avoid the implementation of new programs or services without the identification of a dedicated revenue stream to pay for them.
5. The Village annual budget shall provide a systematic approach for the replacement of municipal equipment and facilities which includes funding replacement of these assets over their anticipated useful life.
6. The Village shall provide for the responsible and timely funding of required employee pension plans.
7. The Village shall prepare a long-term financial forecast for the systematic replacement of its public infrastructure assets.

### E. Debt Administration

1. It is the objective of the Village's debt policies that:
  - a. The Village will issue debt only when necessary.
  - b. The process of identifying the amount and timing of debt issuance is conducted as efficiently as possible, and
  - c. The most favorable interest rate and other costs be obtained
2. The Village will seek the assistance and expertise of a qualified Financial Advisor when considering debt issuance. Selection of a Financial Advisor may be achieved through a request for proposals process.
3. Long-term debt obligations will be used to finance significant capital projects or improvements, not for operational purposes.
4. The duration of long-term debt obligations will not extend beyond the anticipated useful life of the projects financed.

# Village of Glen Ellyn

## Financial Policies

5. Level or declining debt service shall be employed unless operational matters dictate otherwise, or unless to achieve overall level debt service considering other outstanding obligations.
6. The Village shall be mindful of the potential benefits of bank qualification and will strive to limit its annual issuances of debt to \$10 million or less when such estimated benefits are greater than exceeding the benefits of exceeding the bank qualification limit.
7. When feasible and economical, obligations shall be issued through competitive versus negotiated sale. When circumstances dictate that a negotiated issuance take place, the reasons for such action shall be disclosed in a public meeting.
8. The criteria to select an underwriter in a competitive sale shall be the true interest cost.
9. The Village shall consider refunding debt whenever an analysis indicates the potential for present value savings in excess of 2% of the principal being refunded.
10. The Village shall strive to conduct its financial affairs in a manner which would maintain or improve its bond rating.
11. When a general obligation bond is issued, the Village will receive a rating from at least one national rating agency.
12. The Village will fully comply with all continuing disclosure requirements as established by SEC Rule 15c2-12 and shall upon completion of each year's audited financial statements, submit required continuing disclosures to all Nationally Recognized Municipal Information Repositories (NRMSIRs) and to any required State Information Depositories (SIDs).

### F. Reserve Policy

#### Definitions

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

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

# Village of Glen Ellyn

## Financial Policies

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

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

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

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

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

1. The Village will maintain adequate cash reserves (unassigned fund balance) in its operating funds (General Fund) in an amount equal to or greater than 25% of the current year fund operating expense budget (excluding capital) for FY2012/13. In following years, the target amount of cash reserves will increase by 1 percentage point growing to 35% of current year fund operating expense budget (excluding capital). [28% for CY15]

Adequate reserve balances are maintained to:

- a. offset unexpected changes in operating revenues,
  - b. provide sufficient cash flow for daily transaction volumes, and
  - c. provide a buffer for unexpected or emergency expenditures.
- 
2. The Village will spend the most restricted dollars before less restricted, in the following order:
    1. Restricted,
    2. Committed,
    3. Assigned,
    4. Unassigned.

## Village of Glen Ellyn

### Financial Policies

3. The Finance Director will determine if a portion of fund balance should be assigned and will document said assignment by a memorandum to the Village Manager and appropriate disclosure in the audited financial statements.
4. ENTERPRISE FUNDS CASH RESERVES:
  - a. The Village will maintain \$2,000,000 in cash reserves in the Water and Sanitary Sewer Fund for FY2011/12, increased annually by the 12-month change in the CPI-U (December before the beginning of the fiscal year) or 3%, whichever is less. [The 12 month change in the CPI-U for December 2013 was 1.5%. For CY15, the amount of required cash reserves will be \$2,158,000.]
  - b. The Village will maintain adequate cash reserves in the Parking Fund and Recreation Fund in an amount equal to or greater than 25% of the current year fund operating expense budget (excluding capital) for FY2012/13. In following years, the target amount of cash reserves will increase by 1 percentage point growing to 35% of current year fund operating expense budget (excluding capital). [28% for CY15]
  - c. The Village will maintain adequate cash reserves in the Residential Solid Waste Fund, in an amount equal to or greater than 25% of the current year fund operating expense budget (excluding capital).

#### G. Cash Management

1. The Village shall invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village and conforming to all state statutes governing the investment of public funds.
2. In order to maximize interest earnings, the Village comingles the cash of all funds (excluding those legally required to be kept separate – e.g. Police Pension Fund). Interest revenue derived from comingled cash accounts is allocated to the participating funds monthly based on the relative cash balance of each fund.
3. Criteria for investment of funds, in the order of priority are as follows:
  - a. **Safety** of principal is the foremost objective of the investment program. Investments of the Village of Glen Ellyn shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio.

# Village of Glen Ellyn

## Financial Policies

- b. The investment portfolio shall remain sufficiently **liquid** to meet all operating requirements that may be reasonably anticipated.
- c. The investment portfolio shall be designed with the objective of attaining a market **rate of return** throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

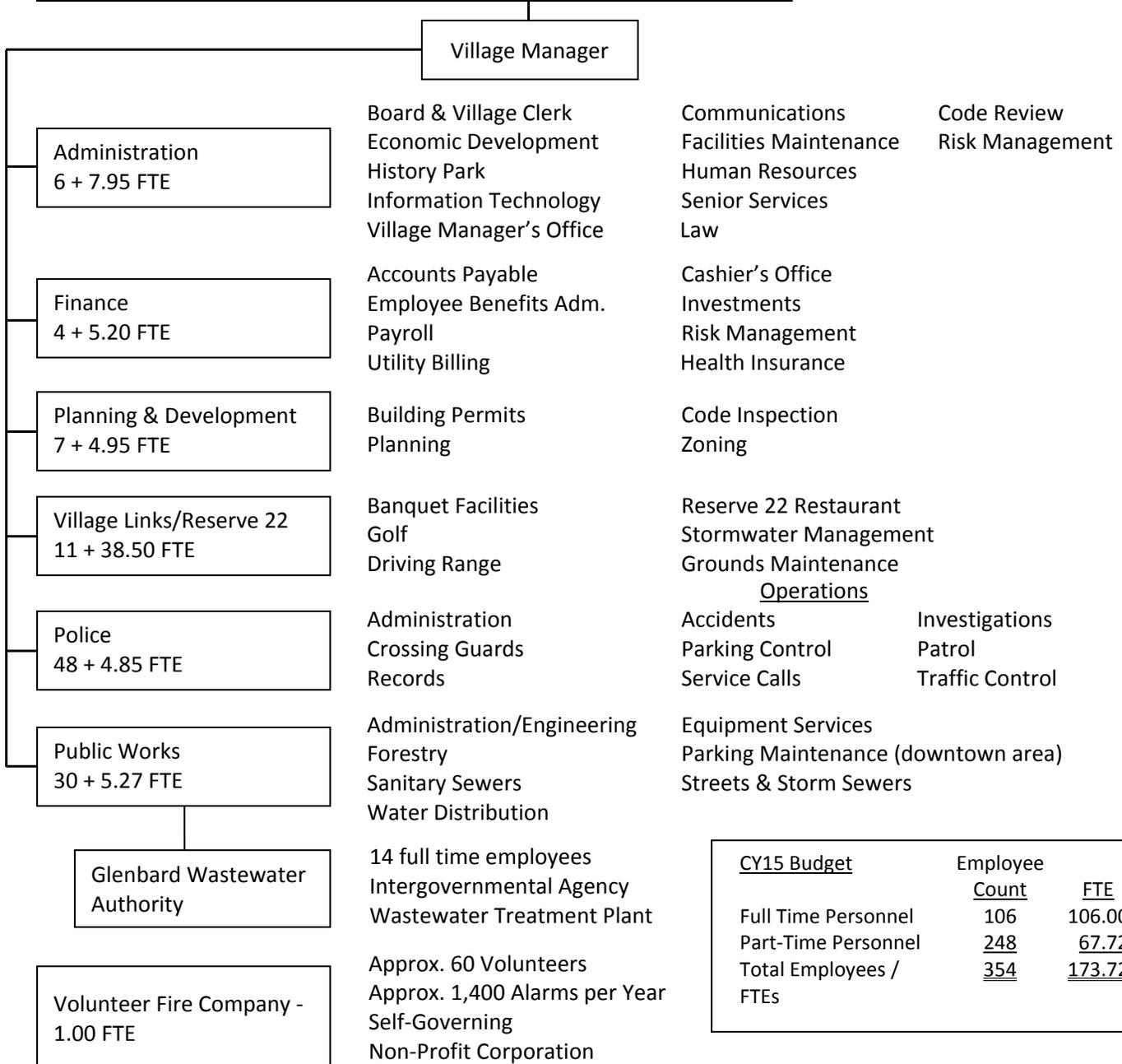
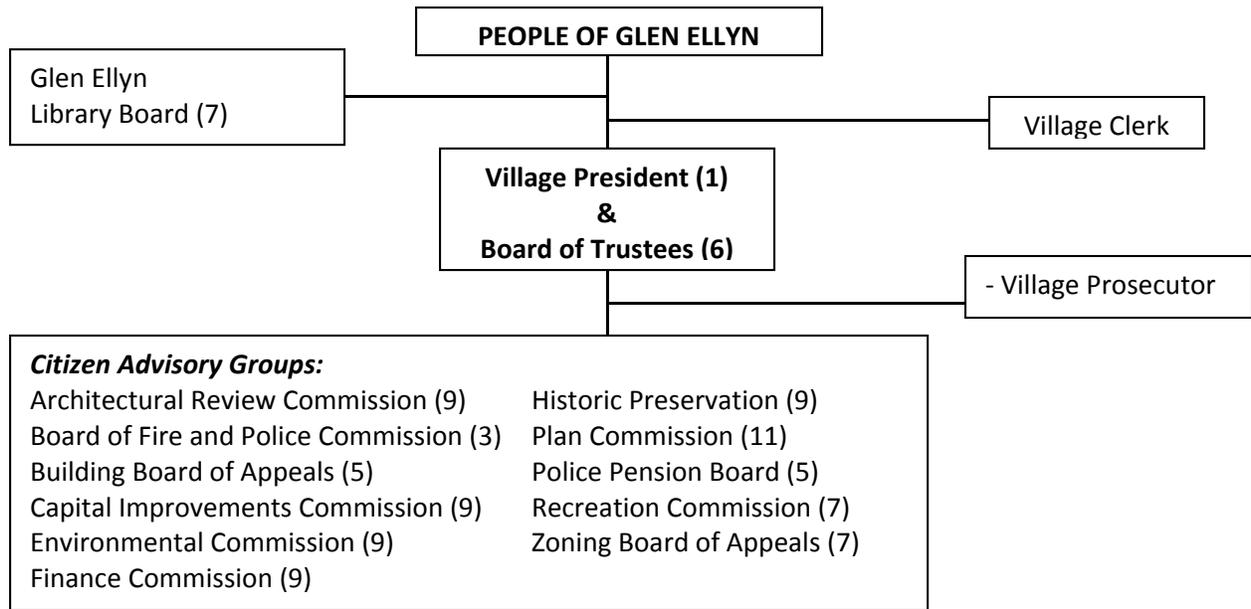
### H. Accounting, Auditing and Financial Reporting

1. The Village shall establish and maintain a high standard of accounting practices in conformance with Generally Accepted Accounting Principles (GAAP) for governmental entities as promulgated by the Governmental Accounting Standards Board (GASB).
2. The Village shall select a qualified firm of Certified Public Accountants to perform an annual audit in accordance with Generally Accepted Auditing Standards (GAAS) and issue an opinion on the financial statements.
3. The Village shall annually prepare a Comprehensive Annual Financial Report (CAFR) and submit it to the Government Finance Officers Association (GFOA) for consideration of a Certificate of Achievement for Excellence in Financial Reporting award.
4. The Village will utilize the modified accrual basis of accounting for its governmental funds (general, special revenue, capital projects and debt service funds). Revenues are recognized in the accounting period in which they become measurable and available. Expenditures are recognized in the accounting period in which the liability is incurred.
5. The Village will utilize the accrual basis of accounting for its proprietary funds (enterprise and internal service funds). Revenues are recognized in the accounting period in which they are earned. Expenses are recognized in the accounting period in which the liability is incurred.

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CY15 Budget	Employee	
	Count	FTE
Full Time Personnel	106	106.00
Part-Time Personnel	248	67.72
Total Employees / FTEs	354	173.72

Village of Glen Ellyn  
 Budgetary Fund Structure

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**Governmental Funds**

General Fund	Special Revenue Funds	Debt Service Fund	Capital Projects Funds
General <b>(Major)</b>	Motor Fuel Tax Fire Services  Central Business District (CBD) Tax Increment Financing Roosevelt Road Tax Increment Financing (new)	Debt Service	Capital Projects <b>(Major)</b> Facilities Maintenance Res. Corporate Reserve

**Proprietary Funds**

Enterprise Funds	Internal Service Funds
Water & Sanitary Sewer <b>(Major)</b> Village Links/Reserve 22 <b>(Major)</b> Parking Residential Solid Waste	Insurance Equipment Services

**Fiduciary Funds**

Fiduciary Fund
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Police Pension

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

Descriptions of major funds are found on the following page.

# Village of Glen Ellyn

## Major Fund Descriptions

### **Major Governmental Funds**

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

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

### **Major Proprietary Funds**

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

**Village Links/Reserve 22 Fund** – The Village Links/Reserve 22 Fund accounts for the operation and maintenance, including debt service and capital outlay, of the Village Links Golf Course, Reserve 22 restaurant, and other Village-owned parks and recreation areas.

# Village of Glen Ellyn

## Organizational Matrix - Department/Function Assignment by Fund

DEPARTMENT	FUND															
	General	Corporate Reserve	Motor Fuel Tax	Debt Service	CBD TIF	Roosevelt Road TIF (new)	Capital Projects	Facilities Maintenance Reserve	Fire Service (new)	Water/Sewer	Parking	Residential Solid Waste	Village Links/Reserve 22	Insurance	Equipment Services	Police Pension
Village Board & Clerk	✓															
Village Manager's Office	✓			✓	✓		✓	✓			✓		✓			
Facilities Maintenance	✓						✓									
Law	✓															
Information Technology	✓															
Economic Development	✓			✓	✓											
Finance	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓			✓
Planning & Development	✓															
Police	✓															
Public Works																
Administration & Eng.	✓		✓			✓		✓	✓							
Operations	✓		✓			✓		✓	✓							
Equipment Services															✓	
Village Links/ Reserve 22												✓				

# Village of Glen Ellyn

## All Funds Summary

(in \$1,000s)

	FY14 <u>Actual</u>	SY14 Revised <u>Budget</u>	SY14 Prelim. <u>Actual</u>	CY15 <u>Budget</u>
<b>REVENUES</b>				
Property Tax	\$ 6,960	\$ 7,073	\$ 7,155	\$ 7,206
Other Fees/Taxes	13,194	8,834	9,144	13,742
Licenses & Permits	1,331	751	848	1,339
Charges For Services	25,920	19,678	17,777	29,221
Interest Income	1,467	382	1,229	575
All Other	<u>3,417</u>	<u>4,060</u>	<u>4,103</u>	<u>3,716</u>
<b>Total Revenues</b>	<b>\$ 52,289</b>	<b>\$ 40,778</b>	<b>\$ 40,257</b>	<b>\$ 55,798</b>
Less Interfund Transfers	<u>(5,828)</u>	<u>(5,223)</u>	<u>(5,311)</u>	<u>(6,067)</u>
<b>Net Revenues</b>	<b>\$ 46,462</b>	<b>\$ 35,555</b>	<b>\$ 34,946</b>	<b>\$ 49,732</b>
<b>EXPENDITURES</b>				
Personnel Services	\$ 11,768	\$ 8,700	\$ 8,674	\$ 12,868
Contractual Services	14,576	11,603	11,080	15,914
Commodities	5,012	4,828	4,683	6,592
Capital Outlay	11,317	16,046	9,225	17,948
Debt Service	<u>1,858</u>	<u>1,217</u>	<u>1,221</u>	<u>1,271</u>
<b>Total Expenditures</b>	<b>\$ 44,531</b>	<b>\$ 42,393</b>	<b>\$ 34,882</b>	<b>\$ 54,593</b>
<b>Net Increase / (Decrease)</b>	<b><u>\$ 1,930</u></b>	<b><u>\$ (6,838)</u></b>	<b><u>\$ 64</u></b>	<b><u>\$ (4,861)</u></b>

Note: There may be differences due to rounding.

**VILLAGE OF GLEN ELLYN**  
**PROPOSED CALENDAR YEAR 2015 NET BUDGET - ALL FUNDS**  
**AT A GLANCE**

(dollar values presented in thousands)

	<b>REVISED BUDGET FY13/14</b>	<b>REVISED BUDGET SY2014</b>	<b>BUDGET CALENDAR YEAR 2015</b>	<b>% of Total</b>	<b>Primary Fund(s)</b>
<b>Where the Money Comes From</b>					
Water & Sanitary Sewer Billings	\$ 14,625	\$ 9,756	\$ 15,528	31.2%	Water/Sewer
Property Taxes	6,831	7,073	7,206	14.5%	General, Capital
Sales Taxes (Local & State)	4,901	3,240	5,205	10.5%	General
Village Links/Reserve 22	4,434	3,702	4,986	10.0%	Recreation
Utility Taxes (gas, electric, telecom)	2,970	1,920	2,825	5.7%	Capital
Income Taxes (State)	2,619	1,596	2,684	5.4%	General
Other Taxes	2,389	1,918	2,533	5.1%	General
Fees / Fines	1,138	782	1,065	2.1%	General
Reimbursements from Others	1,747	1,188	1,576	3.2%	General
Garbage / Branch Pickup	1,506	1,030	1,543	3.1%	Solid Waste
Licenses & Permits	1,115	681	1,219	2.5%	General
Fire Service Fee	-	570	785	1.6%	Fire Services
Ambulance billing	700	125	5	0.0%	General
Parking Revenues	348	288	349	0.7%	Parking
All Other	1,241	1,686	2,222	4.5%	
<b>Total Net Revenues</b>	<b>\$ 46,564</b>	<b>\$ 35,555</b>	<b>\$ 49,731</b>	<b>100%</b>	
<b>Where the Money Goes</b>					
Capital Improvements and Equipment	\$ 17,627	\$ 16,046	\$ 17,948	33%	Capital, Water/Sewer
Water & Sanitary Sewer - Daily Operations	9,602	6,847	10,525	19%	Water/Sewer
Police and Fire Protection	6,649	3,912	6,188	11%	General, Fire Services
Village Links/Reserve 22	3,240	2,729	3,758	7%	Recreation
Insurance (health, liability, fire, etc.)	2,917	2,119	2,975	5%	Insurance
Public Works	2,105	1,558	2,140	4%	Admin, Streets, Forestry, Equipment Services
General Administration/Finance	1,794	1,274	1,570	3%	General
Debt Repayments	1,858	1,217	1,271	2%	Debt
Pension Payments	1,568	1,062	1,718	3%	Pension
Garbage /Branch Pickup	1,303	1,045	1,311	2%	Solid Waste
Facility /Equipment Maintenance	1,286	1,412	1,285	2%	General
Planning & Development / Building Permits	1,130	786	1,190	2%	General
All Other	1,629	2,388	2,714	5%	
<b>Total Net Expenditures</b>	<b>\$ 52,708</b>	<b>\$ 42,395</b>	<b>\$ 54,593</b>	<b>100%</b>	
<b>GAIN / (LOSS)</b>	<b>\$ (6,144)</b>	<b>\$ (6,840)</b>	<b>\$ (4,862)</b>		

Notes: There may be differences due to rounding.

You can find additional information on each item by reviewing details for the noted funds.

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

**Short (8-month) Fiscal Year Ended December 31, 2014**

	Audited Fund Balance 4/30/2014	Preliminary Increases (Revenues)	Preliminary Decreases (Expenditures)	Change in Fund Balance	Preliminary Fund Balance 12/31/2014	% Change
<b>MAJOR FUNDS</b>						
General Fund	\$ 8,170,167	\$ 12,603,050	\$ (11,679,341)	\$ 923,709	\$ 9,093,876	11%
Debt Service Fund	42,346	519,028	(518,978)	50	42,396	0% <span style="border: 1px solid black; padding: 0 2px;">1</span>
Capital Projects Fund	4,095,297	6,196,000	(6,248,750)	(52,750)	4,042,547	-1%
Total Major Funds	<u>12,307,810</u>	<u>19,318,078</u>	<u>(18,447,069)</u>	<u>871,009</u>	<u>13,178,819</u>	7%
<b>NON-MAJOR FUNDS</b>						
Corporate Reserve Fund	1,258,228	109,536	(1,030,330)	(920,794)	337,434	-73%
CBD TIF Fund	10,523	79,000	-	79,000	89,523	751%
Roosevelt Road TIF Fund	(49,686)	1,500	-	1,500	(48,186)	n/a <span style="border: 1px solid black; padding: 0 2px;">2</span>
Motor Fuel Tax Fund	524,756	675,060	(486,500)	188,560	713,316	36%
Fire Services Fund	141,601	1,292,100	(377,690)	914,411	1,056,012	n/a
Facilities Maint Reserve Fund	890,320	88,200	(207,000)	(118,800)	771,520	-13%
Total Non-Major Funds	<u>2,775,742</u>	<u>2,245,396</u>	<u>(2,101,520)</u>	<u>143,877</u>	<u>2,919,619</u>	5%
<b>TOTAL GOVERNMENTAL FUNDS</b>	<u>15,083,552</u>	<u>21,563,474</u>	<u>(20,548,588)</u>	<u>1,014,886</u>	<u>16,098,438</u>	7%

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

- 1 The Debt Service Fund is designed to maintain a low fund balance as the property tax revenue goes towards required bond payments. Tax revenue slightly exceeds bond payments to ensure sufficient funds are available.
- 2 The Roosevelt Road TIF Fund incurred start up costs in FY13/14. These costs will be repaid to the General Fund as TIF taxes are received.

**Calendar Fiscal Year Ended December 31, 2015**

	Projected Fund Balance 1/1/2015	Projected Increases (Revenues)	Projected Decreases (Expenditures)	Change in Fund Balance	Projected Fund Balance 12/31/2015	% Change
<b>MAJOR FUNDS</b>						
General Fund	\$ 9,093,876	\$ 16,891,300	\$ (16,830,963)	\$ 60,337	\$ 9,154,213	1%
Debt Service Fund	42,396	516,826	(515,326)	1,500	43,896	4% <span style="border: 1px solid black; padding: 0 2px;">1</span>
Capital Projects Fund	4,042,547	6,624,000	(9,737,600)	(3,113,600)	928,947	-77% <span style="border: 1px solid black; padding: 0 2px;">2</span>
Total Major Funds	<u>13,178,819</u>	<u>24,032,126</u>	<u>(27,083,889)</u>	<u>(3,051,763)</u>	<u>10,127,056</u>	-23%
<b>NON-MAJOR FUNDS</b>						
Corporate Reserve Fund	337,434	82,000	(16,000)	66,000	403,434	20%
CBD TIF Fund	89,523	80,000	(31,200)	48,800	138,323	55%
Roosevelt Road TIF Fund	(48,186)	2,000	-	2,000	(46,186)	-4% <span style="border: 1px solid black; padding: 0 2px;">3</span>
Motor Fuel Tax Fund	713,316	687,100	(1,368,900)	(681,800)	31,516	-96%
Fire Services Fund	1,056,012	1,450,100	(1,650,609)	(200,509)	855,503	100%
Facilities Maint Reserve Fund	771,520	152,500	(571,676)	(419,176)	352,344	-54%
Total Non-Major Funds	<u>2,919,619</u>	<u>2,453,700</u>	<u>(3,638,385)</u>	<u>(1,184,685)</u>	<u>1,734,934</u>	-41%
<b>TOTAL GOVERNMENTAL FUNDS</b>	<u>\$ 16,098,438</u>	<u>\$ 26,485,826</u>	<u>(\$30,722,274)</u>	<u>(\$4,236,448)</u>	<u>\$11,861,990</u>	-26%

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

- 1 The Debt Service Fund is designed to maintain a low fund balance as the property tax revenue goes towards required bond payments. Tax revenue slightly exceeds bond payments to ensure sufficient funds are available.
- 2 Planned use of cash reserves to complete infrastructure improvement projects.
- 3 TIF start up costs to be reimbursed by future tax increment revenues.

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

**Short (8-month) Fiscal Year Ended December 31, 2014**

	Audited Net Position 5/1/2014	Preliminary Increases (Revenues)	Preliminary Decreases (Expenses)	Change in Net Assets	Preliminary Net Assets 12/31/2015	%
						Change
<b>MAJOR PROPRIETARY FUNDS</b>						
Water & Sanitary Sewer Fund	\$ 63,367,674	\$ 9,217,800	\$ (9,487,185)	\$ (269,385)	\$ 63,098,289	0%
Village Links/Reserve 22	<u>19,518,128</u>	<u>2,530,000</u>	<u>(3,728,927)</u>	<u>(1,198,927)</u>	<u>18,319,201</u>	-6%
Total Major Funds	<u>82,885,802</u>	<u>11,747,800</u>	<u>(13,216,112)</u>	<u>(1,468,312)</u>	<u>81,417,490</u>	-2%
<b>NON-MAJOR PROPRIETARY FUNDS</b>						
Parking Fund	2,529,837	425,500	(281,200)	144,300	2,674,137	6%
Residential Solid Waste Fund	482,407	1,035,274	(1,034,975)	299	482,706	0%
Insurance Fund	2,062,131	1,846,346	(2,122,436)	(276,090)	1,786,041	-13%
Equipment Services Fund	<u>5,607,547</u>	<u>1,228,700</u>	<u>(1,796,230)</u>	<u>(567,530)</u>	<u>5,040,017</u>	-10%
Total Non-Major Funds	<u>10,681,922</u>	<u>4,535,820</u>	<u>(5,234,841)</u>	<u>(699,021)</u>	<u>9,982,901</u>	-7%
<b>TOTAL PROPRIETARY FUNDS</b>	<u>\$93,567,724</u>	<u>\$16,283,620</u>	<u>(\$18,450,953)</u>	<u>(\$2,167,333)</u>	<u>\$91,400,391</u>	-2%
<b>TRUST FUNDS</b>						
Police Pension Fund	<u>\$24,871,239</u>	<u>\$2,409,500</u>	<u>(\$1,193,015)</u>	<u>\$1,216,485</u>	<u>\$26,087,724</u>	5%

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

**Calendar Fiscal Year Ended December 31, 2015**

	Projected Net Position 1/1/2015	Projected Increases (Revenues)	Projected Decreases (Expenses)	Change in Net Assets	Projected Net Assets 12/31/2015	%
						Change
<b>MAJOR PROPRIETARY FUNDS</b>						
Water & Sanitary Sewer Fund	\$ 63,098,289	\$ 15,893,200	\$ (17,108,852)	\$ (1,215,652)	\$ 61,882,637	-2%
Village Links/Reserve 22	<u>18,319,201</u>	<u>4,991,000</u>	<u>(4,794,529)</u>	<u>196,471</u>	<u>18,515,672</u>	1%
Total Major Funds	<u>81,417,490</u>	<u>20,884,200</u>	<u>(21,903,381)</u>	<u>(1,019,181)</u>	<u>80,398,309</u>	-1%
<b>NON-MAJOR PROPRIETARY FUNDS</b>						
Parking Fund	2,674,137	353,100	(340,800)	12,300	2,686,437	0%
Residential Solid Waste Fund	482,706	1,543,970	(1,466,975)	76,995	559,701	16% <span style="border: 1px solid black; padding: 0 2px;">1</span>
Insurance Fund	1,786,041	2,801,310	(2,974,570)	(173,260)	1,612,781	-10%
Equipment Services Fund	<u>5,040,017</u>	<u>1,687,000</u>	<u>(1,429,800)</u>	<u>257,200</u>	<u>5,297,217</u>	5%
Total Non-Major Funds	<u>9,982,901</u>	<u>6,385,380</u>	<u>(6,212,145)</u>	<u>173,235</u>	<u>10,156,136</u>	2%
<b>TOTAL PROPRIETARY FUNDS</b>	<u>\$91,400,391</u>	<u>\$27,269,580</u>	<u>(\$28,115,526)</u>	<u>(\$845,946)</u>	<u>\$90,554,445</u>	-1%
<b>TRUST FUNDS</b>						
Police Pension Fund	<u>\$26,087,724</u>	<u>\$2,043,000</u>	<u>(\$1,821,650)</u>	<u>\$221,350</u>	<u>\$26,309,074</u>	1%

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

1 Rates for garbage collection now includes setting aside dollars to replace toters at the end of their useful lives.

**VILLAGE OF GLEN ELLYN**  
**CALENDAR YEAR 2015 - OPERATING/CAPITAL ANALYSIS, IMPACT ON SURPLUS/(DEFICIT)**

	REVENUE			EXPENDITURES/EXPENSES			NET BUDGET		
	OPERATING	CAPITAL	TOTAL	OPERATING	CAPITAL	TOTAL	OPERATING	CAPITAL	TOTAL
<b>GENERAL</b>	\$ 16,891,300	\$ -	\$ 16,891,300	\$ 16,644,958	\$ 186,005	\$ 16,830,963	\$ 246,342	\$ (186,005)	\$ 60,337
<b>CORPORATE RESERVE</b>	-	82,000	82,000	-	16,000	16,000	-	66,000	66,000
<b>MOTOR FUEL TAX</b>	687,100	-	687,100	718,900	650,000	1,368,900	(31,800)	(650,000)	(681,800) 1
<b>DEBT SERVICE</b>	516,826	-	516,826	515,326	-	515,326	1,500	-	1,500
<b>CBD TIF</b>	80,000	-	80,000	31,200	-	31,200	48,800	-	48,800
<b>ROOSEVELT ROAD TIF FUND</b>	2,000	-	2,000	-	-	-	2,000	-	2,000
<b>CAPITAL PROJECTS</b>	-	6,624,000	6,624,000	-	9,737,600	9,737,600	-	(3,113,600)	(3,113,600) 2
<b>FIRE SERVICES FUND</b>	548,800	901,300	1,450,100	548,800	1,101,809	1,650,609	-	(200,509)	(200,509) 3
<b>FACILITIES MAINTENANCE RESERVE</b>	-	152,500	152,500	-	571,676	571,676	-	(419,176)	(419,176)
<b>WATER AND SEWER</b>	13,112,200	2,781,000	15,893,200	11,476,452	5,632,400	17,108,852	1,635,748	(2,851,400)	(1,215,652)
<b>PARKING</b>	353,100	-	353,100	245,800	95,000	340,800	107,300	(95,000)	12,300
<b>RESIDENTIAL SOLID WASTE</b>	1,478,783	65,187	1,543,970	1,422,225	44,750	1,466,975	56,558	20,437	76,995
<b>VILLAGE LINKS/RESERVE 22</b>	4,991,000	-	4,991,000	4,635,229	159,300	4,794,529	355,771	(159,300)	196,471
<b>TOTAL, VILLAGE OPERATIONS</b>	<b>\$ 38,661,109</b>	<b>\$ 10,605,987</b>	<b>\$ 49,267,096</b>	<b>\$ 36,238,890</b>	<b>\$ 18,194,540</b>	<b>\$ 54,433,430</b>	<b>\$ 2,422,219</b>	<b>\$ (7,588,553)</b>	<b>\$ (5,166,334)</b>
Percent of category	78.5%	21.5%		66.6%	33.4%				
<b>INSURANCE</b>	\$ 2,801,310	\$ -	\$ 2,801,310	2,974,570	\$ -	\$ 2,974,570	\$ (173,260)	\$ -	\$ (173,260)
<b>EQUIPMENT SERVICES</b>	998,200	688,800	1,687,000	1,038,900	390,900	1,429,800	(40,700)	297,900	257,200 4
<b>POLICE PENSION</b>	2,043,000	-	2,043,000	1,821,650	-	1,821,650	221,350	-	221,350
<b>TOTAL, ALL FUNDS</b>	<b>\$ 44,503,619</b>	<b>\$ 11,294,787</b>	<b>\$ 55,798,406</b>	<b>\$ 42,074,010</b>	<b>\$ 18,585,440</b>	<b>\$ 60,659,450</b>	<b>\$ 2,429,609</b>	<b>\$ (7,290,653)</b>	<b>\$ (4,861,044)</b>
Percent of category	79.8%	20.2%		69.4%	30.6%				

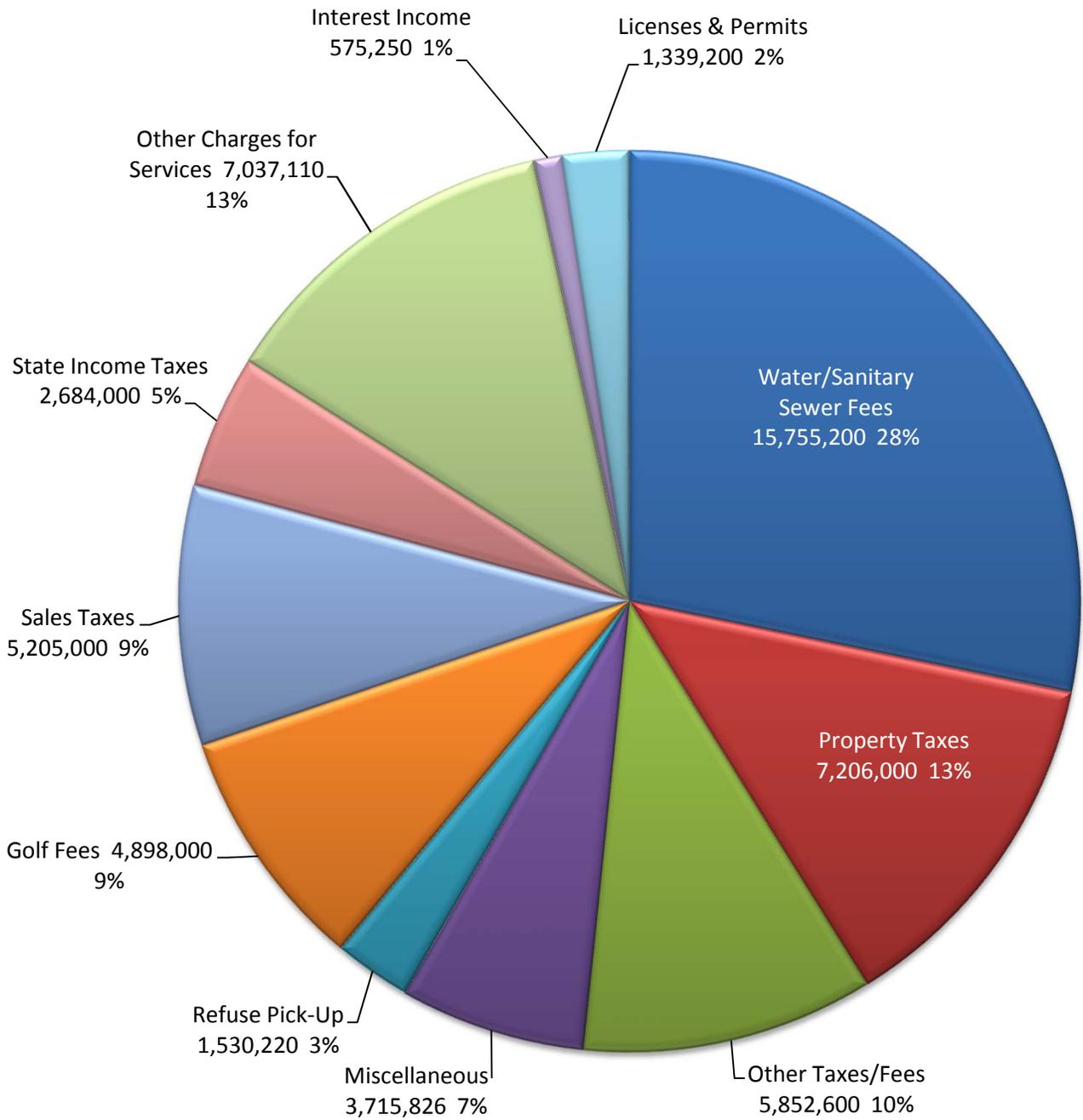
	REVENUE			EXPENDITURES/EXPENSES			NET BUDGET		
	OPERATING	CAPITAL	TOTAL	OPERATING	CAPITAL	TOTAL	OPERATING	CAPITAL	TOTAL
Governmental Funds	\$ 18,726,026	\$ 7,759,800	\$ 26,485,826	\$ 18,459,184	\$ 12,263,090	\$ 30,722,274	\$ 266,842	\$ (4,503,290)	\$ (4,236,448)
Enterprise Funds	19,935,083	2,846,187	22,781,270	17,779,706	5,931,450	23,711,156	2,155,377	(3,085,263)	(929,886)
Internal Service Funds	3,799,510	688,800	4,488,310	4,013,470	390,900	4,404,370	(213,960)	297,900	83,940
Trust Fund	2,043,000	-	2,043,000	1,821,650	-	1,821,650	221,350	-	221,350
<b>Total Outflows</b>	<b>\$ 44,503,619</b>	<b>\$ 11,294,787</b>	<b>\$ 55,798,406</b>	<b>\$ 42,074,010</b>	<b>\$ 18,585,440</b>	<b>\$ 60,659,450</b>	<b>\$ 2,429,609</b>	<b>\$ (7,290,653)</b>	<b>\$ (4,861,044)</b>
Percent of category	79.8%	20.2%		69.4%	30.6%				

Note: "Operating" means any activity that is not specifically designated for capital purposes. This includes debt and investment income, among other activities that would be considered non-operating activity in the audited financial statements.

- 1 Dollars to be used for constructing additional road salt storage.
- 2 Operations includes contract street maintenance and transfers out. All expenditures are related to capital investment
- 3 New fund wherein all dollars beyond operating are set aside for future capital needs.
- 4 Tracks many vehicle purchases when needed.

# Village Wide Revenues

# VILLAGE OF GLEN ELLYN REVENUE BY CATEGORY ALL FUNDS - CALENDAR YEAR 2015



**VILLAGE OF GLEN ELLYN**  
**SUMMARY OF REVENUES AND OTHER FINANCING SOURCES - BY FUND**

REVENUE SOURCE	ACTUAL			SY2014	SY2014	CALENDAR
	FY11/12	FY12/13	FY13/14	8 MONTH REVISED BUDGET	8 MONTH PRELIM. ACTUAL	YEAR 2015 BUDGET
General Fund	\$ 16,204,536	\$ 16,966,955	\$ 17,384,349	\$ 12,147,500	\$ 12,603,050	\$ 16,891,300
Corporate Reserve Fund	176,180	166,813	164,065	163,300	109,536	82,000
Motor Fuel Tax Fund	810,083	792,036	797,940	464,100	675,060	687,100
Debt Service Fund	1,657,552	2,158,210	1,111,293	520,478	519,028	516,826
CBD TIF Fund	-	-	74,676	80,000	79,000	80,000
Roosevelt Road TIF Fund	-	-	-	1,000	1,500	2,000
Capital Projects Fund	4,826,140	5,327,721	5,927,410	6,228,500	6,196,000	6,624,000
Fire Services Fund	-	-	-	1,281,000	1,292,100	1,450,100
Facilities Maint Reserve Fund	2,570	53,762	102,926	87,500	88,200	152,500
Water & Sanitary Sewer Fund	11,452,942	12,705,822	13,271,185	9,983,000	9,217,800	15,893,200
Parking Fund	348,522	352,094	634,190	345,040	425,500	353,100
Residential Solid Waste	1,462,335	1,392,771	1,536,506	1,030,750	1,035,274	1,543,970
Village Links/Reserve 22	3,339,697	8,569,283	3,935,291	3,705,600	2,530,000	4,991,000
Insurance Fund	2,952,323	2,777,158	2,788,782	1,980,850	1,846,346	2,801,310
Equipment Services Fund	1,724,163	1,766,100	1,862,407	1,170,000	1,228,700	1,687,000
Police Pension Fund	1,391,205	2,846,799	2,698,406	1,589,500	2,409,500	2,043,000
<b>TOTAL REVENUES</b>	<b>\$ 46,348,248</b>	<b>\$ 55,875,524</b>	<b>\$ 52,289,426</b>	<b>\$ 40,778,118</b>	<b>\$ 40,256,594</b>	<b>\$ 55,798,406</b>
INTERFUND TRANSFERS	(6,021,000)	(5,750,849)	(5,827,749)	(5,223,030)	(5,310,812)	(6,066,700)
<b>TOTAL NET BUDGET</b>	<b>\$ 40,327,248</b>	<b>\$ 50,124,675</b>	<b>\$ 46,461,677</b>	<b>\$ 35,555,088</b>	<b>\$ 34,945,782</b>	<b>\$ 49,731,706</b>

1. Fire Service Fee to begin collections in May, 2014, and will be coupled with Fire SSA dollars as the main ongoing revenues in this new fund.
2. Funding is being restored for facility maintenance, which had been deferred during the economic downturn from 2009 to 2012.
3. in FY2012/13, \$5.0 million in bond proceeds was recorded, resulting in a revenue spike for the Recreation Fund.
4. Interfund Transfers are movements of money between various Village Funds. These are frequently used to serve a variety of needs. As one example, the Village maintains an Insurance Fund as a central cost center to pay the Village's health insurance benefit and general insurance costs. Other Village funds contribute funds to pay their "fair share" of total insurance costs. The contributing fund records an expense while the receiving fund records a revenue. The result of this transaction is no net change in cash between all Village funds. As a result, the total interfund transfers for a year are deducted from total Village-wide revenues and total Village-wide expenses to avoid over-statement.

	FY11/12 Actual	FY12/13 Budget	FY13/14 Budget	SY2014 Revised	SY2014	CY2015 Budget
				Budget	Estimated Actual	
Governmental Funds	\$ 23,677,061	\$ 25,465,497	\$ 25,562,659	\$ 20,973,378	\$ 21,563,474	\$ 26,485,826
Enterprise Funds	16,603,496	23,019,970	19,377,172	15,064,390	13,208,574	22,781,270
Internal Service Funds	4,676,486	4,543,258	4,651,189	3,150,850	3,075,046	4,488,310
Trust Fund	1,391,205	2,846,799	2,698,406	1,589,500	2,409,500	2,043,000
Interfund Transfers	(6,021,000)	(5,750,849)	(5,827,749)	(5,223,030)	(5,310,812)	(6,066,700)
<b>Total Inflows</b>	<b>\$ 40,327,248</b>	<b>\$ 50,124,675</b>	<b>\$ 46,461,677</b>	<b>\$ 35,555,088</b>	<b>\$ 34,945,782</b>	<b>\$ 49,731,706</b>

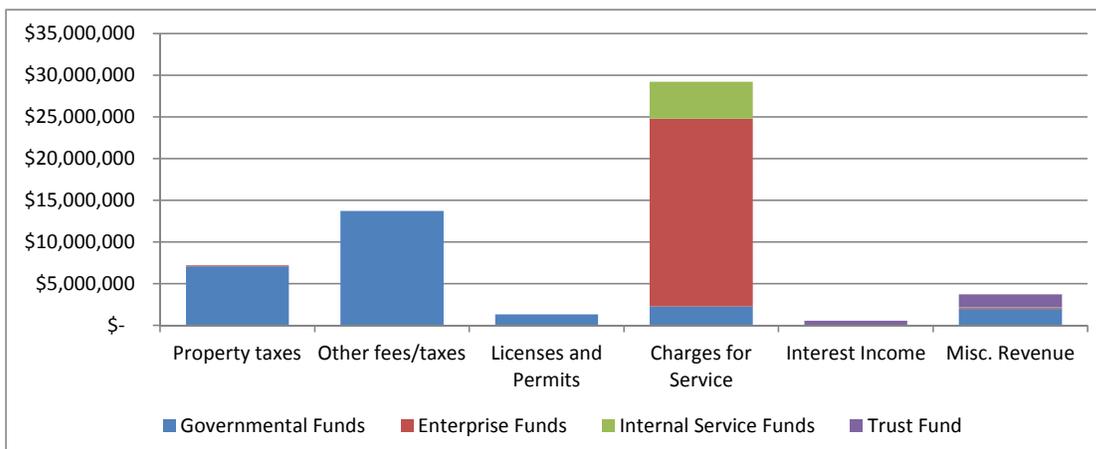
**VILLAGE OF GLEN ELLYN**  
**CALENDAR YEAR 2015 BUDGET SUMMARY OF REVENUES AND OTHER FINANCING SOURCES BY TYPE**  
**ALL FUNDS**

	PROPERTY TAXES	OTHER <sup>1</sup> FEES/TAXES	LICENSES & PERMITS	CHARGES <sup>2</sup> FOR SERVICES	INTEREST INCOME	MISC REVENUES	TOTAL
GENERAL FUND	\$ 3,394,000	\$ 9,129,600	\$ 1,339,200	\$ 2,122,000	\$ 25,000	\$ 881,500	\$ 16,891,300
CORPORATE RESERVE	-	-	-	-	2,000	80,000	82,000
MOTOR FUEL TAX	-	687,000	-	-	100	-	687,100
DEBT SERVICE	-	-	-	-	1,500	515,326	516,826
CBD TIF FUND	80,000	-	-	-	-	-	80,000
ROOSEVELT ROAD TIF	2,000	-	-	-	-	-	2,000
CAPITAL PROJECTS FUND	3,468,000	3,140,000	-	-	10,000	6,000	6,624,000
FIRE SERVICES FUND	165,000	785,000	-	-	100	500,000	1,450,100
FACILITIES MAINT RESRV	-	-	-	150,000	2,500	-	152,500
* WATER DIVISION	-	-	-	8,297,000	9,000	20,000	8,326,000
* SANITARY SEWER DIVISION	97,000	-	-	7,458,200	8,000	4,000	7,567,200
* PARKING FUND	-	-	-	350,300	2,800	-	353,100
* RESIDENTIAL SOLID WASTE	-	-	-	1,530,220	750	13,000	1,543,970
* VILLAGE LINKS/RESERVE 22	-	-	-	4,898,000	5,000	88,000	4,991,000
INSURANCE	-	-	-	2,797,810	3,500	-	2,801,310
EQUIPMENT SERVICES	-	-	-	1,617,000	5,000	65,000	1,687,000
POLICE PENSION	-	-	-	-	500,000	1,543,000	2,043,000
<b>TOTAL, ALL FUNDS</b>	<b>\$ 7,206,000</b>	<b>\$ 13,741,600</b>	<b>\$ 1,339,200</b>	<b>\$ 29,220,530</b>	<b>\$ 575,250</b>	<b>\$ 3,715,826</b>	<b>\$ 55,798,406</b>
						Less Interfund Transfers	(6,066,700)
							<b>\$ 49,731,706</b>

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

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

	Property taxes	Other fees/taxes	Licenses and Permits	Charges for Service	Interest Income	Misc. Revenue	TOTAL
Governmental Funds	\$ 7,109,000	\$ 13,741,600	\$ 1,339,200	\$ 2,272,000	\$ 41,200	\$ 1,982,826	\$ 26,485,826
Enterprise Funds	97,000	-	-	22,533,720	25,550	125,000	22,781,270
Internal Service Funds	-	-	-	4,414,810	8,500	65,000	4,488,310
Trust Fund	-	-	-	-	500,000	1,543,000	2,043,000
Interfund Transfers							(6,066,700)
<b>Total Inflows</b>	<b>\$ 7,206,000</b>	<b>\$ 13,741,600</b>	<b>\$ 1,339,200</b>	<b>\$ 29,220,530</b>	<b>\$ 575,250</b>	<b>\$ 3,715,826</b>	<b>\$ 49,731,706</b>

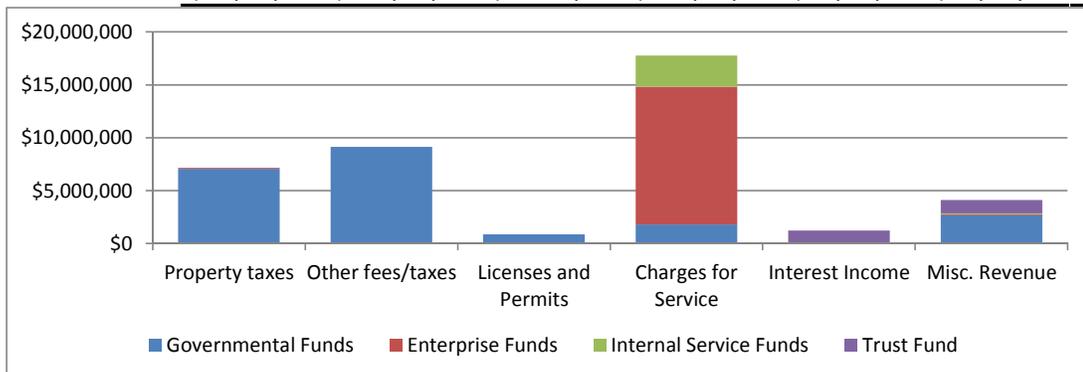


**VILLAGE OF GLEN ELLYN**  
**SHORT YEAR 2014 (PRELIMINARY ACTUAL) SUMMARY OF REVENUES AND OTHER FINANCING SOURCES BY TYPE**  
**ALL FUNDS**

	PROPERTY TAXES	OTHER <sup>1</sup> FEES/TAXES	LICENSES & PERMITS	CHARGES <sup>2</sup> FOR SERVICES	INTEREST INCOME	MISC REVENUES	TOTAL
GENERAL FUND	\$ 3,386,000	\$ 6,013,000	\$ 848,300	\$ 1,714,600	\$ 18,000	\$ 623,150	\$ 12,603,050
CORPORATE RESERVE	-	-	-	-	1,550	107,986	109,536
MOTOR FUEL TAX	-	675,000	-	-	60	-	675,060
FIRE SERVICES FUND	161,500	523,000	-	-	100	607,500	1,292,100
DEBT SERVICE	-	-	-	-	50	518,978	519,028
CBD TIF FUND	79,000	-	-	-	-	-	79,000
ROOSEVELT ROAD TIF	1,500	-	-	-	-	-	1,500
CAPITAL PROJECTS FUND	3,430,000	1,932,900	-	-	10,100	823,000	6,196,000
FACILITIES MAINT RESRV	-	-	-	86,250	1,950	-	88,200
* WATER DIVISION	-	-	-	4,649,000	7,400	15,000	4,671,400
* SANITARY SEWER DIVISION	97,000	-	-	4,438,000	7,400	4,000	4,546,400
* PARKING FUND	-	-	-	423,600	1,900	-	425,500
* RESIDENTIAL SOLID WASTE	-	-	-	1,026,350	500	8,424	1,035,274
* VILLAGE LINKS/RESERVE 22	-	-	-	2,479,000	3,000	48,000	2,530,000
INSURANCE	-	-	-	1,843,946	2,400	-	1,846,346
EQUIPMENT SERVICES	-	-	-	1,116,700	5,000	107,000	1,228,700
POLICE PENSION	-	-	-	-	1,170,000	1,239,500	2,409,500
<b>TOTAL, ALL FUNDS</b>	<b>\$ 7,155,000</b>	<b>\$ 9,143,900</b>	<b>\$ 848,300</b>	<b>\$ 17,777,446</b>	<b>\$ 1,229,410</b>	<b>\$ 4,102,538</b>	<b>\$ 40,256,594</b>
						Less Interfund Transfers	(5,310,812)
							<b>\$ 34,945,782</b>

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

	Property taxes	Other fees/taxes	Licenses and Permits	Charges for Service	Interest Income	Misc. Revenue	TOTAL
Governmental Funds	\$ 7,058,000	\$ 9,143,900	\$ 848,300	\$ 1,800,850	\$ 31,810	\$ 2,680,614	\$ 21,563,474
Enterprise Funds	97,000	-	-	13,015,950	20,200	75,424	13,208,574
Internal Service Funds	-	-	-	2,960,646	7,400	107,000	3,075,046
Trust Fund	-	-	-	-	1,170,000	1,239,500	2,409,500
Interfund Transfers							(5,310,812)
<b>Total Inflows</b>	<b>\$ 7,155,000</b>	<b>\$ 9,143,900</b>	<b>\$ 848,300</b>	<b>\$ 17,777,446</b>	<b>\$ 1,229,410</b>	<b>\$ 4,102,538</b>	<b>\$ 34,945,782</b>



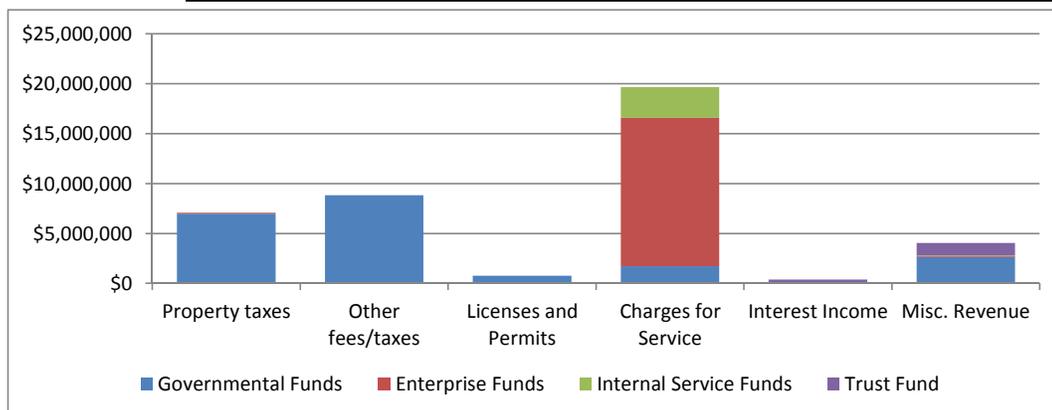
**VILLAGE OF GLEN ELLYN**  
**SHORT YEAR 2014 BUDGET SUMMARY OF REVENUES AND OTHER FINANCING SOURCES BY TYPE**  
**ALL FUNDS**

	CHARGES <sup>2</sup>						TOTAL
	PROPERTY TAXES	OTHER <sup>1</sup> FEES/TAXES	LICENSES & PERMITS	FOR SERVICES	INTEREST INCOME	MISC REVENUES	
GENERAL FUND	\$ 3,297,000	\$ 5,805,000	\$ 751,000	\$ 1,643,100	\$ 15,000	\$ 636,400	\$ 12,147,500
CORPORATE RESERVE	-	-	-	-	2,300	161,000	163,300
MOTOR FUEL TAX	-	464,000	-	-	100	-	464,100
FIRE SERVICES FUND	168,000	570,000	-	-	1,000	542,000	1,281,000
DEBT SERVICE	-	-	-	-	1,500	518,978	520,478
CBD TIF FUND	80,000	-	-	-	-	-	80,000
ROOSEVELT ROAD TIF	1,000	-	-	-	-	-	1,000
CAPITAL PROJECTS FUND	3,430,000	1,995,000	-	-	6,500	797,000	6,228,500
FACILITIES MAINT RESRV	-	-	-	85,000	2,500	-	87,500
* WATER DIVISION	-	-	-	4,849,000	3,500	13,500	4,866,000
* SANITARY SEWER DIVISION	97,000	-	-	5,013,000	3,500	3,500	5,117,000
* PARKING FUND	-	-	-	343,040	2,000	-	345,040
* RESIDENTIAL SOLID WASTE	-	-	-	1,010,000	750	20,000	1,030,750
* VILLAGE LINKS/RESERVE 22	-	-	-	3,639,300	3,300	63,000	3,705,600
INSURANCE	-	-	-	1,978,690	2,160	-	1,980,850
EQUIPMENT SERVICES	-	-	-	1,116,700	3,300	50,000	1,170,000
POLICE PENSION	-	-	-	-	335,000	1,254,500	1,589,500
<b>TOTAL, ALL FUNDS</b>	<b>\$ 7,073,000</b>	<b>\$ 8,834,000</b>	<b>\$ 751,000</b>	<b>\$ 19,677,830</b>	<b>\$ 382,410</b>	<b>\$ 4,059,878</b>	<b>\$ 40,778,118</b>
						Less Interfund Transfers	(5,223,030)
							<b>\$ 35,555,088</b>

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

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

	Property taxes	Other fees/taxes	Licenses and Permits	Charges for Service	Interest Income	Misc. Revenue	TOTAL
Governmental Funds	\$ 6,976,000	\$ 8,834,000	\$ 751,000	\$ 1,728,100	\$ 28,900	\$ 2,655,378	\$ 20,973,378
Enterprise Funds	97,000	-	-	14,854,340	13,050	100,000	15,064,390
Internal Service Funds	-	-	-	3,095,390	5,460	50,000	3,150,850
Trust Fund	-	-	-	-	335,000	1,254,500	1,589,500
Interfund Transfers							(5,223,030)
<b>Total Inflows</b>	<b>\$ 7,073,000</b>	<b>\$ 8,834,000</b>	<b>\$ 751,000</b>	<b>\$ 19,677,830</b>	<b>\$ 382,410</b>	<b>\$ 4,059,878</b>	<b>\$ 35,555,088</b>



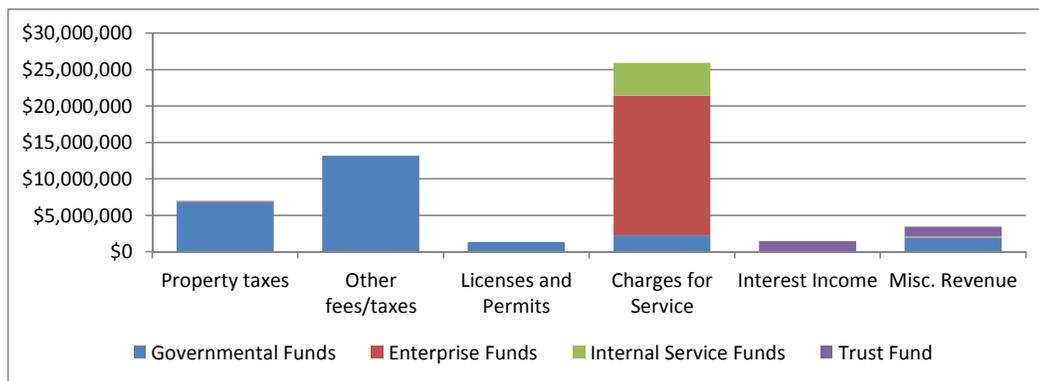
**VILLAGE OF GLEN ELLYN**  
**FY 13/14 ACTUAL SUMMARY OF REVENUES AND OTHER FINANCING SOURCES BY TYPE**  
**ALL FUNDS**

	PROPERTY		OTHER <sup>1</sup>		LICENSES		CHARGES <sup>2</sup>		INTEREST		MISC		TOTAL
	TAXES		FEES/TAXES		& PERMITS		FOR SERVICES		INCOME		REVENUES		
GENERAL FUND	\$ 3,449,572	\$	\$ 9,283,171	\$	\$ 1,330,734	\$	\$ 2,149,152	\$	\$ 24,313	\$	\$ 1,147,407	\$	17,384,349
SPF	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$	-
CORPORATE RESERVE	-		-		-		-		2,897		161,168		164,065
MOTOR FUEL TAX	-		797,832		-		-		108		-		797,940
DEBT SERVICE	599,189		-		-		-		606		511,498		1,111,293
CBD TIF FUND	74,676		-		-		-		-		-		74,676
ROOSEVELT ROAD TIF FUND	-		-		-		-		-		-		-
CAPITAL PROJECTS FUND	2,739,501		3,113,301		-		-		11,571		63,037		5,927,410
FACILITIES MAINT RESRV	-		-		-		100,000		2,926		-		102,926
* WATER DIVISION	-		-		-		6,534,310		9,889		30,119		6,574,318
* SANITARY SEWER DIVISION	96,966		-		-		6,585,447		9,889		4,565		6,696,867
* PARKING FUND	-		-		-		631,268		2,922		-		634,190
* RESIDENTIAL SOLID WASTE	-		-		-		1,490,944		471		45,091		1,536,506
* VILLAGE LINKS/RESERVE 22	-		-		-		3,927,459		7,832		-		3,935,291
INSURANCE	-		-		-		2,784,798		3,984		-		2,788,782
EQUIPMENT SERVICES	-		-		-		1,717,100		8,985		136,322		1,862,407
POLICE PENSION	-		-		-		-		1,380,217		1,318,189		2,698,406
<b>TOTAL, ALL FUNDS</b>	<b>\$ 6,959,904</b>	<b>\$</b>	<b>\$ 13,194,304</b>	<b>\$</b>	<b>\$ 1,330,734</b>	<b>\$</b>	<b>\$ 25,920,478</b>	<b>\$</b>	<b>\$ 1,466,610</b>	<b>\$</b>	<b>\$ 3,417,396</b>	<b>\$</b>	<b>\$ 52,289,426</b>
													Less Interfund Transfers (5,827,749)
													<b>\$ 46,461,677</b>

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

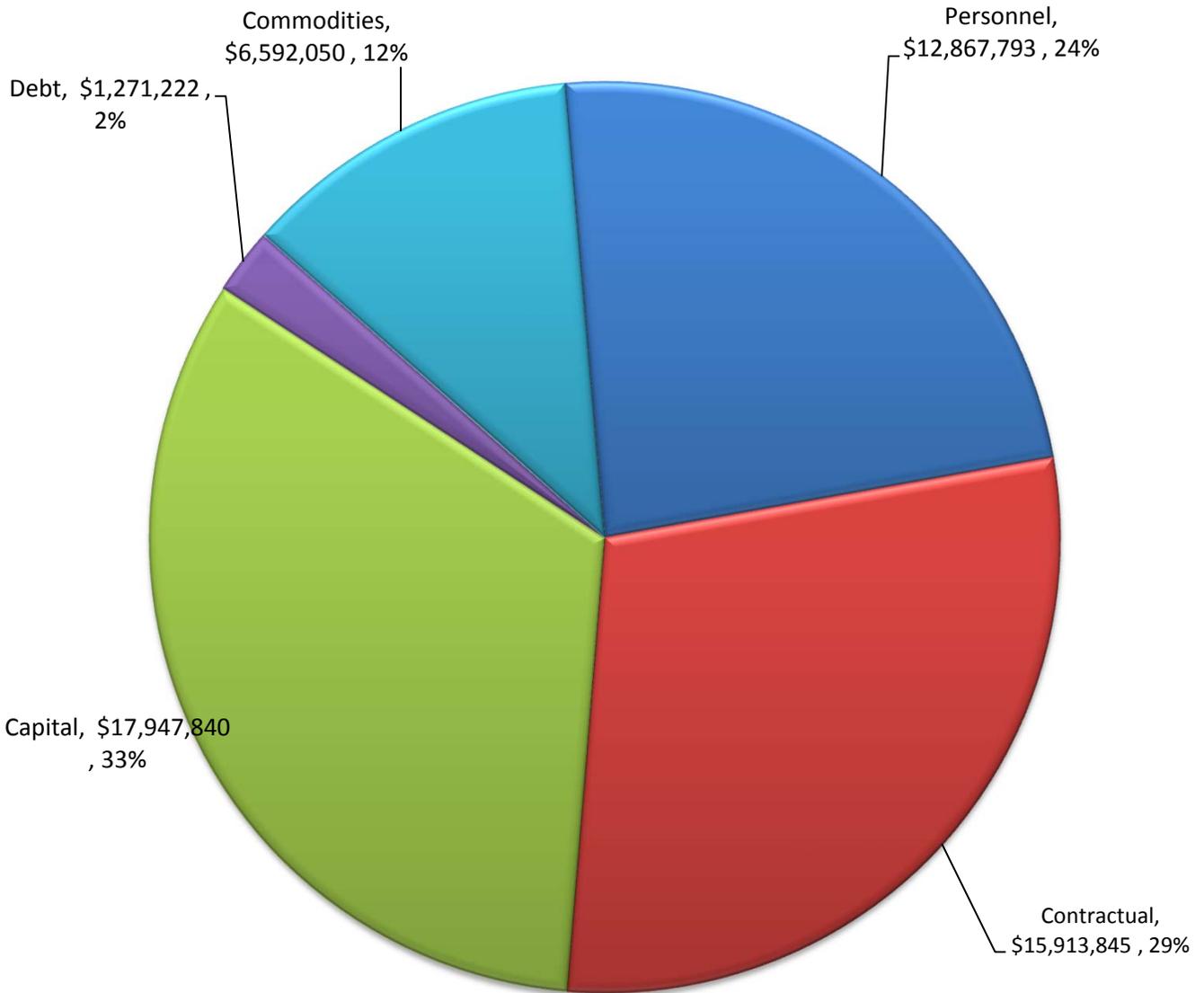
1. Other Fees / Taxes - Includes items such as tax revenues distributed by the State (i.e. local 1% sales tax, State income tax, motor fuel tax, local use tax), cable franchise fees, utility taxes, real estate transfer taxes, etc.
2. Charges for Services - Includes costs associated with providing a particular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

	Property taxes	Other fees/taxes	Licenses and Permits	Charges for Service	Interest Income	Misc. Revenue	TOTAL
Governmental Funds	\$ 6,862,938	\$ 13,194,304	\$ 1,330,734	\$ 2,249,152	\$ 42,421	\$ 1,883,110	\$ 25,562,659
Enterprise Funds	96,966	-	-	19,169,428	31,003	79,775	19,377,172
Internal Service Funds	-	-	-	4,501,898	12,969	136,322	4,651,189
Trust Fund	-	-	-	-	1,380,217	1,318,189	2,698,406
Interfund Transfers							(5,827,749)
<b>Total Inflows</b>	<b>\$ 6,959,904</b>	<b>\$ 13,194,304</b>	<b>\$ 1,330,734</b>	<b>\$ 25,920,478</b>	<b>\$ 1,466,610</b>	<b>\$ 3,417,396</b>	<b>\$ 46,461,677</b>



# Village Wide Expenditures / Expenses

# VILLAGE OF GLEN ELLYN EXPENDITURES BY CATEGORY ALL FUNDS - CALENDAR YEAR 2015



**VILLAGE OF GLEN ELLYN**  
**CALENDAR YEAR 2015 BUDGET - SUMMARY OF EXPENDITURES AND OTHER FINANCING USES - BY FUND**

All Funds

	FY11/12 ACTUAL	FY12/13 ACTUAL	FY13/14 ACTUAL	SY2014 8 MONTH REVISED BUDGET	SY2014 8 MONTH PRELIM. ACTUAL	CALENDAR YEAR 2015 BUDGET
<b>General Fund</b>						
Board and Clerk	\$ 49,735	\$ 52,442	\$ 57,167	\$ 69,100	\$ 87,325	\$ 70,675
Village Manager's Office	1,155,828	919,366	958,026	696,135	716,380	765,710
Law	-	-	-	-	-	284,540
Senior Services	83,645	90,126	88,684	71,250	60,900	91,100
History Park	53,894	28,676	47,513	29,350	23,627	44,800
Facilities Maintenance	349,969	421,505	525,402	367,720	358,402	534,570
Economic Development	351,089	357,849	274,489	414,830	206,076	516,100
Information Technology	-	-	304,953	269,225	241,222	540,233
Finance	1,006,028	1,063,038	822,053	575,750	595,925	819,375
Planning and Development	1,158,437	1,194,177	1,146,059	858,435	842,200	1,293,900
Public Works - Admin/Eng	772,777	891,196	637,803	505,027	499,327	803,000
Public Works - Operations	1,941,288	1,817,277	2,218,287	1,711,796	1,694,157	2,363,500
Police	7,129,829	7,181,737	7,493,992	5,719,520	5,618,750	7,885,510
Fire Department	-	-	-	227,610	218,450	376,700
EMS	-	-	-	537,246	516,600	441,250
Volunteer Fire Company	1,716,377	1,751,414	1,794,015	-	-	-
<b>Total General Fund</b>	<b>15,768,896</b>	<b>15,768,803</b>	<b>16,368,443</b>	<b>12,052,994</b>	<b>11,679,341</b>	<b>16,830,963</b>
<b>Corporate Reserve Fund</b>	181,682	-	143,484	803,000	1,030,330	16,000
<b>Motor Fuel Tax Fund</b>	656,643	616,356	799,098	1,085,117	486,500	1,368,900
<b>Special Programs Fund</b>	-	-	-	-	-	-
<b>Fire Services Fund</b>	-	-	-	425,260	377,690	1,650,609
<b>Debt Service Fund</b>	1,650,344	2,151,866	1,107,226	520,178	518,978	515,326
<b>CBD TIF Fund</b>	-	979	4,392	8,700	-	31,200
<b>Roosevelt Road TIF Fund</b>	-	-	49,686	8,700	-	-
<b>Capital Projects Fund</b>	4,090,012	5,798,230	4,141,431	10,057,732	6,248,750	9,737,600
<b>Facilities Maint Reserve</b>	37,440	57,727	137,329	341,000	207,000	571,676
<b>Water &amp; Sanitary Sewer Fund</b>						
Water Division	4,468,635	5,576,296	6,186,679	6,487,450	4,862,100	9,524,600
Sanitary Sewer Division	4,990,224	5,545,646	5,727,315	5,296,702	4,625,085	7,584,252
<b>Total W&amp;S Fund</b>	<b>9,458,859</b>	<b>11,121,942</b>	<b>11,913,994</b>	<b>11,784,152</b>	<b>9,487,185</b>	<b>17,108,852</b>
<b>Parking Fund</b>	200,919	340,371	738,822	545,499	281,200	340,800
<b>Residential Solid Waste Fund</b>	1,384,463	1,754,617	1,431,187	1,134,100	1,034,975	1,466,975
<b>Village Links/Reserve 22</b>	2,751,111	6,035,695	7,540,657	3,790,775	3,728,927	4,794,529
<b>Insurance Fund</b>	2,735,355	2,764,638	2,805,990	2,119,120	2,122,436	2,974,570
<b>Equipment Services Fund</b>	1,109,602	1,858,845	1,481,753	1,801,430	1,796,230	1,429,800
<b>Police Pension Fund</b>	1,437,154	1,545,812	1,695,487	1,138,600	1,193,015	1,821,650
<b>TOTAL EXPENDITURES</b>	<b>41,462,480</b>	<b>49,815,881</b>	<b>50,358,979</b>	<b>47,616,357</b>	<b>40,192,556</b>	<b>60,659,450</b>
Interfund Transfers (IFTs)	(6,021,000)	(5,750,849)	(5,827,749)	(5,223,030)	(5,310,812)	(6,066,700)
<b>NET EXPENDITURES</b>	<b>\$ 35,441,480</b>	<b>\$ 44,065,032</b>	<b>\$ 44,531,230</b>	<b>\$ 42,393,327</b>	<b>\$ 34,881,744</b>	<b>\$ 54,592,750</b>
<b>NET REVENUES</b>	<b>\$ 40,327,248</b>	<b>\$ 50,124,675</b>	<b>\$ 46,461,677</b>	<b>\$ 35,555,088</b>	<b>\$ 34,945,782</b>	<b>\$ 49,731,706</b>
<b>GAIN / (LOSS)</b>	<b>\$ 4,885,768</b>	<b>\$ 6,059,643</b>	<b>\$ 1,930,447</b>	<b>\$ (6,838,239)</b>	<b>\$ 64,038</b>	<b>\$ (4,861,044)</b>

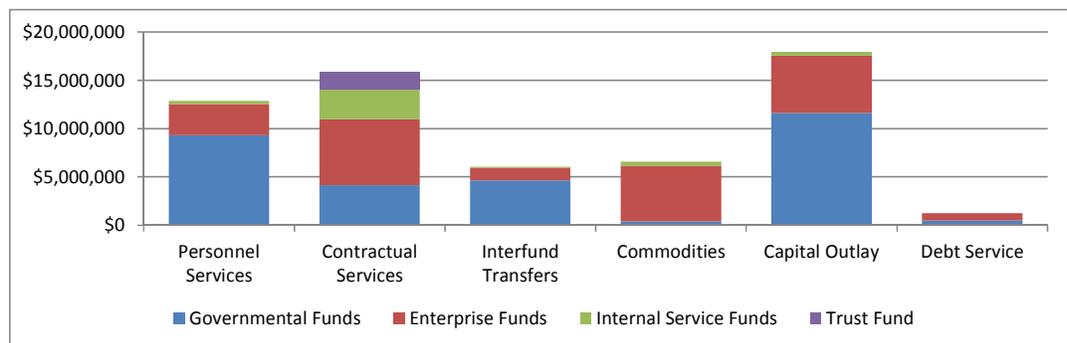
- In FY 11/12, the Special Programs Fund was consolidated into the General Fund following a recommendation from the Finance Commission. These expenditures will be funded by additional General Fund revenues previously allocated to the Special Programs Fund. New General Fund cost centers are Senior Services, History Park, and Economic Development. Other expenditures are included in the Village Manager cost center.
- The new Fire Services Fund collects the Fire Service Fee starting in May, 2014. Proceeds will be used to support the Glen Ellyn Volunteer Fire Company's operations and capital needs.
- Interfund Transfers are movements of money between various Village Funds. These are frequently used to serve a variety of needs. As one example, the Village maintains an Insurance Fund as a central cost center to pay the Village's health insurance benefit and general insurance costs. Other Village funds contribute funds to pay their "fair share" of total insurance costs. The contributing fund records an expense while the receiving fund records a revenue. The result of this transaction is no net change in cash between all Village funds. As a result, the total interfund transfers for a year are deducted from total Village-wide revenues and total Village-wide expenses to avoid over-statement.

	FY11/12 Actual	FY12/13 Actual	FY13/14 Actual	SY2014 Revised Budget	SY2014 Prelim. Actual	CY2015 Budget
Governmental Funds	\$ 22,385,017	\$ 24,393,961	\$ 22,751,089	\$ 25,302,681	\$ 20,548,588	\$ 30,722,274
Enterprise Funds	13,795,352	19,252,625	21,624,660	17,254,526	14,532,287	23,711,156
Internal Service Funds	3,844,957	4,623,483	4,287,743	3,920,550	3,918,666	4,404,370
Trust Fund	1,437,154	1,545,812	1,695,487	1,138,600	1,193,015	1,821,650
Interfund Transfers	(6,021,000)	(5,750,849)	(5,827,749)	(5,223,030)	(5,310,812)	(6,066,700)
<b>Total Outflows</b>	<b>\$ 35,441,480</b>	<b>\$ 44,065,032</b>	<b>\$ 44,531,230</b>	<b>\$ 42,393,327</b>	<b>\$ 34,881,744</b>	<b>\$ 54,592,750</b>

**VILLAGE OF GLEN ELLYN**  
**CALENDAR YEAR 2015 SUMMARY OF EXPENDITURES/EXPENSES AND OTHER FINANCING USES BY FUNCTION**

	<u>PERSONNEL SERVICES</u>	<u>CONTRACTUAL SERVICES</u>	<u>INTERFUND TRANSFERS</u>	<u>COMMODITIES</u>	<u>CAPITAL OUTLAY</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
<b>GENERAL FUND</b>							
Board and Clerk	\$ 16,500	\$ 53,175	\$ -	\$ 1,000	\$ -	\$ -	\$ 70,675
Village Manager's Office	585,000	137,160	38,300	5,250	-	-	765,710
Law	199,000	80,240	5,200	100	-	-	284,540
Senior Services	49,500	34,800	-	6,300	500	-	91,100
History Park	14,150	30,650	-	-	-	-	44,800
Facilities Maintenance	225,200	86,870	190,000	32,500	-	-	534,570
Information Technology	221,000	220,128	13,300	1,000	84,805	-	540,233
Finance	653,000	106,475	47,700	12,200	-	-	819,375
Public Works - Admin / Engineering	591,700	53,600	124,700	8,000	25,000	-	803,000
Public Works - Operations	822,400	619,900	855,800	44,700	20,700	-	2,363,500
Police	4,859,110	615,100	2,271,100	95,200	45,000	-	7,885,510
Fire Department	-	79,500	297,200	-	-	-	376,700
Emergency Medical Service	-	431,250	-	10,000	-	-	441,250
Planning & Development	1,002,600	178,200	93,600	9,500	10,000	-	1,293,900
Economic Development	54,600	379,500	81,500	500	-	-	516,100
<b>TOTAL GENERAL FUND</b>	<b>9,293,760</b>	<b>3,106,548</b>	<b>4,018,400</b>	<b>226,250</b>	<b>186,005</b>	<b>-</b>	<b>16,830,963</b>
<b>CORPORATE RESERVE FUND</b>	-	-	-	-	16,000	-	16,000
<b>MOTOR FUEL TAX FUND</b>	-	132,000	400,000	186,900	650,000	-	1,368,900
<b>DEBT SERVICE FUND</b>	-	-	-	-	-	515,326	515,326
<b>FIRE SERVICES FUND</b>	48,800	490,000	10,000	-	1,101,809	-	1,650,609
<b>CBD TIF FUND</b>	-	31,200	-	-	-	-	31,200
<b>ROOSEVELT ROAD TIF FUND</b>	-	-	-	-	-	-	-
<b>CAPITAL PROJECTS FUND</b>	-	405,000	232,600	-	9,100,000	-	9,737,600
<b>FACILITIES MAINTENANCE RESERVE</b>	-	-	-	-	571,676	-	571,676
<b>WATER DIVISION</b>	705,500	629,200	397,000	4,631,700	3,161,200	-	9,524,600
<b>SANITARY SEWER DIVISION</b>	594,400	3,950,352	446,300	14,000	2,471,200	108,000	7,584,252
<b>PARKING FUND</b>	-	83,800	157,500	4,500	95,000	-	340,800
<b>RESIDENTIAL SOLID WASTE FUND</b>	-	1,345,125	77,100	-	44,750	-	1,466,975
<b>VILLAGE LINKS/RESERVE 22</b>	1,897,133	787,600	229,400	1,073,200	159,300	647,896	4,794,529
<b>INSURANCE FUND</b>	-	2,974,570	-	-	-	-	2,974,570
<b>EQUIPMENT SERVICES FUND</b>	328,200	156,800	98,400	455,500	390,900	-	1,429,800
<b>POLICE PENSION FUND</b>	-	1,821,650	-	-	-	-	1,821,650
<b>TOTAL, ALL FUNDS</b>	<b>\$ 12,867,793</b>	<b>\$ 15,913,845</b>	<b>\$ 6,066,700</b>	<b>\$ 6,592,050</b>	<b>\$ 17,947,840</b>	<b>\$ 1,271,222</b>	<b>\$ 60,659,450</b>
						Less Interfund Transfers	(6,066,700)
						<b>NET BUDGET</b>	<b>\$ 54,592,750</b>

	<u>Personnel Services</u>	<u>Contractual Services</u>	<u>Interfund Transfers</u>	<u>Commodities</u>	<u>Capital Outlay</u>	<u>Debt Service</u>	<u>TOTAL</u>
Governmental Funds	\$ 9,342,560	\$ 4,164,748	\$ 4,661,000	\$ 413,150	\$ 11,625,490	\$ 515,326	\$ 30,722,274
Enterprise Funds	3,197,033	6,796,077	1,307,300	5,723,400	5,931,450	755,896	23,711,156
Internal Service Funds	328,200	3,131,370	98,400	455,500	390,900	-	4,404,370
Trust Fund	-	1,821,650	-	-	-	-	1,821,650
Interfund Transfers							(6,066,700)
<b>Total Outflows</b>	<b>\$ 12,867,793</b>	<b>\$ 15,913,845</b>	<b>\$ 6,066,700</b>	<b>\$ 6,592,050</b>	<b>\$ 17,947,840</b>	<b>\$ 1,271,222</b>	<b>\$ 54,592,750</b>

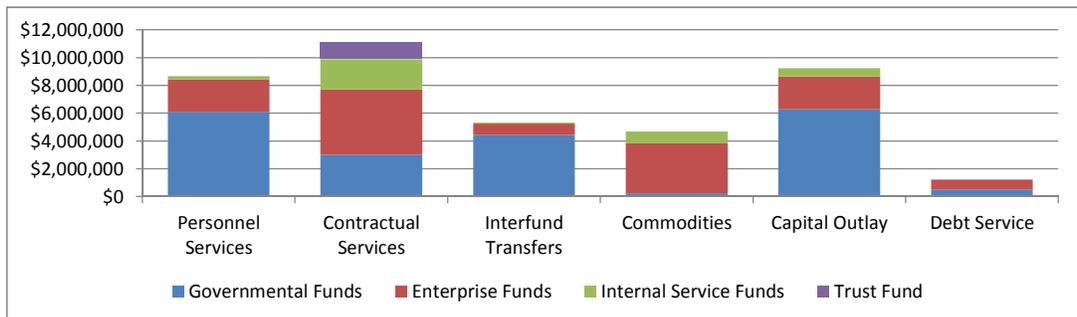


**VILLAGE OF GLEN ELLYN**

**SHORT YEAR 2014 (PRELIMINARY ACTUAL) SUMMARY OF EXPENDITURES/EXPENSES AND OTHER FINANCING USES BY FUNCTION**

	<u>PERSONNEL SERVICES</u>	<u>CONTRACTUAL SERVICES</u>	<u>INTERFUND TRANSFERS</u>	<u>COMMODITIES</u>	<u>CAPITAL OUTLAY</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
<b>GENERAL FUND</b>							
Board and Clerk	\$ 14,700	\$ 67,050	\$ -	\$ 575	\$ 5,000	\$ -	\$ 87,325
Village Manager's Office	518,150	157,030	37,700	3,500	-	-	716,380
Law	-	-	-	-	-	-	-
Senior Services	33,400	21,000	-	5,000	1,500	-	60,900
History Park	8,677	14,950	-	-	-	-	23,627
Facilities Maintenance	165,800	59,950	111,552	21,100	-	-	358,402
Information Technology	90,000	110,586	9,970	666	30,000	-	241,222
Finance	436,700	130,325	22,400	6,500	-	-	595,925
Public Works - Admin / Engineering	335,200	74,267	85,510	4,350	-	-	499,327
Public Works - Operations	523,200	554,067	555,390	42,300	19,200	-	1,694,157
Police	3,271,700	437,155	1,772,120	57,775	80,000	-	5,618,750
Fire	-	55,650	162,800	-	-	-	218,450
Emergency Medical Service	-	355,600	148,000	13,000	-	-	516,600
Planning & Development	656,000	107,100	69,100	6,000	4,000	-	842,200
Economic Development	33,541	171,535	1,000	-	-	-	206,076
<b>TOTAL GENERAL FUND</b>	<b>6,087,068</b>	<b>2,316,265</b>	<b>2,975,542</b>	<b>160,766</b>	<b>139,700</b>	<b>-</b>	<b>11,679,341</b>
<b>CORPORATE RESERVE FUND</b>	-	-	1,030,330	-	-	-	1,030,330
<b>MOTOR FUEL TAX FUND</b>	-	88,000	255,000	78,000	65,500	-	486,500
<b>DEBT SERVICE FUND</b>	-	-	-	-	-	518,978	518,978
<b>FIRE SERVICES FUND</b>	3,230	368,460	6,000	-	-	-	377,690
<b>CBD TIF FUND</b>	-	-	-	-	-	-	-
<b>ROOSEVELT ROAD TIF FUND</b>	-	-	-	-	-	-	-
<b>CAPITAL PROJECTS FUND</b>	-	227,250	154,000	-	5,867,500	-	6,248,750
<b>FACILITIES MAINTENANCE RESERVE</b>	-	-	-	-	207,000	-	207,000
<b>WATER DIVISION</b>	436,000	401,700	261,000	2,797,400	966,000	-	4,862,100
<b>SANITARY SEWER DIVISION</b>	436,800	2,686,400	296,910	12,975	1,138,000	54,000	4,625,085
<b>PARKING FUND</b>	-	81,500	105,500	4,200	90,000	-	281,200
<b>RESIDENTIAL SOLID WASTE FUND</b>	-	1,016,325	-	-	18,650	-	1,034,975
<b>VILLAGE LINKS/RESERVE 22</b>	1,482,019	511,962	162,700	774,300	150,000	647,946	3,728,927
<b>INSURANCE FUND</b>	-	2,122,436	-	-	-	-	2,122,436
<b>EQUIPMENT SERVICES FUND</b>	228,900	66,400	63,830	854,900	582,200	-	1,796,230
<b>POLICE PENSION FUND</b>	-	1,193,015	-	-	-	-	1,193,015
<b>TOTAL, ALL FUNDS</b>	<b>\$ 8,674,016</b>	<b>\$ 11,079,713</b>	<b>\$ 5,310,812</b>	<b>\$ 4,682,541</b>	<b>\$ 9,224,550</b>	<b>\$ 1,220,924</b>	<b>\$ 40,192,556</b>
						Less Interfund Transfers	(5,310,812)
						<b>NET BUDGET</b>	<b>\$ 34,881,744</b>

	<u>Personnel Services</u>	<u>Contractual Services</u>	<u>Interfund Transfers</u>	<u>Commodities</u>	<u>Capital Outlay</u>	<u>Debt Service</u>	<u>TOTAL</u>
Governmental Funds	\$ 6,090,297	\$ 2,999,975	\$ 4,420,872	\$ 238,766	\$ 6,279,700	\$ 518,978	\$ 20,548,588
Enterprise Funds	2,354,819	4,697,887	826,110	3,588,875	2,362,650	701,946	14,532,287
Internal Service Funds	228,900	2,188,836	63,830	854,900	582,200	-	3,918,666
Trust Fund	-	1,193,015	-	-	-	-	1,193,015
Interfund Transfers							(5,310,812)
<b>Total Outflows</b>	<b>\$ 8,674,016</b>	<b>\$ 11,079,713</b>	<b>\$ 5,310,812</b>	<b>\$ 4,682,541</b>	<b>\$ 9,224,550</b>	<b>\$ 1,220,924</b>	<b>\$ 34,881,744</b>

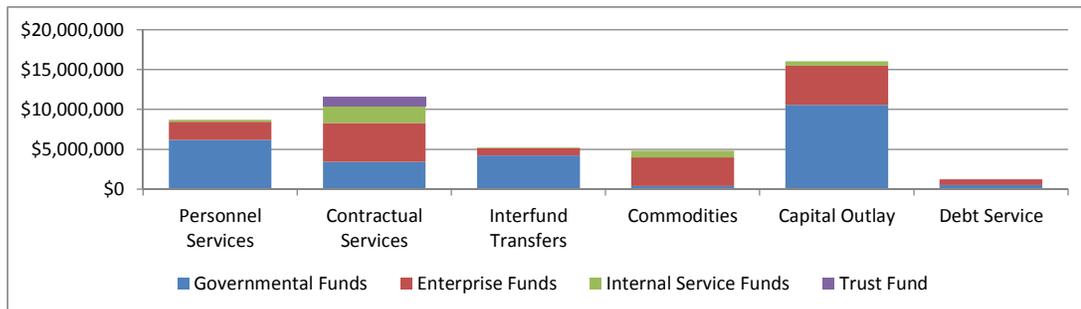


**VILLAGE OF GLEN ELLYN**

**SHORT YEAR 2014 (BUDGET) SUMMARY OF EXPENDITURES/EXPENSES AND OTHER FINANCING USES BY FUNCTION**

	<u>PERSONNEL SERVICES</u>	<u>CONTRACTUAL SERVICES</u>	<u>INTERFUND TRANSFERS</u>	<u>COMMODITIES</u>	<u>CAPITAL OUTLAY</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
<b>GENERAL FUND</b>							
Board and Clerk	\$ 14,700	\$ 49,900	\$ -	\$ 1,000	\$ 3,500	\$ -	\$ 69,100
Village Manager's Office	453,610	202,725	36,300	3,500	-	-	696,135
Law	-	-	-	-	-	-	-
Senior Services	33,400	32,950	-	3,400	1,500	-	71,250
History Park	9,200	20,150	-	-	-	-	29,350
Facilities Maintenance	177,250	57,330	111,540	21,600	-	-	367,720
Information Technology	90,000	135,989	9,970	666	32,600	-	269,225
Finance	449,800	92,250	27,300	6,400	-	-	575,750
Public Works - Admin / Engineering	336,700	77,967	85,510	4,850	-	-	505,027
Public Works - Operations	533,800	568,056	555,390	36,350	18,200	-	1,711,796
Police	3,320,900	463,450	1,772,120	62,550	100,500	-	5,719,520
Fire	-	64,810	162,800	-	-	-	227,610
Emergency Medical Service	-	372,890	148,000	16,356	-	-	537,246
Planning & Development	662,000	118,425	68,010	6,000	4,000	-	858,435
Economic Development	38,200	335,230	40,900	500	-	-	414,830
<b>TOTAL GENERAL FUND</b>	<b>6,119,560</b>	<b>2,592,122</b>	<b>3,017,840</b>	<b>163,172</b>	<b>160,300</b>	<b>-</b>	<b>12,052,994</b>
<b>CORPORATE RESERVE FUND</b>	-	-	803,000	-	-	-	803,000
<b>MOTOR FUEL TAX FUND</b>	-	80,000	255,000	230,500	519,617	-	1,085,117
<b>DEBT SERVICE FUND</b>	-	-	-	-	-	520,178	520,178
<b>FIRE SERVICES FUND</b>	48,800	370,460	6,000	-	-	-	425,260
<b>CBD TIF FUND</b>	-	8,700	-	-	-	-	8,700
<b>ROOSEVELT ROAD TIF FUND</b>	-	8,700	-	-	-	-	8,700
<b>CAPITAL PROJECTS FUND</b>	-	376,454	154,000	-	9,527,278	-	10,057,732
<b>FACILITIES MAINTENANCE RESERVE</b>	-	-	-	-	341,000	-	341,000
<b>WATER DIVISION</b>	450,300	440,770	261,010	2,802,300	2,533,070	-	6,487,450
<b>SANITARY SEWER DIVISION</b>	415,300	2,725,861	296,910	12,300	1,792,331	54,000	5,296,702
<b>PARKING FUND</b>	-	71,400	105,500	4,200	364,399	-	545,499
<b>RESIDENTIAL SOLID WASTE FUND</b>	-	1,067,900	51,700	-	14,500	-	1,134,100
<b>VILLAGE LINKS/RESERVE 22</b>	1,431,500	536,400	208,240	760,600	210,965	643,070	3,790,775
<b>INSURANCE FUND</b>	-	2,119,120	-	-	-	-	2,119,120
<b>EQUIPMENT SERVICES FUND</b>	234,100	66,400	63,830	854,900	582,200	-	1,801,430
<b>POLICE PENSION FUND</b>	-	1,138,600	-	-	-	-	1,138,600
<b>TOTAL, ALL FUNDS</b>	<b>\$ 8,699,560</b>	<b>\$ 11,602,887</b>	<b>\$ 5,223,030</b>	<b>\$ 4,827,972</b>	<b>\$ 16,045,660</b>	<b>\$ 1,217,248</b>	<b>\$ 47,616,357</b>
						Less Interfund Transfers	(5,223,030)
						<b>NET BUDGET</b>	<b>\$ 42,393,327</b>

	<u>Personnel Services</u>	<u>Contractual Services</u>	<u>Interfund Transfers</u>	<u>Commodities</u>	<u>Capital Outlay</u>	<u>Debt Service</u>	<u>TOTAL</u>
Governmental Funds	\$ 6,168,360	\$ 3,436,436	\$ 4,235,840	\$ 393,672	\$ 10,548,195	\$ 520,178	\$ 25,302,681
Enterprise Funds	2,297,100	4,842,331	923,360	3,579,400	4,915,265	697,070	17,254,526
Internal Service Funds	234,100	2,185,520	63,830	854,900	582,200	-	3,920,550
Trust Fund	-	1,138,600	-	-	-	-	1,138,600
Interfund Transfers							(5,223,030)
<b>Total Outflows</b>	<b>\$ 8,699,560</b>	<b>\$ 11,602,887</b>	<b>\$ 5,223,030</b>	<b>\$ 4,827,972</b>	<b>\$ 16,045,660</b>	<b>\$ 1,217,248</b>	<b>\$ 42,393,327</b>

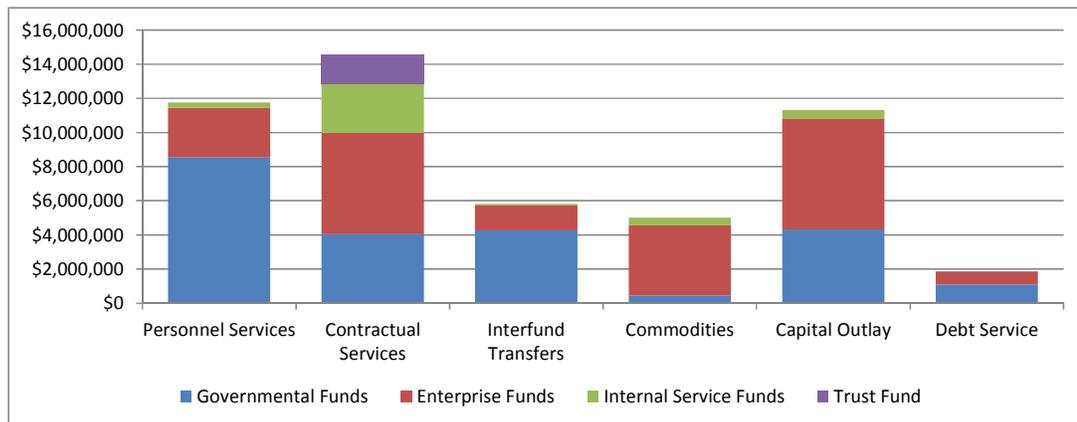


**VILLAGE OF GLEN ELLYN**

**FY 13/14 (ACTUAL) SUMMARY OF EXPENDITURES/EXPENSES AND OTHER FINANCING USES BY FUNCTION**

	<u>PERSONNEL SERVICES</u>	<u>CONTRACTUAL SERVICES</u>	<u>INTERFUND TRANSFERS</u>	<u>COMMODITIES</u>	<u>CAPITAL OUTLAY</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
<b>GENERAL FUND</b>							
Board and Clerk	\$ 14,468	\$ 41,352	\$ -	\$ 1,347	\$ -	\$ -	\$ 57,167
Village Manager's Office	623,716	256,039	53,147	5,062	20,062	-	958,026
Law	-	-	-	-	-	-	-
Senior Services	47,768	37,785	-	3,131	-	-	88,684
History Park	14,083	33,430	-	-	-	-	47,513
Facilities Maintenance	244,750	210,803	42,554	27,295	-	-	525,402
Information Technology	125,409	119,815	14,121	806	44,802	-	304,953
Finance	630,884	139,113	39,641	12,174	241	-	822,053
Public Works - Admin / Engineering	465,633	68,109	99,010	5,051	-	-	637,803
Public Works - Operations	886,411	496,535	757,535	50,422	27,384	-	2,218,287
Police	4,568,237	655,523	2,131,097	77,535	61,600	-	7,493,992
Volunteer Fire Company	-	1,298,101	487,300	8,614	-	-	1,794,015
Planning & Development	880,257	158,093	100,681	7,028	-	-	1,146,059
Economic Development	36,288	227,804	1,100	297	9,000	-	274,489
<b>TOTAL GENERAL FUND</b>	<b>8,537,904</b>	<b>3,742,502</b>	<b>3,726,186</b>	<b>198,762</b>	<b>163,089</b>	<b>-</b>	<b>16,368,443</b>
<b>CORPORATE RESERVE FUND</b>	-	-	-	-	143,484	-	143,484
<b>MOTOR FUEL TAX FUND</b>	-	114,834	400,000	258,881	25,383	-	799,098
<b>DEBT SERVICE FUND</b>	-	-	-	-	-	1,107,226	1,107,226
<b>CBD TIF FUND</b>	-	4,392	-	-	-	-	4,392
<b>ROOSEVELT ROAD TIF FUND</b>	-	48,861	825	-	-	-	49,686
<b>CAPITAL PROJECTS FUND</b>	-	115,633	151,000	-	3,874,798	-	4,141,431
<b>FACILITIES MAINTENANCE RESERVE</b>	-	15,524	-	-	121,805	-	137,329
<b>WATER DIVISION</b>	606,509	478,545	484,063	3,284,458	1,333,104	-	6,186,679
<b>SANITARY SEWER DIVISION</b>	570,665	3,502,335	529,938	13,013	1,003,419	107,945	5,727,315
<b>PARKING FUND</b>	-	77,706	157,300	5,965	497,851	-	738,822
<b>RESIDENTIAL SOLID WASTE FUND</b>	-	1,352,058	77,100	-	2,029	-	1,431,187
<b>VILLAGE LINKS/RESERVE 22</b>	1,724,614	531,101	206,820	807,301	3,627,751	643,070	7,540,657
<b>INSURANCE FUND</b>	-	2,805,990	-	-	-	-	2,805,990
<b>EQUIPMENT SERVICES FUND</b>	328,571	90,715	94,517	443,195	524,755	-	1,481,753
<b>POLICE PENSION FUND</b>	-	1,695,487	-	-	-	-	1,695,487
<b>TOTAL, ALL FUNDS</b>	<b>\$ 11,768,263</b>	<b>\$ 14,575,683</b>	<b>\$ 5,827,749</b>	<b>\$ 5,011,575</b>	<b>\$ 11,317,468</b>	<b>\$ 1,858,241</b>	<b>\$ 50,358,979</b>
							Less Interfund Transfers
							(5,827,749)
							<b>NET BUDGET</b>
							<b>\$ 44,531,230</b>

	<u>Personnel Services</u>	<u>Contractual Services</u>	<u>Interfund Transfers</u>	<u>Commodities</u>	<u>Capital Outlay</u>	<u>Debt Service</u>	<u>TOTAL</u>
Governmental Funds	\$ 8,537,904	\$ 4,041,746	\$ 4,278,011	\$ 457,643	\$ 4,328,559	\$ 1,107,226	\$ 22,751,089
Enterprise Funds	2,901,788	5,941,745	1,455,221	4,110,737	6,464,154	751,015	21,624,660
Internal Service Funds	328,571	2,896,705	94,517	443,195	524,755	-	4,287,743
Trust Fund	-	1,695,487	-	-	-	-	1,695,487
Interfund Transfers	-	-	-	-	-	-	(5,827,749)
<b>Total Outflows</b>	<b>\$ 11,768,263</b>	<b>\$ 14,575,683</b>	<b>\$ 5,827,749</b>	<b>\$ 5,011,575</b>	<b>\$ 11,317,468</b>	<b>\$ 1,858,241</b>	<b>\$ 44,531,230</b>



**Village of Glen Ellyn  
Calendar Year 2015 Budget  
Summary of Budgeted Capital Investment**

	<u>Fund</u> <sup>3</sup>	<u>Estimated Budget</u>
<b>General Public Infrastructure<sup>1</sup></b>		
Street Reconstruction/Resurfacing	CPF	\$ 8,755,000
Sidewalk Program	CPF	345,000
<b>Special Purpose Public Infrastructure<sup>2</sup> (user fee based)</b>		
Water Distribution System		
Water Main - Repair/Replacement/Additions	W&S	3,161,200
Sanitary Sewer Collection System		
Sanitary Sewer Main - Repair/Replacement/Additions	W&S	2,471,200
Parking	Parking	95,000
Village Links/Reserve 22	Recreation	159,300
<b>Municipal Capital Facilities / Equipment</b>		
Municipal Vehicle / Equipment Replacement	Equip. Serv.	390,900
Municipal Buildings	FACM - Res.	571,676
All Other Equipment	various	<u>1,998,564</u>
Total		<u>\$ 17,947,840</u>

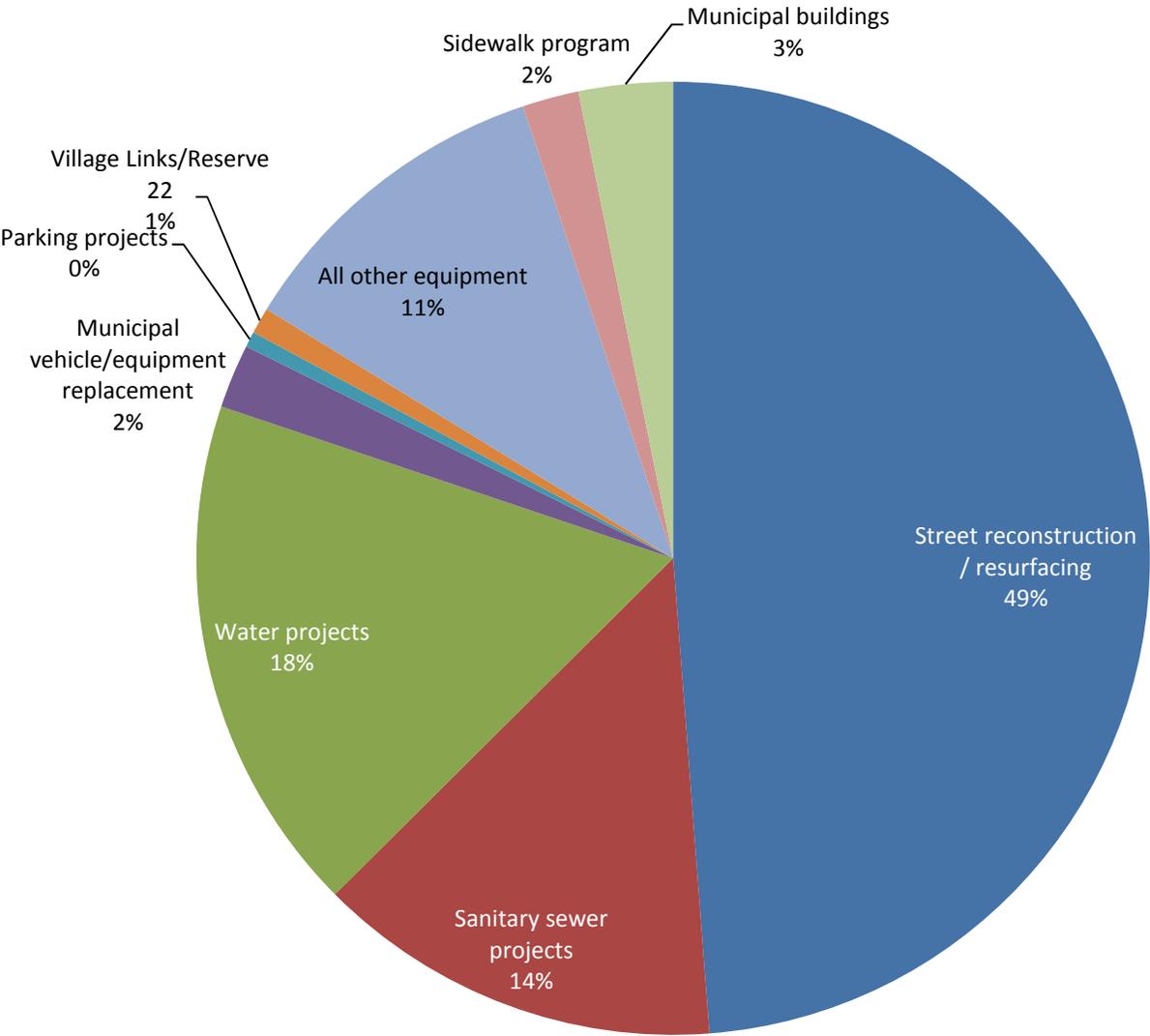
<sup>1</sup> Funding for these improvements is obtained from general tax revenues and other sources such as voter-approved capital improvement bonds and related property taxes, real estate transfer taxes, and utility taxes.

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

<sup>3</sup> See individual fund budgets for detailed project descriptions and related costs.

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

# Calendar Year 2015 Budgeted Capital Investment



# General Fund Summary

**Village of Glen Ellyn**  
**General Fund Budget - By Expenditure Categories**  
(in \$1,000s)

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>SY2014</u>	<u>SY2014</u>	<u>Calendar</u>	<u>Calendar</u>	<u>Calendar</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>8 Month</u>	<u>8 Month</u>	<u>Year</u>	<u>Year</u>	<u>Year</u>
				<u>Revised</u>	<u>Estimated</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
				<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Est. Actual</u>	<u>Budget</u>
<b>REVENUES</b>								
Sales Tax	\$ 3,112	\$ 3,037	\$ 3,112	\$ 2,065	\$ 2,140	\$ 3,095	\$ 3,206	\$ 3,300
1% Home Rule Sales Tax	1,763	1,760	1,778	1,175	1,239	1,768	1,852	1,905
Property Tax	2,873	2,975	3,115	3,152	3,240	3,107	3,250	3,250
Economic Development SSA	167	159	152	145	146	151	147	144
Fire SSA	199	178	183	-	-	182	1	-
State Income Tax	2,232	2,474	2,675	1,596	1,650	2,615	2,590	2,684
Service Charges	1,633	1,641	1,454	1,059	1,051	1,518	1,361	1,566
Ambulance Billings	632	756	644	125	230	755	444	5
Building Permits	522	629	655	419	471	647	655	669
Licenses (Liquor/Business/Vehicle)	566	540	593	262	257	555	1,137	1,132
Police Tickets/Court Fines	510	510	534	335	350	495	550	540
Interest Income	15	20	24	15	18	23	26	25
All Other	1,981	2,289	2,466	1,799	1,811	2,533	1,797	1,671
<b>Total Revenues</b>	<b>\$ 16,205</b>	<b>\$ 16,967</b>	<b>\$ 17,384</b>	<b>\$ 12,148</b>	<b>\$ 12,603</b>	<b>\$ 17,443</b>	<b>\$ 17,015</b>	<b>\$ 16,891</b>
<b>EXPENDITURES</b>								
<b>Personnel Expenditures</b>								
Salaries	\$ 7,103	\$ 7,485	\$ 7,806	\$ 5,549	\$ 5,518	\$ 7,687	\$ 8,018	\$ 8,490
FICA/Medicare Taxes	322	336	347	285	279	340	394	413
IMRF Retirement	342	372	385	285	290	389	415	391
Police Pension	1,036	969	980	981	981	980	981	1,153
Health Benefits Plan	900	902	944	668	666	908	962	925
<b>Total Personnel Expenditures</b>	<b>9,703</b>	<b>10,064</b>	<b>10,462</b>	<b>7,769</b>	<b>7,734</b>	<b>10,305</b>	<b>10,770</b>	<b>11,372</b>
<b>All Other Expenditures</b>								
Contractual Services	2,071	1,929	1,905	1,773	1,564	1,638	2,504	2,120
Legal	432	174	210	166	130	218	176	96
Police/Fire Dispatch (DuComm)	482	485	536	358	338	617	496	572
Ambulance Service	914	938	1,256	296	285	1,210	305	319
Commodities	194	213	199	163	161	180	231	226
Equipment Services Transfer	1,260	1,321	1,130	887	887	1,100	1,264	1,268
Liability Insurance Transfer	558	393	344	286	286	490	400	441
Facilities Reserve Transfer	-	50	100	85	85	89	113	150
Corporate Reserve Transfer	60	60	55	100	60	115	80	80
Manor Woods Transfer	-	-	10	10	10	10	10	-
Capital Outlay	96	141	163	160	140	229	144	186
<b>Total All Other Expenditures</b>	<b>6,066</b>	<b>5,704</b>	<b>5,907</b>	<b>4,284</b>	<b>3,946</b>	<b>5,896</b>	<b>5,723</b>	<b>5,459</b>
<b>Total Expenditures</b>	<b>\$ 15,769</b>	<b>\$ 15,769</b>	<b>\$ 16,368</b>	<b>\$ 12,053</b>	<b>\$ 11,679</b>	<b>\$ 16,201</b>	<b>\$ 16,494</b>	<b>\$ 16,831</b>
<b>Net Increase / (Decrease)</b>	<b>\$ 436</b>	<b>\$ 1,198</b>	<b>\$ 1,016</b>	<b>\$ 95</b>	<b>\$ 924</b>	<b>\$ 1,242</b>	<b>\$ 521</b>	<b>\$ 60</b>

Note: There may be differences due to rounding.

**Village of Glen Ellyn**  
**General Fund Budget - By Department**  
(in \$1,000s)

	FY13	FY14	SY2014 8 Month Revised	SY2014 8 Month Estimated	Calendar Year 2013	Calendar Year 2014	Calendar Year 2015
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Est. Actual</u>	<u>Budget</u>
<b>REVENUES</b>							
Sales Tax	\$ 3,037	\$ 3,112	\$ 2,065	\$ 2,140	\$ 3,095	\$ 3,206	\$ 3,300
1% Home Rule Sales Tax	1,760	1,778	1,175	1,239	1,768	1,852	1,905
Property Tax	2,975	3,115	3,152	3,240	3,107	3,250	3,250
Economic Development SSA	159	152	145	146	151	147	144
Fire SSA	178	183	-	-	182	1	-
State Income Tax	2,474	2,675	1,596	1,650	2,615	2,590	2,684
Service Charges	1,641	1,454	1,059	1,051	1,518	1,361	1,566
Ambulance Billings	756	644	125	230	755	444	5
Building Permits	629	655	419	471	647	655	669
Licenses (Liquor/Business/Vehicle)	540	593	262	257	555	1,137	1,132
Police Tickets/Court Fines	510	534	335	350	495	550	540
Interest Income	20	24	15	18	23	26	25
All Other	2,289	2,466	1,799	1,811	2,533	1,797	1,671
<b>Total Revenues</b>	<b>\$ 16,967</b>	<b>\$ 17,384</b>	<b>\$ 12,148</b>	<b>\$ 12,603</b>	<b>\$ 17,443</b>	<b>\$ 17,015</b>	<b>\$ 16,891</b>
<b>EXPENDITURES</b>							
Board and Clerk	52	57	69	87	65	88	71
Village Manager's Office	919	958	696	716	998	972	766
Law Department***	-	-	-	-	-	-	285
Senior Services	90	89	71	61	98	86	91
History Park	29	48	29	24	45	37	45
Facilities Maintenance	422	525	368	358	495	526	535
Information Technology*	-	305	269	241	245	302	540
<i>Finance Admin and Ops**</i>	-	-	378	400	-	400	517
<i>Finance Cashiers**</i>	-	-	198	196	-	-	302
Finance* Total	1,063	822	576	596	882	858	819
Public Works - Admin / Engineering	891	638	505	499	713	704	803
<i>Public Works - Streets**</i>	-	-	914	902	-	-	1,378
<i>Public Works - Forestry**</i>	-	-	798	792	-	-	985
Public Works - Operations Total	1,817	2,218	1,712	1,694	2,007	2,500	2,364
<i>Police Admin**</i>	-	-	1,195	1,163	-	-	1,459
<i>Police Operations**</i>	-	-	3,882	3,802	-	-	5,454
<i>Police Investigations**</i>	-	-	643	654	-	-	972
Police Total	7,182	7,494	5,720	5,619	7,415	7,612	7,886
Fire Department**	-	-	228	218	-	218	377
Emergency Medical Service**	-	-	537	517	-	517	441
Volunteer Fire Company	1,751	1,794	-	-	1,746	619	-
<i>P&amp;D Planning**</i>	-	-	333	332	-	-	501
<i>P&amp;D Building**</i>	-	-	526	510	-	-	793
Planning & Development Total	1,194	1,146	858	842	1,156	1,224	1,294
Economic Development	358	274	415	206	337	230	516
<b>Total Expenditures</b>	<b>\$15,769</b>	<b>\$16,368</b>	<b>\$12,053</b>	<b>\$11,679</b>	<b>\$16,201</b>	<b>\$16,494</b>	<b>\$16,831</b>
Net Increase / (Decrease)	\$ 1,198	\$ 1,016	\$ 95	\$ 924	\$ 1,242	\$ 521	\$ 60

\*Information Technology was part of the Finance Department prior to FY14

\*\*New Cost Center added for SY2014 Budget

\*\*\*New Cost Center added for the CY2015 Budget

**VILLAGE OF GLEN ELLYN**  
**GENERAL FUND BUDGETED REVENUE**

ACCT.	REVENUE SOURCE	Dedicated Revenue Source	FY10/11	FY11/12	FY12/13	FY13/14
			Actual	Actual	Actual	Actual
<b>Taxes</b>						
410100	Property Tax		\$ 2,743,316	\$ 2,873,175	\$ 2,974,977	\$ 3,114,972
410100	Property Tax for Capital	Capital	-	-	-	2,739,501
490850	Transfer out-Property Tax for Capital	Capital	-	-	-	(2,739,501)
410113-7	SSA 13-17 Tax (Econ Dev)	Econ. Dev.	-	166,867	159,018	152,028
410118/9	SSA 18 & 19 Tax (Fire)	Fire	190,308	199,030	178,136	182,572
410200	Road & Bridge Tax		412,039	423,622	425,368	440,955
410300	State PPRT		129,847	121,851	116,636	135,116
410400	Sales Tax		3,119,624	3,111,540	3,036,976	3,112,077
410405	1% Home Rule Sales tax		1,713,720	1,763,251	1,759,811	1,777,504
410410	State Use Tax		371,995	402,941	437,239	468,597
410412	State Auto Rental Tax		21,968	18,872	20,475	21,988
410420	State Income Tax		2,105,022	2,231,988	2,473,808	2,674,897
410700	Demolition Tax	Planning	-	12,580	13,820	15,950
410800	Hotel/Motel Tax	Econ. Dev.	-	124,446	157,448	157,897
	<b>ST Taxes</b>		<b>10,807,839</b>	<b>11,450,163</b>	<b>11,753,712</b>	<b>12,254,553</b>
<b>Fees and Permits</b>						
420100	Vehicle License Fees		435,050	390,743	369,797	414,041
420150	Dog License Fees		9,110	8,925	9,161	9,530
420200	Business Registrations		42,610	41,160	39,179	45,475
420300	Liquor Licenses		115,970	124,686	121,697	124,131
420400	Building Permits	Planning	675,787	467,278	572,647	600,482
420410	Contractor Registration Fees	Planning	42,565	39,355	38,080	39,105
420420	Stormwater Engineering Fee	Planning	-	-	3,255	82,820
420450	Elevator Inspections	Planning	15,900	15,090	18,000	15,150
	<b>ST Fees and Permits</b>		<b>1,336,992</b>	<b>1,087,237</b>	<b>1,171,816</b>	<b>1,330,734</b>
<b>Intergovernmental</b>						
430100	Federal Grant Revenue		9,047	70,079	79,933	20,575
430110	Federal Grant - Ride DuPage	Sr. Svcs.	-	9,860	10,975	12,153
430200	State Grant Revenue		17,980	(383)	1,980	22,600
	<b>ST Intergovernmental</b>		<b>27,027</b>	<b>79,556</b>	<b>92,888</b>	<b>55,328</b>
<b>Charges for Service</b>						
440050	Ambulance Service Fees	EMS	666,418	632,269	756,039	644,233
440060	Police and Fire False Alarm Fees	Police	-	-	-	-
440065	Fingerprinting Fees	Police	20,105	4,931	22,746	22,635
440070	Accident Reports	Police	3,080	2,949	2,974	2,784
440100	Police Service Reimb.	Police	116,221	126,830	132,375	136,718
440120	Accounting Services		128,100	128,100	128,100	130,200
440170	Facility Rental Fees		13,203	12,777	15,220	13,757
440221	Cable Franchise Fees		-	500,012	533,529	478,190
	<b>ST. Charges for Services</b>		<b>947,127</b>	<b>1,407,868</b>	<b>1,590,983</b>	<b>1,428,517</b>

**VILLAGE OF GLEN ELLYN**  
**GENERAL FUND BUDGETED REVENUE**

<b>SY2014 8 Month Revised Budget</b>	<b>SY2014 8 Month Estimated Actual</b>	<b>Calendar Year 2013 Actual</b>	<b>Calendar Year 2014 Est. Actual</b>	<b>Calendar Year 2015 Budget</b>		
\$ 3,152,000	\$ 3,240,000	\$ 3,107,354	\$ 3,249,962	\$ 3,250,000	1	Property Tax
3,430,000	3,430,467	2,730,757	3,439,211	\$ 3,440,000	2	Property Tax for Capital
(3,430,000)	(3,430,467)	(2,730,757)	(3,439,211)	(3,440,000)	2	Transfer out-Property Tax for Capital
145,000	146,000	151,442	146,586	144,000	3	SSA 13-17 Tax (Econ Dev)
-	-	181,682	900	-	4	SSA 18 & 19 Tax (Fire)
440,000	436,000	439,895	437,396	440,000		Road & Bridge Tax
78,000	80,000	128,242	136,820	117,600	5	State PPRT
2,065,000	2,140,000	3,094,519	3,206,385	3,300,000	6	Sales Tax
1,175,000	1,239,000	1,768,146	1,851,768	1,905,000	7	1% Home Rule Sales tax
305,000	320,000	455,920	495,630	488,000		State Use Tax
15,000	17,000	20,517	24,483	20,000		State Auto Rental Tax
1,596,000	1,650,000	2,615,446	2,590,064	2,684,000	8	State Income Tax
11,000	10,000	13,510	14,950	15,000		Demolition Tax
120,000	121,000	156,460	159,318	160,000	9	Hotel/Motel Tax
<b>9,102,000</b>	<b>9,399,000</b>	<b>12,133,133</b>	<b>12,314,262</b>	<b>12,523,600</b>		<b>ST Taxes</b>
100,000	100,000	377,398	408,999	380,000	10	Vehicle License Fees
2,000	2,000	9,216	9,425	8,900		Dog License Fees
40,000	37,000	41,749	42,710	41,000		Business Registrations
120,000	118,000	126,756	120,470	120,000	11	Liquor Licenses
375,000	430,000	593,331	603,278	615,000	12	Building Permits
29,000	26,000	38,260	36,315	39,000		Contractor Registration Fees
70,000	120,000	73,314	132,761	120,000		Stormwater Engineering Fee
15,000	15,300	15,150	15,300	15,300		Elevator Inspections
<b>751,000</b>	<b>848,300</b>	<b>1,275,174</b>	<b>1,369,258</b>	<b>1,339,200</b>		<b>ST Fees and Permits</b>
2,000	-	50,400	20,000	2,000		Federal Grant Revenue
5,000	5,000	12,272	11,501	7,000		Federal Grant - Ride DuPage
6,000	1,650	22,600	1,650	6,000		State Grant Revenue
<b>13,000</b>	<b>6,650</b>	<b>85,272</b>	<b>33,151</b>	<b>15,000</b>		<b>ST Intergovernmental</b>
125,000	230,000	754,523	443,580	5,000	13	Ambulance Service Fees
-	-	-	-	-		Police and Fire False Alarm Fees
20,000	20,000	22,467	21,979	22,000		Fingerprinting Fees
1,600	1,600	2,744	2,544	2,700		Accident Reports
125,000	112,000	138,316	121,623	135,000	14	Police Service Reimb.
89,000	89,000	128,566	132,400	127,700	15	Accounting Services
9,000	7,500	14,636	11,961	10,000		Facility Rental Fees
425,000	400,000	496,505	515,780	500,000	16	Cable Franchise Fees
<b>794,600</b>	<b>860,100</b>	<b>1,557,757</b>	<b>1,249,867</b>	<b>802,400</b>		<b>ST. Charges for Services</b>

**VILLAGE OF GLEN ELLYN  
GENERAL FUND BUDGETED REVENUE**

ACCT.	REVENUE SOURCE	Dedicated Revenue Source	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Actual
<b>Fines</b>						
450100	Police Ordinance Fines	Police	182,415	164,691	158,389	186,402
450200	Traffic Court Fines	Police	266,982	345,545	351,525	347,360
	<b>ST Fines</b>		<b>449,397</b>	<b>510,236</b>	<b>509,914</b>	<b>533,762</b>
<b>Interest</b>						
460100	Interest Income		14,315	14,873	19,736	24,313
<b>Miscellaneous Revenue</b>						
480110	Police Training Reimb.	Police	859	12,314	3,697	1,364
480120	Police Seized Funds (Fed & State)	Police	6,534	15,898	119,663	280,324
480200	Parkway Reforestation	PW	6,150	3,540	8,305	10,910
480440	Rental Income		131,021	135,600	165,902	178,192
489000	Other Revenue		117,815	78,751	139,839	87,527
	<b>ST Misc Revenue</b>		<b>262,379</b>	<b>246,103</b>	<b>437,406</b>	<b>558,317</b>
<b>Transfers</b>						
490100	IFT / Motor Fuel Tax Fund	PW	400,000	400,000	400,000	400,000
490110	Admin Services / Other Funds		460,500	446,900	446,900	448,100
490120	Reimb for Staff Engineer	PW	150,000	153,400	153,400	151,000
490140	Public Works Service Charge	PW	309,400	309,400	309,400	118,100
490150	Facilities Maintenance Reimb.	FACM	37,700	30,000	30,000	30,000
490160	PW Operations Reimb.	PW	56,200	50,800	50,800	50,800
490850	Fire Services Fund Reimbursement Operating Transfers In/(out)		-	18,000	-	825
	<b>ST Transfers</b>		<b>1,426,000</b>	<b>1,408,500</b>	<b>1,390,500</b>	<b>1,198,825</b>
	<b>TOTAL REVENUES</b>		<b>\$ 15,271,076</b>	<b>\$ 16,204,536</b>	<b>\$ 16,966,955</b>	<b>\$ 17,384,349</b>

Available Cash Analysis (000's)

Available, May 1, 2014	\$ 8,241
Preliminary SY14 Inflow/(Outflow)	924
Budgeted CY15 Inflow/(Outflow)	60
Less Estimated Deposits	(1,200)
Less estimated encumbrances	(270)
Less estimated restricted Police forfeiture funds	(400)
Projected Available, December 31, 2014	7,355
Less 28% Minimum Cash Reserve Policy	(4,661)
Estimated amount over/(under) policy	2,694

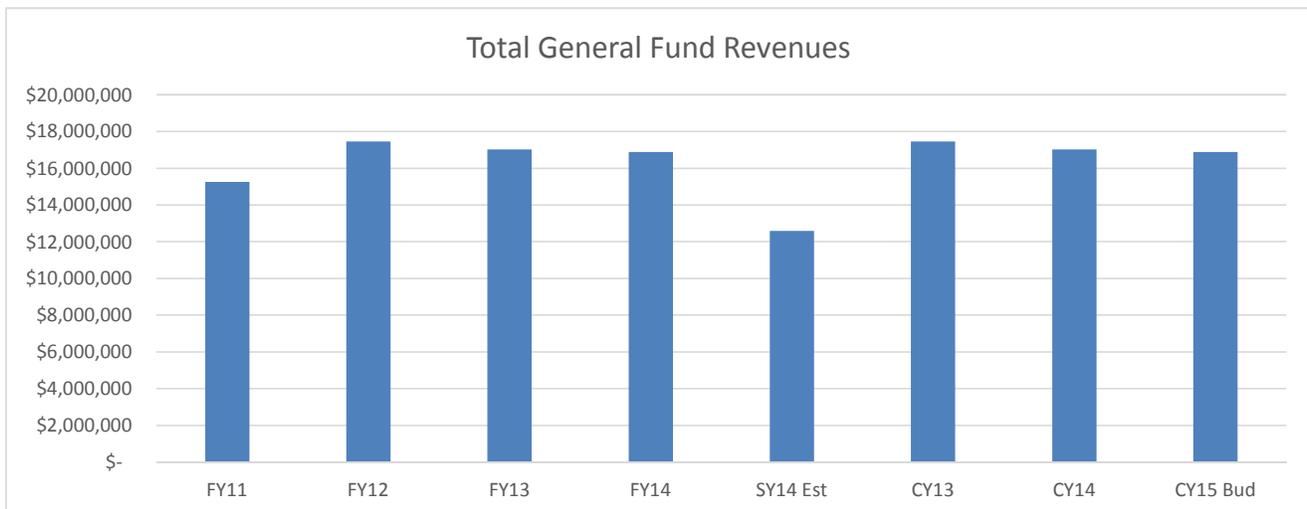
Minimum Reserve Policy (28% of operating budget)

CY2015 General Fund Expenditures	\$ 16,831
Capital Expenditures	(186)
Total Operating Expenditure Budget	<u>\$ 16,645</u>

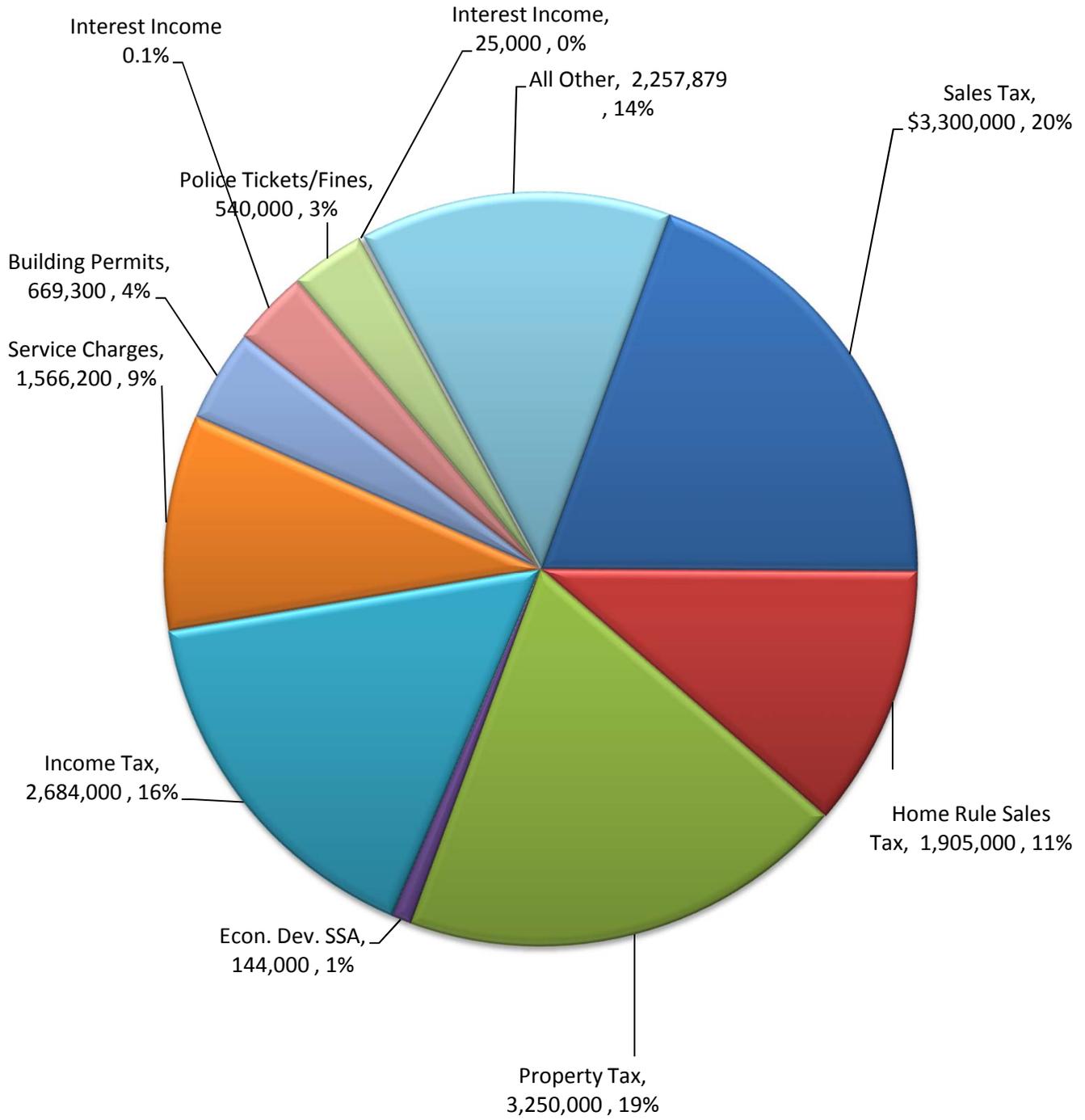
*\*The cash reserve policy calls for reserves of 28% of the fund's operating budget, with a target cash reserve increasing by 1 percentage point per year until a maximum of 35% is reached*

**VILLAGE OF GLEN ELLYN**  
**GENERAL FUND BUDGETED REVENUE**

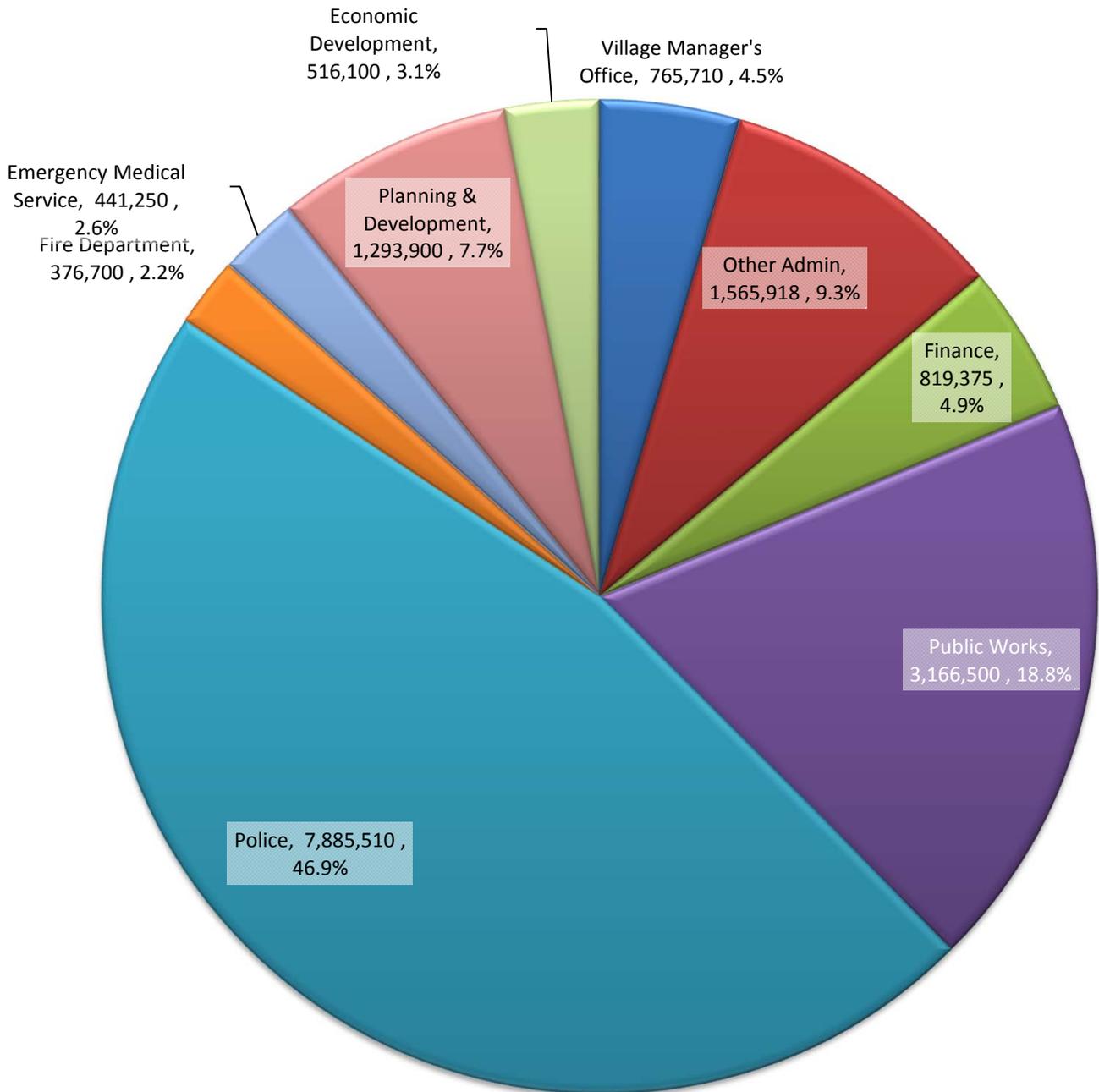
<b>SY2014 8 Month Revised Budget</b>	<b>SY2014 8 Month Estimated Actual</b>	<b>Calendar Year 2013 Actual</b>	<b>Calendar Year 2014 Est. Actual</b>	<b>Calendar Year 2015 Budget</b>		
125,000	140,000	171,268	203,883	190,000	17	Police Ordinance Fines
210,000	210,000	323,238	345,780	350,000		Traffic Court Fines
<b>335,000</b>	<b>350,000</b>	<b>494,506</b>	<b>549,663</b>	<b>540,000</b>		<b>ST Fines</b>
<b>15,000</b>	<b>18,000</b>	<b>22,868</b>	<b>26,483</b>	<b>25,000</b>	18	Interest Income
1,500	500	3,204	500	1,500		Police Training Reimb.
61,900	62,000	294,625	95,152	98,000	19	Police Seized Funds (Fed & State)
7,000	9,000	10,130	11,735	12,000		Parkway Reforestation
183,000	140,000	228,525	140,000	140,000	20	Rental Income
35,000	55,000	75,758	103,487	75,000		Other Revenue
<b>288,400</b>	<b>266,500</b>	<b>612,242</b>	<b>350,874</b>	<b>326,500</b>		<b>ST Misc Revenue</b>
255,000	255,000	400,000	255,000	400,000	21	IFT / Motor Fuel Tax Fund
300,300	306,300	447,700	455,667	478,100	22	Admin Services / Other Funds
154,000	154,000	151,800	204,333	232,600		Reimb for Staff Engineer
79,100	79,100	181,867	118,467	118,100	23	Public Works Service Charge
20,100	20,100	30,001	30,100	30,000		Facilities Maintenance Reimb.
34,000	34,000	50,800	50,933	50,800		PW Operations Reimb.
6,000	6,000	-	6,000	10,000		Fire Services Fund Reimbursement
-	-	-	825	-		Operating Transfers In/(out)
<b>848,500</b>	<b>854,500</b>	<b>1,262,168</b>	<b>1,121,325</b>	<b>1,319,600</b>		<b>ST Transfers</b>
<b>\$ 12,147,500</b>	<b>\$ 12,603,050</b>	<b>\$ 17,443,120</b>	<b>\$ 17,014,883</b>	<b>\$ 16,891,300</b>		<b>TOTAL REVENUES</b>



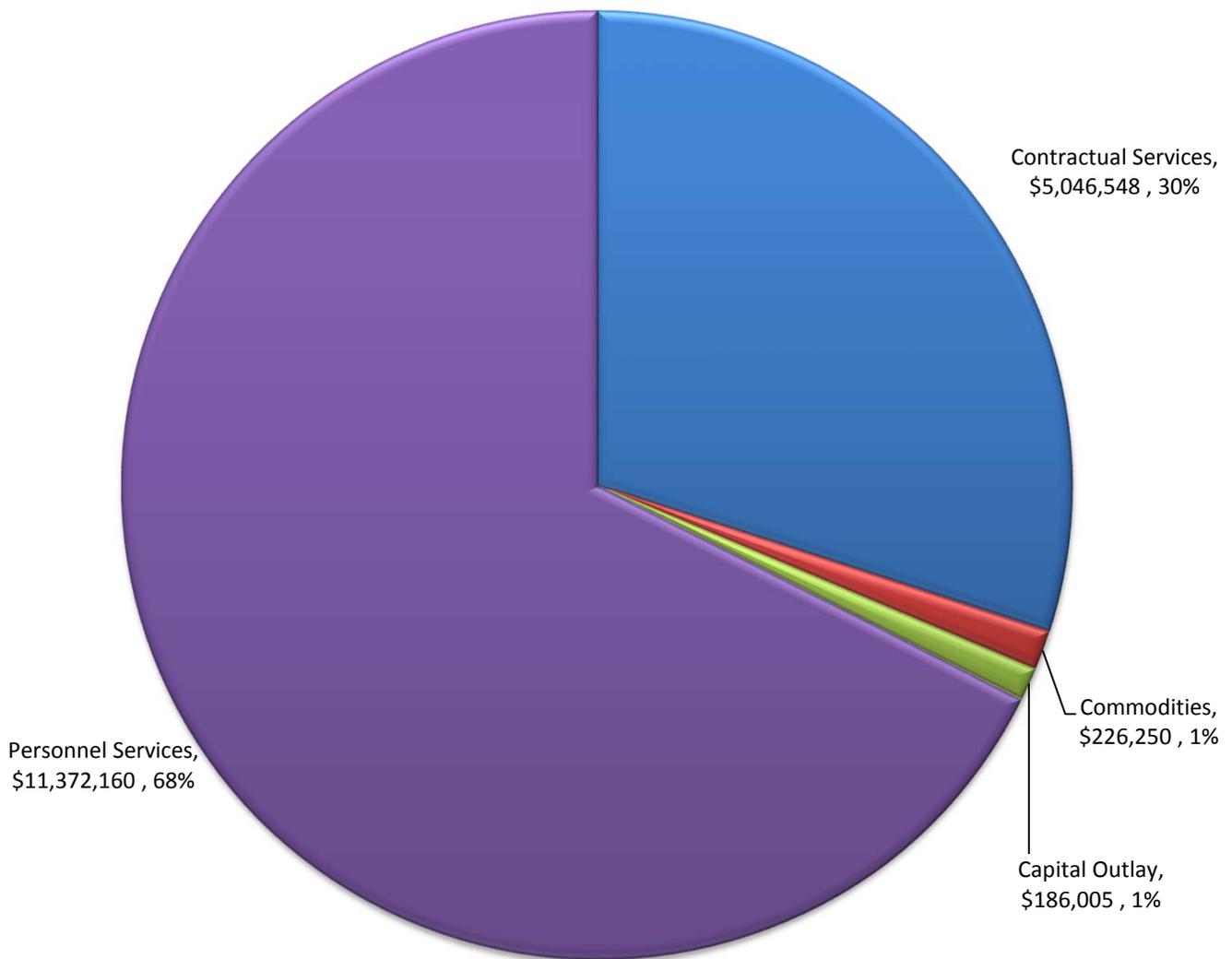
# VILLAGE OF GLEN ELLYN REVENUE BY CATEGORY GENERAL FUND - CY 2015



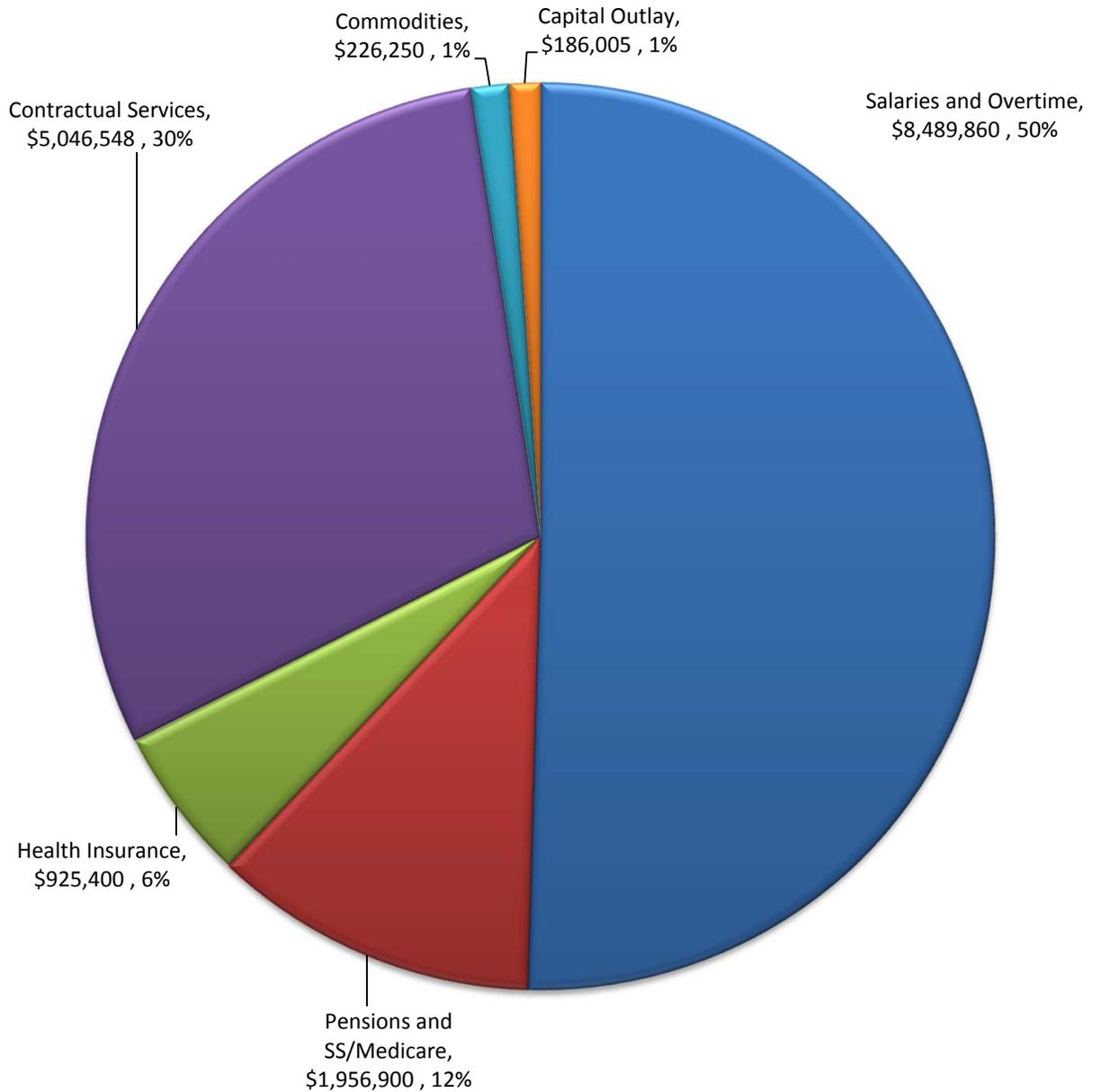
# VILLAGE OF GLEN ELLYN EXPENDITURES BY DEPARTMENT GENERAL FUND - CALENDAR YEAR 2015



# VILLAGE OF GLEN ELLYN EXPENDITURES BY CATEGORY GENERAL FUND - CALENDAR YEAR 2015



# VILLAGE OF GLEN ELLYN EXPENDITURES BY CATEGORY WITH PERSONNEL DETAIL GENERAL FUND - CALENDAR YEAR 2015

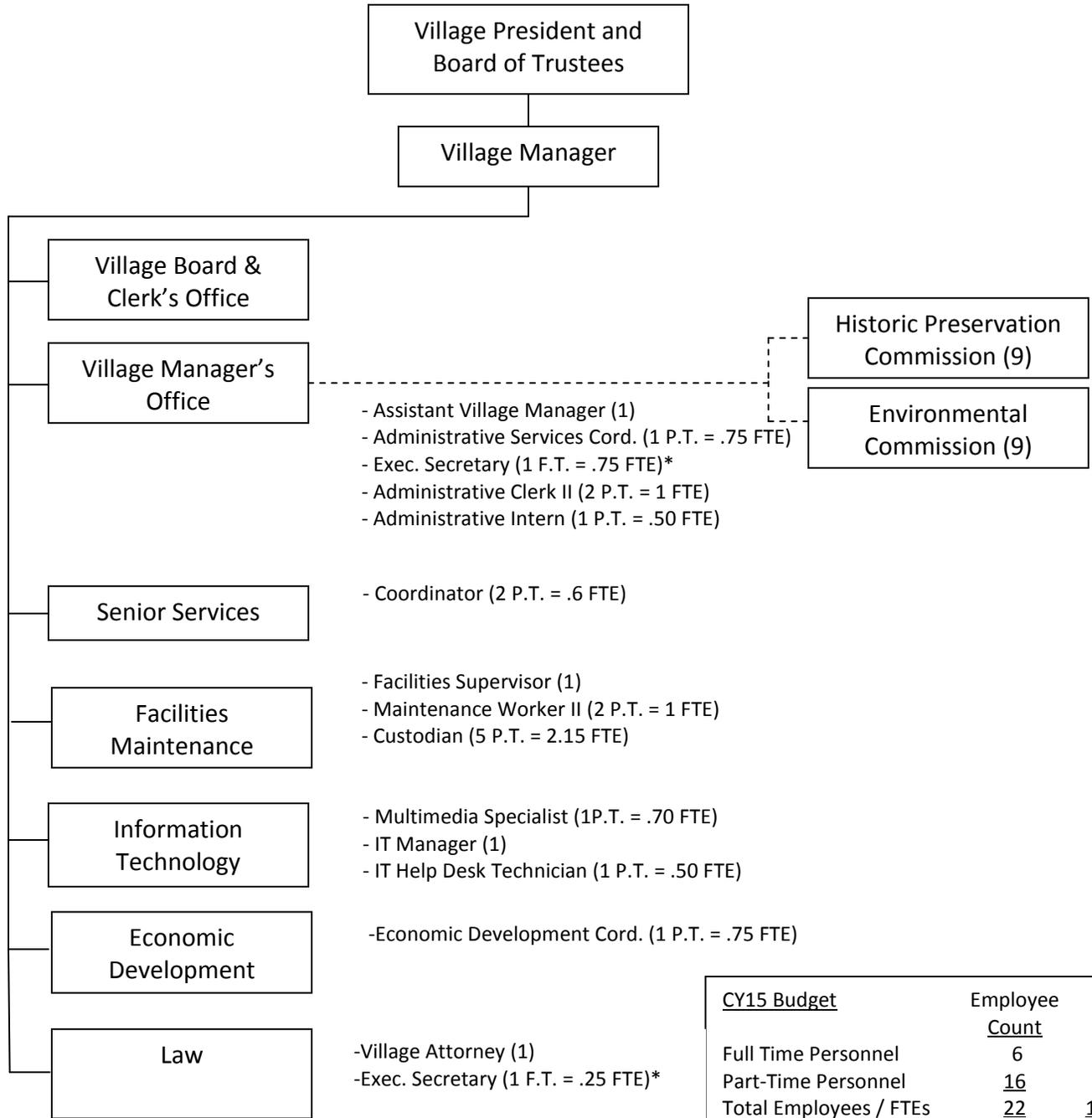


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# ADMINISTRATION DEPARTMENT CALENDAR YEAR 2015



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

*(FTE = Full-Time Equivalent)*

	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>SY14</u>	<u>CY15</u>
<u>Budgeted Full-Time Employees</u>										
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
<b>Total FT</b>	<b>5</b>	<b>5</b>	<b>7</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>6</b>

\*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 6<sup>th</sup> 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**

<u>Object Code</u>	<u>Account Description</u>	<u>FY12/13 Actual</u>	<u>FY13/14 Actual</u>	<u>SY2014 8 Month Revised Budget</u>	<u>SY2014 8 Month Estimated Actual</u>	<u>Calendar Year 2013 Actual</u>	<u>Calendar Year 2014 Est. Actual</u>	<u>Calendar Year 2015 Budget</u>	
<b>Personnel Services</b>									
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	
	<b>Subtotal</b>	<u>12,649</u>	<u>14,468</u>	<u>14,700</u>	<u>14,700</u>	<u>14,437</u>	<u>18,513</u>	<u>16,500</u>	
<b>Contractual Services</b>									
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
	<b>Subtotal</b>	<u>36,712</u>	<u>41,352</u>	<u>49,900</u>	<u>67,050</u>	<u>41,557</u>	<u>72,050</u>	<u>53,175</u>	
<b>Commodities</b>									
530100	Office Supplies	1,602	1,347	1,000	575	1,152	940	1,000	
	<b>Subtotal</b>	<u>1,602</u>	<u>1,347</u>	<u>1,000</u>	<u>575</u>	<u>1,152</u>	<u>940</u>	<u>1,000</u>	
<b>Capital Outlay</b>									
580110	Equipment	1,479	-	3,500	5,000	8,320	(3,320)	-	
	<b>Subtotal</b>	<u>1,479</u>	<u>-</u>	<u>3,500</u>	<u>5,000</u>	<u>8,320</u>	<u>(3,320)</u>	<u>-</u>	
	<b>TOTAL EXPENDITURES</b>	<u>\$ 52,442</u>	<u>\$ 57,167</u>	<u>\$ 69,100</u>	<u>\$ 87,325</u>	<u>\$ 65,466</u>	<u>\$ 88,183</u>	<u>\$ 70,675</u>	

**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 <u>Budget</u>
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
	\$4,100

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

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

VILLAGE OF GLEN ELLYN  
 CY 15 ANNUAL BUDGET  
 PERSONNEL SCHEDULE

**VILLAGE BOARD & CLERK**

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY11/12 Budgeted Employees</u>	<u>FY12/13 Budgeted Employees</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>CY15 Budgeted Employees</u>
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	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
TOTAL EMPLOYEES** (Full-time Equivalents)			<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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	FY13/14	SY2014	SY2014	Calendar	Calendar	Calendar	
		Actual	Actual	8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget	
<b>Personnel Services</b>									
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	
	<b>Subtotal</b>	<b>628,862</b>	<b>623,716</b>	<b>453,610</b>	<b>518,150</b>	<b>646,787</b>	<b>706,677</b>	<b>585,000</b>	
<b>Contractual Services</b>									
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	
	<b>Subtotal</b>	<b>286,636</b>	<b>309,186</b>	<b>239,025</b>	<b>194,730</b>	<b>325,659</b>	<b>260,235</b>	<b>175,460</b>	
<b>Commodities</b>									
530100	Office Supplies	3,868	5,062	3,500	3,500	5,073	4,578	5,250	
	<b>Subtotal</b>	<b>3,868</b>	<b>5,062</b>	<b>3,500</b>	<b>3,500</b>	<b>5,073</b>	<b>4,578</b>	<b>5,250</b>	
<b>Capital Outlay</b>									
580110	Equipment /Capital Outlay	-	20,062	-	-	19,988	74	-	
	<b>Subtotal</b>	<b>-</b>	<b>20,062</b>	<b>-</b>	<b>-</b>	<b>19,988</b>	<b>74</b>	<b>-</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$ 919,366</b>	<b>\$ 958,026</b>	<b>\$ 696,135</b>	<b>\$ 716,380</b>	<b>\$ 997,507</b>	<b>\$ 971,564</b>	<b>\$ 765,710</b>	

**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 4<sup>th</sup> 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:**

	<u>CY15</u>
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	<u>600</u>
<b>TOTAL</b>	<b><u>\$5,115</u></b>

**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:**

	<u>CY15</u>
Supervisor Meetings <sup>1</sup>	\$2,500
ILCMA/ICMA Conferences	1,500
Employee Compliance Posters	600
Employee Training <sup>2</sup>	5,000
Miscellaneous Employee Education	<u>1,550</u>
<b>TOTAL</b>	<b><u>\$11,150</u></b>

Notes:

<sup>1</sup>Training/food for quarterly supervisor meetings

<sup>2</sup>Yearly Village-wide compliance training initiative (e.g. EEO, loss prevention, ethics, etc.)

9. **Travel:**

	<u>CY15</u>
ICMA Conference	\$1,250
ILCMA Conference	1,000
IPELRA Conference	450
Miscellaneous	<u>250</u>
<b>TOTAL</b>	<b><u>\$2,950</u></b>

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**

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY11/12 Budgeted Employees</u>	<u>FY12/13 Budgeted Employees</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>CY15 Budgeted Employees</u>
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 <sup>1</sup>	PT	J	0.75	0.75	0.75	0.70	-
Economic Development Coordinator <sup>2</sup>	PT	J	-	0.75	0.75	0.75	0.75
Administrative Secretary (1)	PT		1.00	-	-	-	-
Executive Secretary <sup>3</sup>	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
<b>TOTAL EMPLOYEES (Full-time Equivalent)</b>			<b>7.00</b>	<b>7.50</b>	<b>7.50</b>	<b>7.45</b>	<b>5.75</b>
Full-time Number of Positions			3	3	3	3	2
Part-time Number of Positions			7	7	7	7	6

<sup>1</sup> The Multimedia Specialist was relocated to the Information Technology Department.

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

<sup>3</sup> 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**  
**FACILITIES MAINTENANCE**  
(121300)

**Village of Glen Ellyn**  
**Calendar Year 2015 Budget**

Object Code	Account Description	FY12/13	FY13/14	SY2014	SY2014	Calendar	Calendar	Calendar	
		Actual	Actual	8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget	
<b>Personnel Services</b>									
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	
	<b>Subtotal</b>	<b>229,521</b>	<b>244,750</b>	<b>177,250</b>	<b>165,800</b>	<b>238,612</b>	<b>244,549</b>	<b>225,200</b>	
<b>Contractual Services</b>									
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
	<b>Subtotal</b>	<b>163,595</b>	<b>253,357</b>	<b>168,870</b>	<b>171,502</b>	<b>229,664</b>	<b>255,461</b>	<b>276,870</b>	
<b>Commodities</b>									
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	
	<b>Subtotal</b>	<b>28,389</b>	<b>27,295</b>	<b>21,600</b>	<b>21,100</b>	<b>26,847</b>	<b>26,026</b>	<b>32,500</b>	
	<b>TOTAL EXPENDITURES</b>	<b>\$ 421,505</b>	<b>\$ 525,402</b>	<b>\$ 367,720</b>	<b>\$ 358,402</b>	<b>\$ 495,123</b>	<b>\$ 526,036</b>	<b>\$ 534,570</b>	

**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:**

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

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:	<u>FY15</u>
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	<u>\$9,000</u>
Total	<u><b>\$38,000</b></u>

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.

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

**BUDGET FOOTNOTES  
FACILITIES MAINTENANCE**

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

	<u>FY15</u>
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	<u>\$2,500</u>
Total	<b><u>\$13,000</u></b>

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:**

	<u>FY15</u>
Cleaning supplies, paper products, and coffee supplies	\$17,000
Hardware supplies	7,000
HVAC filters, boiler chemicals, and small tools	<u>3,000</u>
Total	<b><u>\$27,000</u></b>

VILLAGE OF GLEN ELLYN  
 CY 15 ANNUAL BUDGET  
 PERSONNEL SCHEDULE

**FACILITIES MAINTENANCE DIVISION**

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	FY11/12	FY12/13	FY13/14	SY 14	CY15
			<u>Budgeted Employees</u>				
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	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>2.15</u>
<b>TOTAL EMPLOYEES (Full-time Equivalents)</b>			<b><u>5.00</u></b>	<b><u>5.00</u></b>	<b><u>5.00</u></b>	<b><u>5.00</u></b>	<b><u>4.15</u></b>
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**  
**INFORMATION TECHNOLOGY**  
(121400)

**Village of Glen Ellyn**  
**Calendar Year 2015 Budget**

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

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014	SY2014	Calendar	Calendar	Calendar	
				8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual*	Year 2014 Est. Actual	Year 2015 Budget	
<b>Personnel Services</b>									
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	
	<b>Subtotal</b>	-	125,409	90,000	90,000	86,965	128,443	221,000	
<b>Contractual Services</b>									
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	
	<b>Subtotal</b>	-	133,936	145,959	120,556	115,598	138,894	233,428	
<b>Commodities</b>									
530100	Office Supplies	-	341	333	333	267	407	500	
530105	Operating Supplies	-	465	333	333	-	798	500	
	<b>Subtotal</b>	-	806	666	666	267	1,205	1,000	
<b>Capital Outlay</b>									
570110	Computer Equipment / Projects	-	44,802	32,600	30,000	41,754	33,048	83,000	7
570117	Communications Equipment	-	-	-	-	-	-	1,805	8
	<b>Subtotal</b>	-	44,802	32,600	30,000	41,754	33,048	84,805	
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 304,953</b>	<b>\$ 269,225</b>	<b>\$ 241,222</b>	<b>\$ 244,584</b>	<b>\$ 301,590</b>	<b>\$ 540,233</b>	

\*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
<b>Subtotal</b>	<b>\$108,384</b>
Copier Maintenance and Support (Admin/Finance/P&D)	\$13,000
PD Copier Maintenance. and Support	\$2,600
Munis-Dashboards	\$2,116
<b>Subtotal</b>	<b>\$17,716</b>
<b>Grand Total</b>	<b>\$126,100</b>

**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
<b>Subtotal</b>	<b>\$ 54,678</b>

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
<b>TOTAL</b>	<b><u>\$1,805</u></b>

VILLAGE OF GLEN ELLYN  
 CY 15 ANNUAL BUDGET  
 PERSONNEL SCHEDULE

**INFORMATION TECHNOLOGY**

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

<sup>1</sup> The IT manager was previously assigned to Finance.

<sup>2</sup> The Multimedia Specialist was previously assigned to the Village Manager's Office.

<sup>3</sup> The I.T. Help Desk Technician is a new position for FY15.

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

**GENERAL FUND**  
**LAW DEPARTMENT**  
(121700)

**Village of Glen Ellyn**  
**Calendar Year 2015 Budget**

\*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	SY2014	Calendar	Calendar	Calendar	
				8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget	
<b>Personnel Services</b>									
510100	Salaries - Pension	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 161,000	1
510400	FICA	-	-	-	-	-	-	22,000	1
510500	IMRF	-	-	-	-	-	-	16,000	1
	<b>Subtotal</b>	-	-	-	-	-	-	199,000	
<b>Contractual Services</b>									
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	-	-	-	-	-	-	-	
	<b>Subtotal</b>	-	-	-	-	-	-	85,440	
<b>Commodities</b>									
530100	Office Supplies	-	-	-	-	-	-	100	
530105	Operating Supplies	-	-	-	-	-	-	-	
	<b>Subtotal</b>	-	-	-	-	-	-	100	
<b>Capital Outlay</b>									
580110	Equipment /Capital Outlay	-	-	-	-	-	-	-	
	<b>Subtotal</b>	-	-	-	-	-	-	-	
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 284,540</b>	

**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:

	<b><u>CY15</u></b>
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.

	<b><u>CY15</u></b>
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**

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

<sup>1</sup> 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**

**SENIOR SERVICES**

(121500)

Village of Glen Ellyn  
Calendar Year 2015 Budget

<u>Object Code</u>	<u>Account Description</u>	<u>FY12/13 Actual</u>	<u>FY13/14 Actual</u>	<u>SY2014 8 Month Revised Budget</u>	<u>SY2014 8 Month Estimated Actual</u>	<u>Calendar Year 2013 Actual</u>	<u>Calendar Year 2014 Est. Actual</u>	<u>Calendar Year 2015 Budget</u>	
<b>Personnel Services</b>									
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	
	<b>Subtotal</b>	<u>46,811</u>	<u>47,768</u>	<u>33,400</u>	<u>33,400</u>	<u>47,049</u>	<u>48,041</u>	<u>49,500</u>	
<b>Contractual Services</b>									
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
	<b>Subtotal</b>	<u>38,416</u>	<u>37,785</u>	<u>32,950</u>	<u>21,000</u>	<u>48,387</u>	<u>29,003</u>	<u>34,800</u>	
<b>Commodities</b>									
530105	Operating Supplies	4,899	3,131	3,400	5,000	2,902	7,141	6,300	
	<b>Subtotal</b>	<u>4,899</u>	<u>3,131</u>	<u>3,400</u>	<u>5,000</u>	<u>2,902</u>	<u>7,141</u>	<u>6,300</u>	
<b>Capital Outlay</b>									
580110	Equipment	-	-	1,500	1,500	-	1,500	500	6
	<b>Subtotal</b>	<u>-</u>	<u>-</u>	<u>1,500</u>	<u>1,500</u>	<u>-</u>	<u>1,500</u>	<u>500</u>	
	<b>TOTAL - Senior Services</b>	<u>\$ 90,126</u>	<u>\$ 88,684</u>	<u>\$ 71,250</u>	<u>\$ 60,900</u>	<u>\$ 98,338</u>	<u>\$ 85,685</u>	<u>\$ 91,100</u>	

## 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

## BUDGET FOOTNOTES SENIOR SERVICES

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**

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY11/12 Budgeted Employees</u>	<u>FY12/13 Budgeted Employees</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>CY15 Budgeted Employees</u>
Senior Services Coordinator (2) <sup>2</sup>	PT	H	0.60	0.60	0.60	0.60	0.60
<b>TOTAL EMPLOYEES (Full-time Equivalents)</b>			<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>
Full-time Number of Positions			-	-	-	-	-
Part-time Number of Positions			2	2	2	2	2

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

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

**GENERAL FUND**  
**HISTORY PARK**

Village of Glen Ellyn  
Calendar Year 2015 Budget

Admin & Facilities Maintenance  
(121600)

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014	SY2014	Calendar	Calendar	Calendar	
				8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget	
<b>Personnel Services</b>									
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	
	<b>Subtotal</b>	<u>3,682</u>	<u>2,099</u>	<u>1,600</u>	<u>1,077</u>	<u>1,511</u>	<u>2,880</u>	<u>2,450</u>	1
<b>Contractual Services</b>									
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
	<b>Subtotal</b>	<u>19,425</u>	<u>21,089</u>	<u>14,950</u>	<u>11,450</u>	<u>23,150</u>	<u>18,913</u>	<u>22,950</u>	
	<b>TOTAL - Admin &amp; Facilities Maint</b>	<u>\$ 23,107</u>	<u>\$ 23,188</u>	<u>\$ 16,550</u>	<u>\$ 12,527</u>	<u>\$ 24,661</u>	<u>\$ 21,793</u>	<u>\$ 25,400</u>	

Public Works  
(121610)

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014	SY2014	Calendar	Calendar	Calendar	
				8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget	
<b>Personnel Services</b>									
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	
	<b>Subtotal</b>	<u>2,563</u>	<u>11,984</u>	<u>7,600</u>	<u>7,600</u>	<u>8,885</u>	<u>10,630</u>	<u>11,700</u>	5
<b>Contractual Services</b>									
520970	Maintenance / Bldgs & Grounds	3,006	12,341	5,200	3,500	11,535	4,806	7,700	6
521055	Professional Services/Other	-	-	-	-	-	-	-	
	<b>Subtotal</b>	<u>3,006</u>	<u>12,341</u>	<u>5,200</u>	<u>3,500</u>	<u>11,535</u>	<u>4,806</u>	<u>7,700</u>	
	<b>TOTAL - Public Works</b>	<u>\$ 5,569</u>	<u>\$ 24,325</u>	<u>\$ 12,800</u>	<u>\$ 11,100</u>	<u>\$ 20,420</u>	<u>\$ 15,436</u>	<u>\$ 19,400</u>	
	<b>TOTAL - HISTORY PARK</b>	<u>\$ 28,676</u>	<u>\$ 47,513</u>	<u>\$ 29,350</u>	<u>\$ 23,627</u>	<u>\$ 45,081</u>	<u>\$ 37,229</u>	<u>\$ 44,800</u>	

## **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.

**GENERAL FUND**  
**ECONOMIC DEVELOPMENT**  
(126500)

Village of Glen Ellyn  
Calendar Year 2015 Budget

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014	SY2014	Calendar	Calendar	Calendar	
				8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget	
<b>Personnel Services</b>									
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	
	<b>Subtotal</b>	<b>38,194</b>	<b>36,288</b>	<b>38,200</b>	<b>33,541</b>	<b>32,156</b>	<b>50,010</b>	<b>54,600</b>	
<b>Contractual Services</b>									
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
	<b>Subtotal</b>	<b>233,311</b>	<b>228,904</b>	<b>376,130</b>	<b>172,535</b>	<b>250,087</b>	<b>179,577</b>	<b>461,000</b>	
<b>Commodities</b>									
530100	Office Supplies	374	297	500	-	349	57	500	
	<b>Subtotal</b>	<b>374</b>	<b>297</b>	<b>500</b>	<b>-</b>	<b>349</b>	<b>57</b>	<b>500</b>	
<b>Capital Outlay</b>									
580110	Equipment / Capital Projects	85,970	9,000	-	-	54,000	-	-	
	<b>Subtotal</b>	<b>85,970</b>	<b>9,000</b>	<b>-</b>	<b>-</b>	<b>54,000</b>	<b>-</b>	<b>-</b>	
	<b>TOTAL - Econ. Development</b>	<b>\$ 357,849</b>	<b>\$ 274,489</b>	<b>\$ 414,830</b>	<b>\$ 206,076</b>	<b>\$ 336,592</b>	<b>\$ 229,644</b>	<b>\$ 516,100</b>	

## 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**

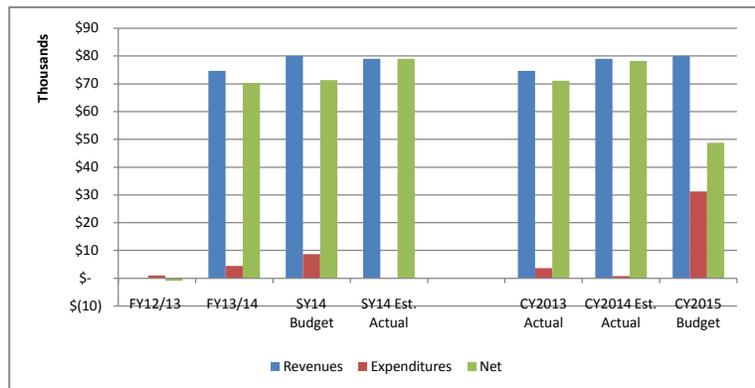
Member Dues	16,250	65 Members @	250
Village Funding	71,250		
Snow Removal Funding	15,000		
Event Total	4,460		
<b>Revenue Total</b>	<b>106,960</b>		
Website Management, Content & Design	12,000	Hosting, functionality and content creation	
Marketing Collateral	3,000	Open Flags, directories, kiosk signs, 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.	
<b>Expense Total</b>	<b>97,154</b>		
<b>Surplus/(Deficit)</b>	<b>9,806</b>		
<b>Weather Reserve</b>	<b>5,000</b>		
<b>Net Surplus/(Deficit)</b>	<b>4,806</b>		

**CENTRAL BUSINESS DISTRICT (CBD) TIF FUND**

*Village of Glen Ellyn  
Calendar Year 2015 Budget*

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

<b>Available Cash Analysis (000's)</b>	
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.

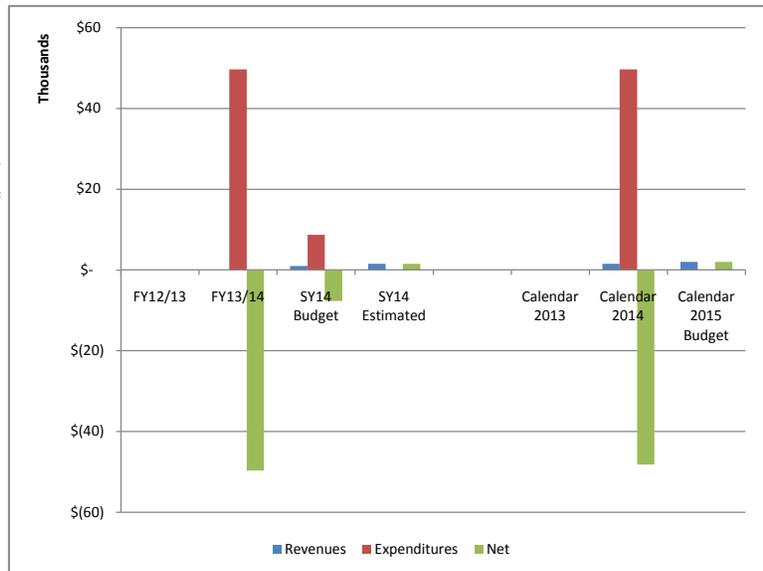
1. **Property Tax:** The Village experienced an unexpected arrival of property tax funds in the second year of the TIF District existence related to condo units throughout the district that were vacant at the time of the TIF District establishment, which were then sold and added to the property tax rolls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

**ROOSEVELT ROAD 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	
<b>Revenues / Inflows (2600)</b>									
410100	Property Tax	\$ -	\$ -	\$ 1,000	\$ 1,500	\$ -	\$ 1,500	\$ 2,000	1
<b>TOTAL REVENUES</b>		\$ -	\$ -	\$ 1,000	\$ 1,500	\$ -	\$ 1,500	\$ 2,000	
<b>Expenditures / Outflows (26000)</b>									
<b>Contractual Services</b>									
520700	Legal - General Counsel	\$ -	\$ 15,436	\$ 2,500	\$ -	\$ -	\$ 15,436	\$ -	2
521055	Professional Services - Other	-	33,425	6,200	-	-	33,425	-	3
<b>Subtotal</b>		-	48,861	8,700	-	-	48,861	-	
<b>TRANSFERS OUT</b>									
590910	Operating Transfers Out	-	825	-	-	-	825	-	
<b>TOTAL EXPENDITURES</b>		\$ -	\$ 49,686	\$ 8,700	\$ -	\$ -	\$ 49,686	\$ -	
<b>FUND INCREASE (DECREASE)</b>		\$ -	\$ (49,686)	\$ (7,700)	\$ 1,500	\$ -	\$ (48,186)	\$ 2,000	

<b>Available Cash Analysis (000's)</b>	
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.

**RESIDENTIAL SOLID WASTE FUND**

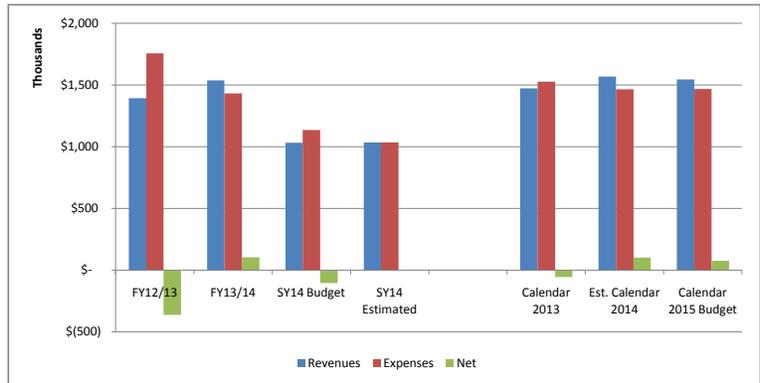
Village of Glen Ellyn  
Calendar Year 2015 Budget

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	
<b>Revenues / Inflows (5400)</b>									
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	-	-	
	<b>TOTAL REVENUES</b>	<b>\$ 1,392,771</b>	<b>\$ 1,536,506</b>	<b>\$ 1,030,750</b>	<b>\$ 1,035,274</b>	<b>\$ 1,471,083</b>	<b>\$ 1,567,728</b>	<b>\$ 1,543,970</b>	
<b>Expenses / Outflows (5400)</b>									
<b>Contractual Services</b>									
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
	<b>Subtotal</b>	<b>1,746,607</b>	<b>1,429,158</b>	<b>1,119,600</b>	<b>1,016,325</b>	<b>1,514,984</b>	<b>1,445,345</b>	<b>1,422,225</b>	
<b>Capital Outlay</b>									
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
	<b>TOTAL EXPENSES</b>	<b>\$ 1,754,617</b>	<b>\$ 1,431,187</b>	<b>\$ 1,134,100</b>	<b>\$ 1,034,975</b>	<b>\$ 1,525,023</b>	<b>\$ 1,463,995</b>	<b>\$ 1,466,975</b>	
<b>FUND INCREASE (DECREASE)</b>		<b>\$ (361,846)</b>	<b>\$ 105,319</b>	<b>\$ (103,350)</b>	<b>\$ 299</b>	<b>\$ (53,940)</b>	<b>\$ 103,733</b>	<b>\$ 76,995</b>	

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	<u>\$ 397</u>
Amount set aside for toter replacement	(206)
Amount set aside for emergency preparedness	(158)
Projected Available for other purpose	<u>\$ 34</u>

**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.

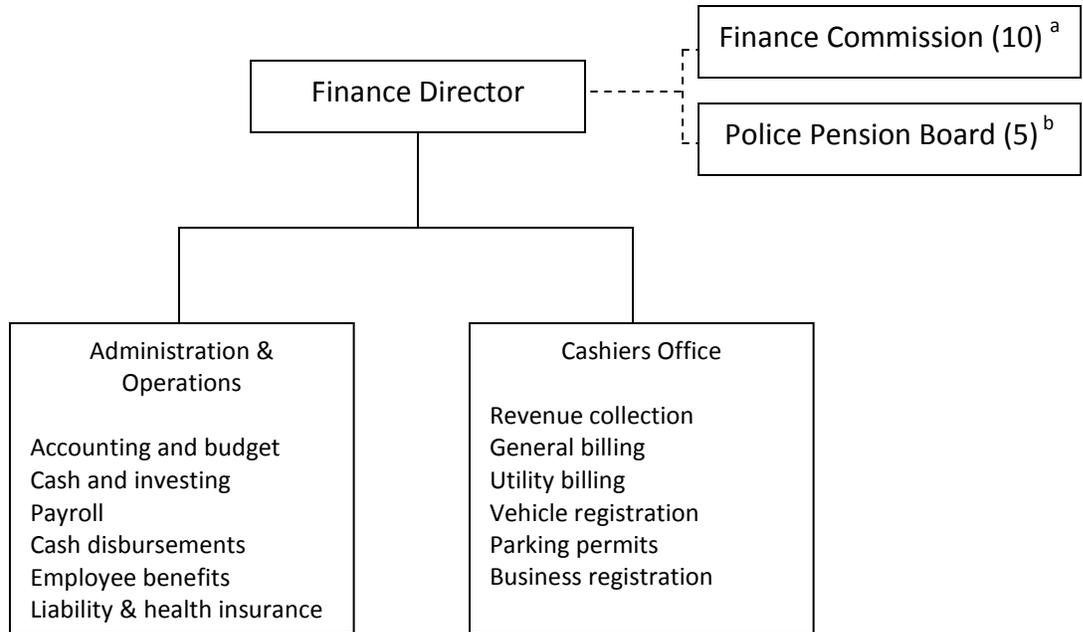
7. **Branch/Brush Removal:** This line includes funds for the six month tree branch and brush collection program (May – October) undertaken by a separate vendor, not our weekly solid waste hauling contractor. A three year contract signed in FY 12/13 is set to expire after SY14. For this reason a three 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).

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## **IV. FINANCE DEPARTMENT**

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# FINANCE DEPARTMENT CALENDAR YEAR 2015



- Assistant Finance Director (1)
- Accounting Specialist (1)
- Accounts Payable Coordinator (1 P.T. = 0.6 FTE)
- Business Office Coordinator (1 P.T. = 0.45FTE)

- Accounts Manager (1)
- Accounts Receivable Coordinator (4 P.T. = 1.8FTE)
- Billing Coordinator (4 P.T. = 1.8 FTE)
- Water Meter Reader (5 P.T. = 1 FTE)

<u>Calendar Year 2015 Budget</u>	Employee	
	<u>Count</u>	<u>FTE</u>
Full Time Personnel	4	4.00
Part-Time Personnel	<u>15</u>	<u>5.65</u>
Total Employees / FTEs	<u>19</u>	<u>9.65</u>

*(FTE = Full-Time Equivalent)*

<u>Budgeted Full-Time Employees</u>	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>SY14</u>	<u>CY15</u>
Operations	5	5	4*	4	4	4	4	3**	3	3
Cashiers Office	1	1	1	1	1	1	1	1	1	1
Total FT	6	6	5	5	5	5	5	4	4	4

a. Finance Commission is advisory to the Village Board, established by local ordinance, impaneled with resident experts, including business leaders and government auditors.  
 b. Police Pension Board has specific statutory authority established in Article III of the Illinois Pension Code to oversee and manage the Glen Ellyn Police Pension Fund. Members include Village appointees, active police officers, and an annuitant.

## FINANCE DEPARTMENT

The Finance Department serves internal and external customers, provides assistance to residents and customers, provides management reports and information to elected officials and management, and provides payroll and benefits services to employees. The Department provides service to the Village, Library, Glenbard Wastewater Authority, and Glen Ellyn Volunteer Fire Company.

The Finance Department is responsible for overseeing the fiscal operations of the Village. Primary responsibilities of the department include accounting, financial reporting, budgeting, long-term financial planning, capital financing, cash management, investment of Village funds, payment of bills, billing, collection of revenue, payroll, and pension administration. Starting in FY12/13, the Finance Department has taken on management and administration of employee benefits, such as health insurance, and managing liability insurance claims. In FY13/14, the Information Technology (IT) function was moved to the Village Manager's Office. In Short Year 14, the Finance Department was divided between Administration and Operations, and Cashiers Office.

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

The proposed staffing complement for Calendar Year 2015 includes 4 full-time, 10 part-time employees, and 5 meter readers. Departmental staff is divided into two areas including Administration and Operations and the Cashiers Office.

Administration and Operations - This segment of the department is staffed by three full-time employees including a full-time Finance Director, Assistant Finance Director, and Accounting Specialist and two part-time employees including a Accounts Payable Coordinator and a Business Office Coordinator. Primary responsibilities of this area include general administration, accounting services, accounts payable, payroll processing, pension fund administration, insurance, and employee benefits services. The Business Office Coordinator specializes in coordinating accounting and financial reporting for the Village Links/Reserve 22.

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

The accounting function records cash receipts and cash disbursements in accordance with

established policies and procedures. Monthly financial statements are prepared and distributed to department managers for review of current spending against budgeted amounts. The accounts payable function processes all disbursements for the Village, the Glenbard Wastewater Authority, the Glen Ellyn Volunteer Fire Company and the Glen Ellyn Public Library. Beginning in Calendar Year 2015, the Library will begin processing its own accounts payable.

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

For the past 25 years, the Village has received recognition for its CAFR in the form of a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). This program requires preparation of financial statements in accordance with detailed program criteria, which help ensure a financial report that is well organized and easily readable as well as ensuring a spirit of complete disclosure and comparability with other local government financial statements.

The Village received for the fifth time a Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for its Annual Budget for the fiscal year beginning May 1, 2013.

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

The Cashiers Office manages all facets of the Village's monthly combined utility billing program for water/sanitary sewer and residential solid waste collection services. The Village presently services approximately 8,000 water/sewer and 7,000 solid waste accounts through monthly billings and handles all related customer service and account maintenance. Additionally, the cashiers office administers the Village vehicle license program (approximately 16,000 transactions per year), the business registration program for approximately 1,000 businesses (which includes an annual fire inspection that is coordinated through the Planning and Development Department) and the parking permit renewal process which covers more than 800 customers parking in various lots throughout the Central Business District. Other transactions include the collection of building permit fees, real estate transfer taxes, dog licenses, parking citations and other miscellaneous fees.

## **Accomplishments for Short Year 2014**

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

1. Completed annual audit – The annual audit was completed and will be submitted for consideration for the Government Finance Officers Association’s Award for Excellence in Financial Reporting.
2. Conversion to UBCIS – The conversion process was begun for conversion to an updated version of our utility billing software. Once completed, this conversion will permit the Village to begin e-billing and will also streamline additional utility billing functions.
3. Automation of Payroll Status Forms – In conjunction with the Village Manager’s Office, the payroll status form is in the process of being converted from a paper form to an automated process within our MUNIS software. This update will provide more a more timely and automated transmission of data between human resources, finance, and the other Village departments.
4. Conversion to a calendar year budget – The Short Fiscal Year 2014 provided the bridge between the Village’s previous April 30 fiscal year end and the new calendar year fiscal year. Implementing the conversion required attention to detail and while our software systems and financial reports were transitioned to the new fiscal year.
5. Improved financial reporting for Village Links/Reserve 22 – The finance department began preparing biweekly financial statements for the Village Links/Reserve 22. The increased frequency of reporting assists the Village Links/Reserve 22 in daily management of their operations. A Business Office Coordinator was also hired to focus solely on financial operations and analysis for the Village Links/Reserve 22.
6. Implemented a monthly financial narrative – Each month, the Finance Commission receives a monthly financial packet which provides a dashboard and key financial data for the General Fund and the Recreation Fund. Beginning in the short year, a narrative was created to highlight the key activities of the month and year-to-date to aid the Commission in interpreting the financial reports.
7. Managed turnover personnel – Three key full time positions turned over in the Finance Department in Short Year 14. The Cashiers Office also had four vacancies during the Short Year 14. These transitions were effectively managed by the dedication of the remaining personnel and temporary external accounting assistance.

8. Revised 10 year Capital Improvements Plan (CIP) – The department assisted in revising the 10-year CIP which was presented to the Village Board.
9. Completed Two Lockbox Conversions – When our current bank was acquired by a new bank, it was necessary to convert our Village Services Bill lockbox. The new lockbox was at a higher cost and had reduced services; therefore, the Cashiers Office found an alternative lockbox provider which decreased costs and increased service offerings.
10. Reviewed Police Pension Funding Policy – The assumptions used in the Police Pension’s actuarial report were reviewed with both the Finance Commission and the Police Pension Board in order to provide a recommendation to the Village Board.
11. Fire Services Fee – Starting May 1, 2014, the Village added a Fire Services Fee to the Village Services Bill. This fee provides financial assistance to the Glen Ellyn Volunteer Fire Company. The Cashier’s Office ensured that implementation of the fee on the bill was seamless and responded to any inquiries regarding the new fee.

### **Goals and Objectives for Calendar Year 2015**

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

1. Continue to improve ongoing operations:
  - a. Oversee the overall budget and guide the organization to stay under budget annually as well as continue to evaluate and initiate cost control ideas and programs.
  - b. Look for ways to reduce paper filing and paper distribution of reports and documentation.
  - c. Achieve the Government Finance Officers Certificate of Achievement for Excellence in Financial Reporting, Distinguished Budget Presentation Award and Award for Outstanding Achievement in Popular Annual Financial Reporting.
  - d. Improve financial reporting to residents and other stakeholders by focused reporting on government-fund basis.
  - e. Improve processes: accounts payable, payroll, escrow tracking, bank reconciliations, generating financial reports.
2. Complete the pre-budget analysis including the following:

- a. Five year forecast.
  - b. Review and make recommendations to the HRST, SSA, new revenue ideas, and other improvements of Village Financial policies.
  - c. Review all fees and fines and adjust accordingly.
3. Successful conversion to UBCIS, which will allow e-billing to utility customers.
  4. Implementation of budget module in MUNIS.
  5. Better financial reporting for the Recreation Fund to achieve multiple objectives including daily operations monitoring, management oversight, advisory board oversight, and Village Board oversight.
  6. More detailed capital project reporting.
  7. Review investment program with the Finance Commission Investment Subcommittee.
  8. Review parking rates. Seek proposals for alternate payment methods for parking patrons (daily pay lots and parking meters).
  9. Review fund balance (cash reserve) policy.
  10. Review and make recommendations for improvement of Village financial policies.
  11. Implement positive pay.

**GENERAL FUND**

**FINANCE DEPARTMENT**

(122000)

AS OF FY13/14, IT FUNCTIONS HAVE MOVED TO ITS OWN COST CENTER

AS OF SY14, THE FINANCE DEPARTMENT HAS BEEN DIVIDED INTO TWO COST CENTERS

*Village of Glen Ellyn  
Calendar Year 2015 Budget*

Object Code	Account Description	FY12/13	FY13/14	SY2014	SY2014	Calendar	Calendar	Calendar
		Actual	Actual	8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget
<b>Personnel Services</b>								
510100	Salaries - Pension	\$ 461,709	\$ 372,772	\$ 268,000	\$ 237,000	\$ 403,584	\$ 352,885	\$ 370,000
510120	Salaries - Non-pension	173,439	173,600	120,000	147,200	167,816	202,526	199,500
510200	Overtime	1,251	-	-	-	-	-	-
510400	FICA	46,562	40,028	29,500	24,000	41,824	36,716	43,500
510500	IMRF	53,968	44,484	32,300	28,500	48,777	41,939	40,000
	<b>Subtotal</b>	<b>736,929</b>	<b>630,884</b>	<b>449,800</b>	<b>436,700</b>	<b>662,001</b>	<b>634,066</b>	<b>653,000</b>
<b>Contractual Services</b>								
520305	Employee Relations	109	620	400	400	647	482	800
520600	Dues / Subscriptions	1,862	1,330	800	500	1,675	780	2,100
520620	Employee Education	4,523	2,888	900	500	1,561	2,437	2,475
520625	Travel	1,967	2,369	2,300	1,210	2,114	1,512	2,450
520630	State Unemployment Claims	18,680	27,015	17,000	12,000	17,529	21,486	-
520650	Public Notices	2,556	2,411	2,700	2,700	2,448	2,797	2,700
520825	Audit Fees	35,909	37,904	35,750	38,585	36,426	38,585	35,500
520835	Banking Services	10,611	11,327	8,000	8,000	11,285	11,710	15,350
520900	Postage	28,070	27,985	18,700	17,530	28,158	28,400	29,100
520905	Printing	1,941	1,898	1,300	4,200	3,079	4,470	7,700
520975	Maintenance - Equipment	74,755	1,740	1,000	1,300	3,690	1,735	2,000
521055	Professional Services / Other	16,143	20,776	3,000	43,000	2,248	61,600	5,100
521195	Telecommunications	26,463	850	400	400	9,896	600	1,200
590600	IFT / Health Insurance	49,670	35,741	24,100	19,200	36,359	30,252	43,400
590610	IFT / Insurance - General	2,500	3,900	3,200	3,200	3,433	4,500	4,300
	<b>Subtotal</b>	<b>275,759</b>	<b>178,754</b>	<b>119,550</b>	<b>152,725</b>	<b>197,288</b>	<b>211,346</b>	<b>154,175</b>
<b>Commodities</b>								
530100	Office Supplies	9,144	4,968	4,000	3,300	8,039	4,494	6,400
530105	Operating Supplies	7,411	7,206	2,400	3,200	3,102	7,525	5,800
	<b>Subtotal</b>	<b>16,555</b>	<b>12,174</b>	<b>6,400</b>	<b>6,500</b>	<b>11,141</b>	<b>12,019</b>	<b>12,200</b>
<b>Capital Outlay</b>								
570110	Computer Equipment / Projects	33,795	241	-	-	11,635	932	-
	<b>Subtotal</b>	<b>33,795</b>	<b>241</b>	<b>-</b>	<b>-</b>	<b>11,635</b>	<b>932</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,063,038</b>	<b>\$ 822,053</b>	<b>\$ 575,750</b>	<b>\$ 595,925</b>	<b>\$ 882,065</b>	<b>\$ 858,363</b>	<b>\$ 819,375</b>
IT Cost center		\$ -	\$ 304,953.00	\$ 269,225.00	\$ 241,222.00	\$ 244,584.00	\$ 301,590.00	\$ 540,233.00
Finance plus IT		\$ 1,063,038	\$ 1,127,006	\$ 844,975	\$ 837,147	\$ 1,126,649	\$ 1,159,953	\$ 1,359,608

**GENERAL FUND**

**FINANCE DEPARTMENT - ADMIN AND OPERATIONS**  
(122100)

*Village of Glen Ellyn*  
**Calendar Year 2015 Budget**

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014	SY2014	Calendar	Calendar	Calendar
				8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual*	Year 2015 Budget
<b>Personnel Services</b>								
510100	Salaries - Pension	\$ -	\$ -	\$ 224,000	\$ 196,000	\$ -	\$ 196,000	\$ 301,000
510120	Salaries - Non-pension	-	-	-	22,200	-	22,200	26,500
510400	FICA	-	-	17,000	17,000	-	17,000	25,000
510500	IMRF	-	-	27,000	24,000	-	24,000	32,500
	<b>Subtotal</b>	-	-	268,000	259,200	-	259,200	385,000
<b>Contractual Services</b>								
520305	Employee Relations	-	-	230	200	-	200	500
520600	Dues / Subscriptions	-	-	800	500	-	500	2,100
520620	Employee Education	-	-	900	500	-	500	2,000
520625	Travel	-	-	2,300	1,200	-	1,200	2,400
520630	State Unemployment Claims	-	-	17,000	12,000	-	12,000	-
520650	Public Notices	-	-	2,700	2,700	-	2,700	2,700
520825	Audit Fees	-	-	35,750	38,585	-	38,585	35,500
520835	Banking Services	-	-	8,000	8,000	-	8,000	14,700
520900	Postage	-	-	18,700	17,000	-	17,000	26,000
520905	Printing	-	-	1,300	1,600	-	1,600	1,700
520975	Maintenance - Equipment	-	-	1,000	1,300	-	1,300	2,000
521055	Professional Services / Other	-	-	2,000	43,000	-	43,000	5,100
521195	Telecommunications	-	-	400	400	-	400	1,200
590600	IFT / Health Insurance	-	-	12,430	7,200	-	7,200	27,400
590610	IFT / Insurance - General	-	-	2,100	2,100	-	2,100	2,800
	<b>Subtotal</b>	-	-	105,610	136,285	-	136,285	126,100
<b>Commodities</b>								
530100	Office Supplies	-	-	2,700	2,000	-	2,000	4,000
530105	Operating Supplies	-	-	1,300	2,400	-	2,400	2,300
	<b>Subtotal</b>	-	-	4,000	4,400	-	4,400	6,300
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 377,610</b>	<b>\$ 399,885</b>	<b>\$ -</b>	<b>\$ 399,885</b>	<b>\$ 517,400</b>

This cost center was created for the SY14 budget. Activity is totaled on the Finance Department budget page for comparison purposes.

\*As only a partial calendar year is available for 2014 as the cost center was created in May, Calendar Year 2014 Estimated Actual is not presented.

**BUDGET FOOTNOTES  
FINANCE DEPARTMENT**

\* Prior to FY13/14, the Information Technology Function was included in the Finance Department.

Starting in SY14, the Finance Department expenditures have been divided into two cost centers: Administration and Operations, and Cashiers Office.

**ADMINISTRATION AND OPERATIONS**

1. **Salaries:** Salaries assume all positions will remain filled. The IT Manager has been moved to the Information Technology cost center in FY13/14.
2. **Dues /Subscriptions:** Includes the following memberships and subscriptions:

IGFOA (Director & Asst. Director)	\$400
American Payroll Association (Accounting Specialist)	\$260
Illinois CPA Society (Director)	\$295
CPA License Renewal (Director)	\$125
GFOA (Village membership)	\$250
Budget award application	\$350
CAFR award application	\$420
Total	\$2100

3. **Employee Education:** Training includes various seminar and meetings conducted by the IGFOA or other organizations.

IGFOA Conference (Director & Asst. Director)	\$700
GFOA Conference (Director)	\$440
IGFOA Training Seminars (Director, Asst. Director, Accounting Specialist)	\$780
Other	\$80
Total	\$2,000

4. **Travel:** \$1,250 is budgeted in for travel to the GFOA conference for the Director. \$980 is budgeted for both the Director and Assistant Director to travel to the IGFOA state conference, which is held each fall. \$170 is budgeted for meals not provided in conference registration and for mileage while conducting Village business.
5. **State Unemployment Claims:** This line item was moved to the Village Manager’s Office for Calendar Year 2015.

## BUDGET FOOTNOTES FINANCE DEPARTMENT

6. **Public Notices:** We will be required to publish notice in the newspaper for the annual Treasurer's Report (\$2,000), budget public hearing (\$200), and property tax levy public hearing (\$500).
7. **Audit Fees:** The Village is required by State statute to have an annual audit performed by independent Certified Public Accountants. The amount budgeted for Calendar Year 2015 represents audit fees for the review of fiscal year May 1, 2014, through December 31, 2014. Although the audit period is shorter, we do not anticipate a reduction in fees as the audit procedures cannot be reduced for a shortened period.
8. **Banking Services:** Prior to FY08/09, the Village paid for its banking services through a compensating balance arrangement. Following a request for proposal process in the fall of 2008, the new banking services agreement provides for compensation through monthly charges versus the requirement to maintain a compensating balance. In Calendar Year 2015, it is budgeted to implement positive pay, with a cost of approximately \$3,000.
9. **Postage:** This account pays for all general outgoing Village postage metered at the Civic Center. Increases in postage rates are likely to be moderated by more use of emailing and scanning technologies.
10. **Printing:** Printing services are now distinguished from operating supplies for items such as printing budget documents and services to print forms and other notices. We will print both the budget document (\$1,400) and audit supplies (\$300).
11. **Maintenance - Equipment:** A majority of costs in this line have been moved to the Information Technology cost center. Postage machine rental remains the sole cost in this line item.
12. **Professional Services / Other:** The Calendar Year 2016 budget will be prepared using our MUNIS software, which will require implementation guidance from MUNIS estimated at \$5,100.
13. **Telecommunications:** This line previously included Village wide telecommunications and internet service, which has been moved to the Information Technology cost center. This provides for the cell phone reimbursement for the Director.
14. **Operating Supplies:** This line item provides for many of the department's annual supplies and forms including payroll and accounts payable check stock, year-end tax forms, and document publication supplies. The costs for printing services that had previously been paid from this account have been moved to the printing line item.

**GENERAL FUND**  
**FINANCE DEPARTMENT - CASHIERS OFFICE**  
(122200)

*Village of Glen Ellyn*  
**Calendar Year 2015 Budget**

<u>Object Code</u>	<u>Account Description</u>	<u>FY12/13 Actual</u>	<u>FY13/14 Actual</u>	<u>SY2014 8 Month Revised Budget</u>	<u>SY2014 8 Month Estimated Actual</u>	<u>Calendar Year 2013 Actual</u>	<u>Calendar Year 2014 Est. Actual*</u>	<u>Calendar Year 2015 Budget</u>	
<b>Personnel Services</b>									
510100	Salaries - Pension	\$ -	\$ -	\$ 44,000	\$ 41,000	\$ -	\$ -	\$ 69,000	
510120	Salaries - Non-pension	-	-	120,000	125,000	-	-	173,000	
510400	FICA	-	-	12,500	7,000	-	-	18,500	
510500	IMRF	-	-	5,300	4,500	-	-	7,500	
	<b>Subtotal</b>	-	-	181,800	177,500	-	-	268,000	1
<b>Contractual Services</b>									
520305	Employee Relations	-	-	170	200	-	-	300	
520620	Employee Education	-	-	-	-	-	-	475	2
520625	Travel	-	-	-	10	-	-	50	
520835	Banking Services	-	-	-	-	-	-	650	
520900	Postage	-	-	-	530	-	-	3,100	3
520905	Printing	-	-	-	2,600	-	-	6,000	4
521055	Professional Services / Other	-	-	1,000	-	-	-	-	5
590600	IFT / Health Insurance	-	-	11,670	12,000	-	-	16,000	
590610	IFT / Insurance - General	-	-	1,100	1,100	-	-	1,500	
	<b>Subtotal</b>	-	-	13,940	16,440	-	-	28,075	
<b>Commodities</b>									
530100	Office Supplies	-	-	1,300	1,300	-	-	2,400	
530105	Operating Supplies	-	-	1,100	800	-	-	3,500	6
	<b>Subtotal</b>	-	-	2,400	2,100	-	-	5,900	
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 198,140</b>	<b>\$ 196,040</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 301,975</b>	

This cost center was created for the SY14 budget. Activity is totaled on the Finance Department budget page for comparison purposes.

\*As only a partial calendar year is available for 2014 as the cost center was created in May, Calendar Year 2014 Estimated Actual is not presented.

**BUDGET FOOTNOTES  
FINANCE DEPARTMENT**

**CASHIERS OFFICE**

1. **Salaries:** Salaries for SY14 and CY 15 assume all positions will remain filled. The Cashiers Office continues to operate at 10% fewer hours than in FY08/09. Staffing includes one full time Accounts Manager, four part time Accounts Receivable Coordinators, and four part time Billing Coordinators.
2. **Employee Education:** Training includes various seminar and meetings conducted by the IGFOA or other organizations.
3. **Postage:** This account pays for postage costs for the mailing of approximately 12,000 vehicle registration applications (for approximately 16,000 vehicles) and annual business registration materials. Postage costs for the monthly water / sewer / refuse bills are budgeted in the Water & Sanitary Sewer and Residential Solid Waste Funds. Increases in postage rates are likely to be moderated by more use of emailing and scanning technologies.
4. **Printing:** Printing services are now distinguished from operating supplies for items such as printing budget documents and services to print forms and other notices..
5. **Professional Services / Other:** We have retained a modest budget for professional services that may be need to help with fiscal year transition or other billing issues that may arise.
6. **Operating Supplies:** This line item provides for many of the department's annual supplies, including decals and tags associated with vehicle, business and dog registration.

VILLAGE OF GLEN ELLYN  
CY 15 ANNUAL BUDGET  
PERSONNEL SCHEDULE

**FINANCE DEPARTMENT**

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY11/12 Budgeted Employees</u>	<u>FY12/13 Budgeted Employees</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>CY15 Budgeted Employees</u>
<b>Administration &amp; Operations</b>							
Finance Director	FT	U	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	FT	P	1.00	1.00	1.00	1.00	1.00
Information Technology Manager <sup>1</sup>	FT	S	1.00	1.00	-	-	-
Accounting Specialist	FT	I	1.00	1.00	1.00	1.00	1.00
Accounts Payable Coordinator	PT	D	0.60	0.60	0.60	0.60	0.60
Business Office Coordinator <sup>2</sup>	PT	F	-	-	-	-	0.45
<b>Cashier's Office</b>							
Accounts Manager	FT	J	1.00	1.00	1.00	1.00	1.00
Accounts Receivable Coordinator (4)	PT	D	1.80	1.80	1.80	1.80	1.80
Billing Coordinator (4)	PT	D	1.80	1.80	1.80	1.80	1.80
Water Meter Readers (5)	PT	N/A	1.00	1.00	1.00	1.00	1.00
<b>TOTAL EMPLOYEES (Full-time Equivalents)</b>			<b>10.20</b>	<b>10.20</b>	<b>9.20</b>	<b>9.20</b>	<b>9.65</b>
Full-time Number of Positions			5	5	4	4	4
Part-time Number of Positions			13	13	14	14	15

1 The Information Technology Manager was relocated to its own division within Administration starting in FY14.

2 The Business Office Coordinator is a new position in CY15 and will focus on finance operations for the Village Links Golf Course and Reserve 22 Restaurant.

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

## INSURANCE FUND

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

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

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

Beginning January 1, 2009, the Village joined the Intergovernmental Personnel Benefit Cooperative (IPBC), a pool of approximately 70 Illinois municipalities who have joined together as an intergovernmental cooperative for the purpose of providing economies of scale and risk pooling among its members. Participation in this program was intended to offer the Village better price stability with respect to annual changes in its insurance costs, as well as offer a greater variety of choices (including lower cost programs) to participating employees.

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

The Village participates in the Municipal Insurance Cooperative Agency (MICA), which pools general liability / workers compensation insurance coverages with other local governments. MICA is a privately administered insurance pool consisting of about 20 municipal and other local government agencies within Illinois.

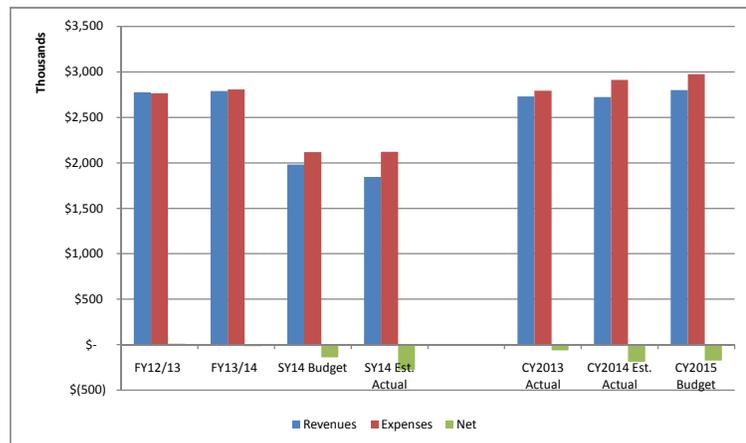
**INSURANCE FUND**

Village of Glen Ellyn  
Calendar Year 2015 Budget

Object Code	Account Description	FY12/13	FY13/14	SY2014	SY2014	Calendar	Calendar	Calendar	
		Actual	Actual	8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget	
<b>Revenues / Inflows (6000)</b>									
440600	Health Plan Contrib. - Employee	\$ 404,212	\$ 421,527	\$ 295,700	\$ 305,100	\$ 419,298	\$ 434,354	\$ 424,300	1
440605	Health Plan Contrib. - Others	164,321	148,002	81,700	91,100	145,465	137,500	138,200	1
440610	Health Plan Contrib. - Library	237,014	240,205	170,020	150,200	244,662	224,890	189,810	2
440620	Health Plan Contrib. - GWA	202,473	209,740	139,140	140,800	200,537	206,742	221,400	2
460100	Interest Income	4,070	3,984	2,160	2,400	3,971	4,008	3,500	
489000	Miscellaneous Revenue	68,567	-	-	16	-	16	25,300	3
490601	IFT / Law*	-	-	-	-	-	-	5,200	
490602	IFT / Administration	42,999	53,147	36,300	38,200	49,699	54,713	38,300	4
490603	IFT/ Information Technology	-	14,121	9,970	9,700	6,727	14,094	13,300	4
490604	IFT / Finance - Admin*	52,170	39,641	14,530	14,200	39,792	26,552	30,200	4
490605	IFT / Finance - Cashiers*	-	-	12,770	12,400	-	12,400	17,500	4
490606	IFT / Public Works - Adm/Eng	97,092	61,310	66,610	41,730	72,475	60,857	96,000	4
490608	IFT / Equipment Services	60,412	60,517	44,430	43,400	64,531	60,598	69,300	4
490610	IFT / Public Works Streets*	110,883	136,435	60,140	67,500	130,743	112,276	86,800	4
490611	IFT / Public Works Forestry*	-	-	35,850	41,200	-	41,200	85,600	4
490612	IFT / Facilities Maintenance	10,429	9,954	7,840	7,700	10,014	10,869	11,400	4
490613	IFT / Police - Admin*	-	-	121,620	73,800	-	73,800	128,800	4
490614	IFT / Police - Operations*	683,469	726,897	353,640	312,500	700,103	543,896	501,800	4
490619	IFT / Police - Investigations*	-	-	44,460	43,300	-	43,300	72,900	4
490615	IFT / Volunteer Fire	199,100	159,300	-	-	172,567	53,100	-	4
490625	IFT / Fire Department	-	-	64,900	64,900	-	64,900	196,400	4
490626	IFT / EMS	-	-	64,900	64,900	-	64,900	-	4
490616	IFT / P&D - Planning*	98,831	86,681	23,140	22,500	83,049	48,764	31,300	4
490619	IFT / P&D - Building*	-	-	36,970	35,900	-	35,900	50,400	4
490617	IFT / Economic Development	100	1,100	900	900	767	1,267	1,100	4
490618	IFT / Parking	600	600	500	500	600	700	800	4
490620	IFT / Water	98,174	131,263	71,010	78,700	123,353	119,383	110,900	4
490622	IFT / Sewer	95,743	137,538	67,610	68,800	126,297	111,584	101,400	4
490624	IFT / Recreation	146,499	146,820	154,040	114,000	136,024	160,028	149,400	4
	<b>TOTAL REVENUES</b>	<b>\$ 2,777,158</b>	<b>\$ 2,788,782</b>	<b>\$ 1,980,850</b>	<b>\$ 1,846,346</b>	<b>\$ 2,730,674</b>	<b>\$ 2,722,591</b>	<b>\$ 2,801,310</b>	
<b>Expenses / Outflows (6000)</b>									
<b>Contractual Services</b>									
520870	Risk Management	\$ 5,187	\$ 4,728	\$ 5,900	\$ 10,000	\$ 4,807	\$ 10,983	\$ 11,570	5
520885	Liability Insurance	490,819	494,062	516,620	561,136	479,075	578,607	612,000	6
520893	Wellness/Health Incentives	32,241	8,812	19,600	18,000	28,293	21,090	20,000	7
520895	Health/Life Insurance	2,236,391	2,298,388	1,577,000	1,533,300	2,280,786	2,301,276	2,331,000	8
	<b>TOTAL EXPENSES</b>	<b>\$ 2,764,638</b>	<b>\$ 2,805,990</b>	<b>\$ 2,119,120</b>	<b>\$ 2,122,436</b>	<b>\$ 2,792,961</b>	<b>\$ 2,911,956</b>	<b>\$ 2,974,570</b>	
<b>FUND INCREASE (DECREASE)</b>		<b>\$ 12,520</b>	<b>\$ (17,208)</b>	<b>\$ (138,270)</b>	<b>\$ (276,090)</b>	<b>\$ (62,287)</b>	<b>\$ (189,365)</b>	<b>\$ (173,260)</b>	

<b>Available Cash Analysis (000's)</b>	
Available, May 1, 2014	\$ 1,609
Preliminary SY14 Inflow/(Outflow)	(276)
Budgeted CY15 Inflow/(Outflow)	(173)
Projected Available, December 31, 2015	<u>\$ 1,160</u>

\* New cost centers in Finance, Police, Planning and Development and Public Works added for SY14. The Law cost center was added in CY15.



## BUDGET FOOTNOTES INSURANCE FUND

1. **Employee / Retiree / Other Contributions:** Full-time employees participating in the Village's health benefits plan pay for 20% of the total costs for the plan year by payroll deduction. Retired and separated employees choosing to continue participation in the health plan pay 100% of their costs.
2. **Health Plan Contribution – Library & Glenbard Wastewater Authority (GWA):** The Library and GWA are part of the Village's health insurance plan. On a monthly basis, the Library and GWA reimburse the Village for their share of the health insurance costs.
3. **Miscellaneous Revenue:** The Village participates in a health insurance pool. The pool has implemented wellness initiatives as a method of controlling health claims and therefore costs. By implementing a wellness program that meets a minimum standard of participation, the Village qualifies to receive an incentive that is estimated at \$25,300 for calendar year 2015.
4. **Internal Fund Transfer (IFT's)**– The Insurance Fund charges each department for its share of the funds costs, including health insurance, liability insurance, and other related costs. Health insurance is allocated based on anticipated health insurance usage and cost. Liability insurance is allocated based upon operating expenditures/expenses and departmental risk.
5. **Risk Management:** The Risk Management account funds such items as the Village's safety program (\$2,000), employee assistance program (\$2,700), random drug and alcohol testing (\$4,270), independent medical examinations (\$2,100) and the attendance at the Municipal Insurance Cooperative Agency (MICA) meetings (\$500).
6. **Liability Insurance:** The Village pools its risk and liability insurance coverages with about 20 other municipal members through the Municipal Insurance Cooperative Agency (MICA). Annual premiums payable to MICA are determined through an allocation model which is based on each member's loss experience (2/3) and loss exposure (1/3) over the past four claim years. Premiums are paid in May of each year and are anticipated to escalate 5% this year, such that anticipated cost is \$576,000. Other insurance paid includes public officials bond (\$130), excess crime (\$1,175), and underground storage tank (\$5,700). Lastly, this item includes an estimation of deductibles and direct claim payments of \$17,400.
7. **Wellness/Health Incentives:** The Village's employee health plan includes a wellness screening each fall. The Village covers the cost of the screening for full time employees and their spouses and retirees and their spouses. Flu shots are also offered for free to all employees. Beginning in FY13/14, our health insurance risk pool began paying for \$100 of the screening for each full time employee and spouse, saving the Village approximately

\$10,000. Employees who participate are eligible for up to \$400 in credit towards their insurance deductibles and Glen Ellyn Chamber of Commerce gift certificates. The program encourages healthy lifestyles with the goal of reducing future health care costs.

8. **Health Benefits / Life Insurance:** Beginning January 1, 2009, the Village began participation in the Intergovernmental Personnel Benefit Cooperative (IPBC) as a means of better stabilizing changes in health costs. The Village has seen favorable premium increases over the past few years as compared to the national average. Premium changes for SY14 range between a decrease of 4.5% to an increase of 3.5%, based up on the type of insurance (PPO, HMO or Dental). Based upon estimates provided by our insurance broker, we are budgeting for a 4% increase in premiums beginning July 1, 2015 for the plan year.

## **GLEN ELLYN POLICE PENSION FUND**

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

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

- Active Police Officers – This is expected to generate about \$340,000 in CY15. Police officers contribute 9.91 percent of their base salary in accordance with state statute. Note – Police Officers do not participate or contribute to Social Security, but do pay a Medicare tax of 1.45% of salary.
- Investment Income – Income generated by the Fund’s investment holdings. The pension fund investment portfolio has a longer-term focus, and broader ranges of investments are permitted, than that used for general Village investments.
- Village Contribution – According to calculations performed by an independent actuary, this is the amount needed to fully fund the plan (from a long-term time perspective) based on a set of interest earnings rate, salary rate increase, mortality, and other assumptions. For Calendar Year 2015, we are budgeting a \$1.153 million contribution. This is in anticipation of lowering the investment return assumption which will increase the required contribution to the fund.

### **Retirement Benefits**

The Police Pension Plan, set by State law, provides retirement benefits at age 50, with a minimum of 20 years of service, at a rate of one half the annual salary attached to the rank held on the last day of service. The annual pension increases by 2.5% of the annual salary for each additional year of service over 20 years up to 30 years to a maximum of 75% of such annual salary. Generally, upon the attainment of age 55, retired Police Officers receive an annual compounded increase in their pension of 3% each January 1<sup>st</sup>. Changes in law have modified this benefit for officers who began employment after January 1, 2011. These modified benefits include normal retirement age of 55, non-compounding CPI-based cost of living increases after age 60, and benefits based on the average salary over the last eight years. There are 34 beneficiaries receiving a monthly police pension from the Glen Ellyn Police Pension Fund at an estimated cost of about \$1.7 million for CY15.

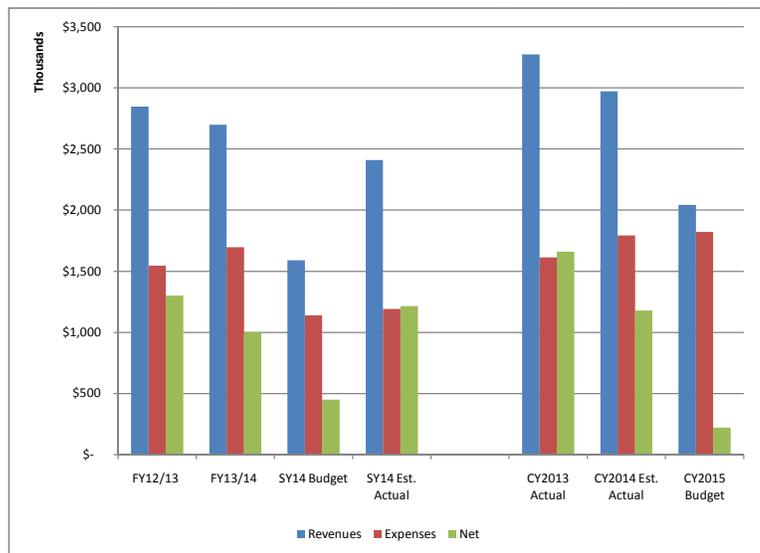
**POLICE PENSION FUND**

Village of Glen Ellyn  
Calendar Year 2015 Budget

Object Code	Account Description	FY12/13	FY13/14	SY2014	SY2014	Calendar	Calendar	Calendar	
		Actual	Actual	8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget	
<b>Revenues / Inflows (9000)</b>									
440700	Employee Contributions	\$ 317,099	\$ 338,139	\$ 240,000	\$ 225,000	\$ 332,929	\$ 331,560	\$ 340,000	1
460100	Interest Income	254,855	495,015	335,000	275,000	413,130	423,955	500,000	2
460725	Realized Gain/Loss on Invest.	293,168	486,256	33,500	33,500	559,012	(42,374)	50,000	2
460730	Unrealized Gain/Loss on Invest.	1,012,677	398,946	-	895,000	987,347	1,278,310	-	
490700	IFT / General Fund	969,000	980,000	981,000	981,000	980,000	981,000	1,153,000	3
489000	Miscellaneous Revenue	-	50	-	-	-	50	-	
<b>TOTAL REVENUES</b>		<b>\$ 2,846,799</b>	<b>\$ 2,698,406</b>	<b>\$ 1,589,500</b>	<b>\$ 2,409,500</b>	<b>\$ 3,272,418</b>	<b>\$ 2,972,501</b>	<b>\$ 2,043,000</b>	
<b>Expenses / Outflows (9000)</b>									
<b>Contractual Services</b>									
520600	Conferences / Seminars	\$ 1,465	\$ 2,164	\$ 2,000	\$ 1,100	\$ 2,479	\$ 1,405	\$ 2,000	4
520605	Association Dues	775	775	800	775	1,550	775	800	5
520610	Department of Insurance Filing Fee	4,567	4,709	4,900	4,873	4,722	4,873	5,000	6
520625	Travel	980	462	500	500	462	500	1,000	7
520700	Legal Fees	547	4,132	500	-	4,628	50	500	8
520800	Investment Manager / Advisor	42,937	27,264	28,500	28,000	25,502	37,292	40,000	9
520815	Custodial Account Fees	15,934	16,574	12,500	12,500	16,205	20,889	17,500	10
520820	Actuarial Services	1,050	1,200	1,200	1,200	1,200	1,200	1,250	11
520830	Accounting Service Fees	2,100	525	2,100	2,100	2,100	2,100	2,100	12
520880	Fiduciary Liability Insurance	3,668	3,914	4,000	4,115	3,914	4,115	4,000	13
520900	Postage and Shipping	15	-	-	-	15	-	-	
521055	Professional Services - Other	-	7,660	-	-	7,660	-	-	
521205	Service Pensions	1,301,995	1,343,872	910,300	907,600	1,327,178	1,366,687	1,430,000	14
521210	Disability Pensions	72,346	110,687	86,300	86,300	91,971	129,443	131,000	14
521215	Surviving Spouse Pensions	97,433	97,433	65,000	104,252	97,433	136,729	156,500	14
521220	Employee Contribution Refunds	-	74,116	20,000	39,700	26,187	87,629	30,000	
<b>TOTAL EXPENSES</b>		<b>\$ 1,545,812</b>	<b>\$ 1,695,487</b>	<b>\$ 1,138,600</b>	<b>\$ 1,193,015</b>	<b>\$ 1,613,206</b>	<b>\$ 1,793,687</b>	<b>\$ 1,821,650</b>	
<b>FUND INCREASE (DECREASE)</b>		<b>\$ 1,300,987</b>	<b>\$ 1,002,919</b>	<b>\$ 450,900</b>	<b>\$ 1,216,485</b>	<b>\$ 1,659,212</b>	<b>\$ 1,178,814</b>	<b>\$ 221,350</b>	

**Available Cash and Investments Analysis (000's)**

Available, May 1, 2014	\$ 24,849
Preliminary SY14 Inflow/(Outflow)	1,216
Budgeted CY15 Inflow/(Outflow)	221
<b>Projected Available, December 31, 2015</b>	<b>\$ 26,287</b>

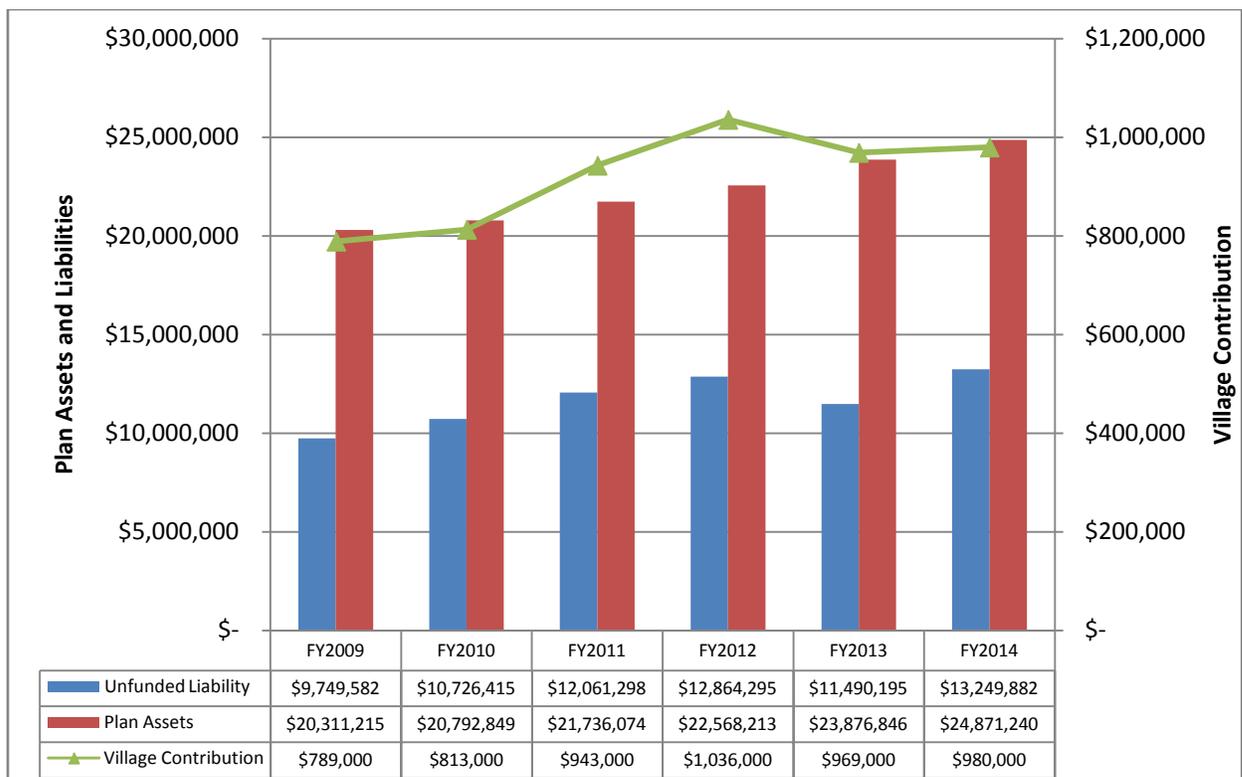


## BUDGET FOOTNOTES POLICE PENSION FUND

1. **Employee Contributions:** Covered employees contribute 9.91% of their base salary to the Police Pension Fund.
2. **Investment returns (interest income and realized gains/losses):** Investment returns are budgeted conservatively as market conditions and returns cannot be known.
3. **IFT/General Fund:** This is the employer contribution to the Police Pension Fund. The amount of the contribution is calculated by an enrolled actuary using various assumptions. For FY13/14 and SY2014, those assumptions included a 7.25% long term investment rate of return and 5.0% salary increase. Prior to determining the FY14 contribution, assumptions were 7.5% for investment returns and 6.0% for salary increases. The investment return assumption has been decreased to 7.0% and which has increased the annual contribution to \$1,153,000.
4. **Conferences/Seminars:** Training for the Police Pension Board that is required by state statute.
5. **Association Dues:** Annual membership to the Illinois Public Pension Fund Association. Membership allows board members to take training at reduced cost.
6. **Department of Insurance Filing Fee:** Each year, the Pension Fund is required to file an annual report with the Illinois Department of Insurance. The Department of Insurance charges a fee for submission.
7. **Travel:** This line item provides for reimbursement of travel expenses for pension board members who attend training.
8. **Legal Fees:** In FY13/14, a duty disability application resulted in approximately \$5,000 of legal fees. No other disability is known at this time so it is anticipated for legal fees to return to a minimal level.
9. **Investment Manager/Advisor:** The Police Pension Fund retains an investment advisor to manage the Fund's investments.
10. **Custodial Account Fees:** The Police Pension Fund investments are held by MB Financial, which charges a quarterly custodial account fee.
11. **Actuarial Fees:** An enrolled actuary is engaged to calculate the annual contribution to the Police Pension Fund.

12. **Accounting Service Fees:** A certified public accountant prepares the annual report submitted to the Department of Insurance.
13. **Fiduciary Liability Insurance:** An annual insurance premium for the Police Pension Board.
14. **Pensions:** The Pension Fund is required to pay for earned pensions to retirees, disabled officers, and surviving spouses.
15. **Employee Contribution Refunds:** If an employee separates from the Village, they may request their contributions be refunded to them or paid to another pension fund. This is a placeholder in the event that this refund would need to be made.

The chart below illustrates the historical pension funds assets, unfunded liability, total fund liability (the total of the assets and unfunded liability), Village contributions, and funded ratio of the fund.



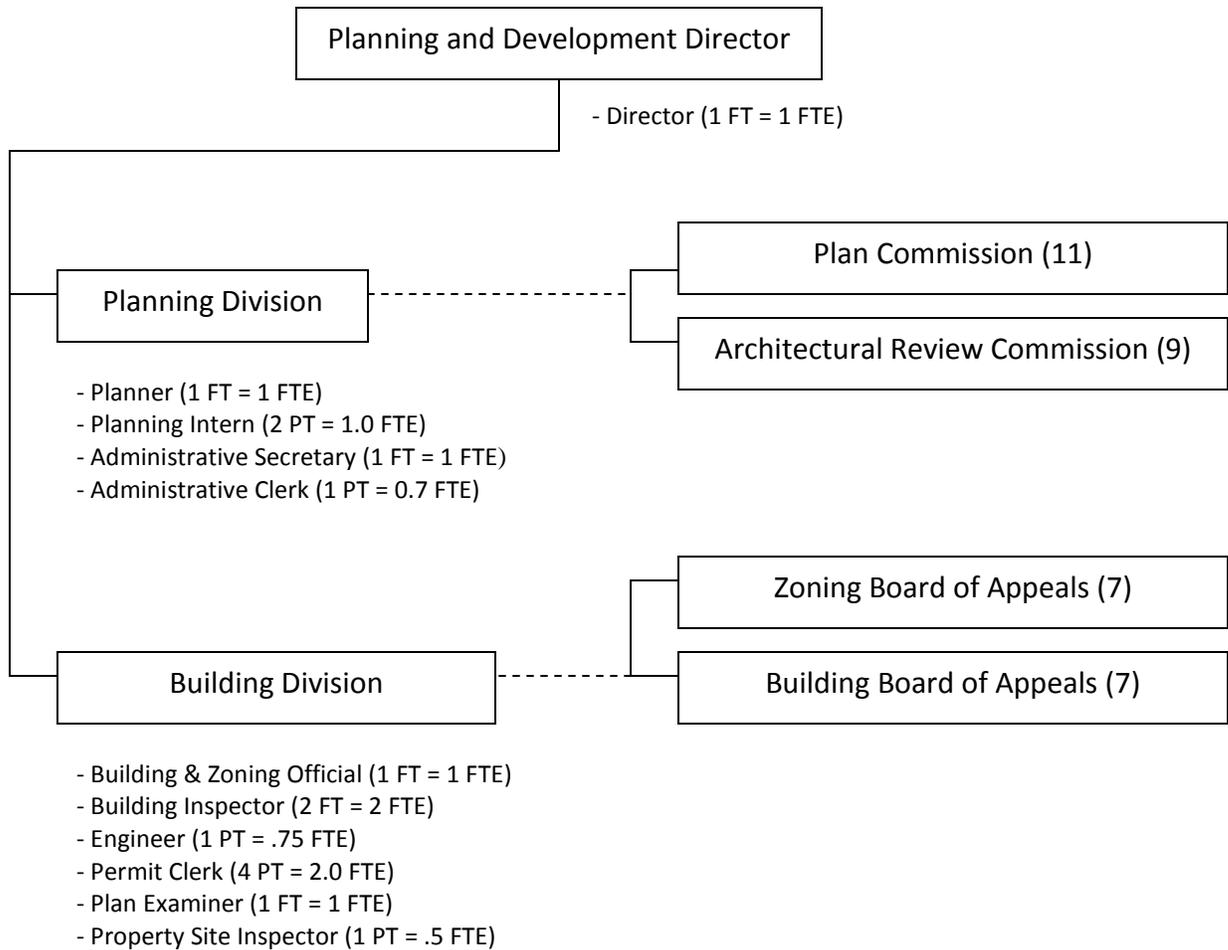


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## PLANNING AND DEVELOPMENT DEPARTMENT CALENDAR YEAR 2015



<u>Calendar Year 2015 Budget</u>	Employee	
	<u>Count</u>	<u>FTE</u>
Full-Time Personnel	7	7.00
Part-Time	9	4.95
<b>Total Employees/FTEs</b>	<b><u>16</u></b>	<b><u>11.95</u></b>
<i>(FTE = Full-Time Equivalents)</i>		

<u>Budgeted Full-Time Employees</u>	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>SY14</u>	<u>CY15</u>
Planning	3	3	4	3	3	3	3	3	3	3
Zoning / Inspection	3	4	4	4	4	4	4	4	4	4
<b>Total FT</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>7</b>						

## DEPARTMENT OF PLANNING AND DEVELOPMENT

### DEPARTMENT OVERVIEW

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

### DEPARTMENT RESPONSIBILITIES

The Department provides direct staff support to the Plan Commission, Zoning Board of Appeals, Architectural Review Commission, and Building Board of Appeals. The Department's responsibilities extend to participation on the Boards of the Chamber of Commerce and the Alliance of Downtown Glen Ellyn. With 12.05 full-time equivalent employees, the Department coordinates the review and analysis of all development projects, maintains land use and building records, issues building permits, provides building inspections, enforces codes, conducts occupancy inspections, assigns fees and deposits, coordinates license agreements, registers contractors, prepares right-of-way vacations, monitors various escrow accounts, prepares and oversees annexations and annexation agreements, and assists in the preparation of long term plans and planning policies. Five primary consultants provide plan review services and inspections of architectural, elevator, plumbing, landscaping, wetland, building and traffic plans as well as legal expertise and assistance on special projects. Department employees, consultants, and volunteer Boards and Commissions also provide recommendations to assist the Village Board in making decisions about developments and Village Codes.

### 2013/2014 HIGHLIGHTS

Due to the transition from a fiscal year to a calendar year budget and in order to remain consistent with previous budget narratives, this narrative looks at projects completed between September 1, 2013 and August 31, 2014. Between this time period, the Village saw a slight decrease in the number of building permits issued compared to the 2013 calendar year – from 1,535 to 1,377. However, building permit value increased from the 2013 calendar year by approximately 22% - from \$42.22 million to \$53.94 million. Thirty single-family new construction building permits were also issued during 2013/2014. Though permits for single-family alterations slightly decreased, value more than doubled from \$6.99 million to \$17.48 million. Two new commercial construction projects were also completed in 2013/2014. As always, the Department continued to address a number of other necessary special projects in addition to coordinating the review of various building activities in 2013/2014. The following are just some of the Department's highlights between September 1, 2013 and August 31, 2014.

**Daily Activities.** From September 1, 2013 to August, 31 2014, more than 4,145 customers visited the Planning and Development Department counter. This number does not include other interactions such as inspections, meetings, telephone calls, and letters in response to other questions and requests. A total of 3,970 building, elevator, site and other inspections

were conducted, and a total of 1,377 permits of all types were issued in 2013/2014. In addition, the Department coordinated the review of 57 petitions or requests, predominantly related to zoning and/or development projects that were ultimately acted on by the Village Board.

**Code Enforcement.** The Planning and Development Department began issuing citations in 2004. To date the Department has issued a total of 214 citations, with 6 being issued in 2013/2014. No fines were assessed.

**Scanning Update.** From September 1, 2013 to August 31, 2014, the Department continued its efforts to scan records, which began in 2002. This past year - 1,013 building permit files/addresses (9,526 total pages), 45 commission files (7,665 total pages), 769 pages of general property files, 184 pages of business registrations and 1,624 pages of minutes from the Zoning Board of Appeals, Architectural Review Commission, Plan Commission, Building Board of Appeals and Electrical Commission were scanned in-house. A total of 335 building permit files, 20 commission files and one general property file were also prepared for scanning by an outside company. In addition, the last of the scanned microfiche consisting of fire prevention, miscellaneous microfiche, and commission file packets for the ARC and Plan Commissions were scanned and are in the process of being indexed. Since beginning these efforts in 2002, a total of 1,180 commission files, 14,882 building permit files, 94 years of general property files, and more than 78 years of Commission minutes have been scanned. With approximately 100 boxes still in the attic and numerous large plans that need to be scanned, this is an effort that will continue for many years.

**Freedom of Information Requests.** From September 1, 2013 to August 31, 2014, the Planning and Development Department processed 156 Freedom of Information (FOIA) requests resulting in over 6,400 pages of documents being identified, located and copied. The single largest request during the year consisted of 828 pages. The average number of pages per request was 41 pages, with an average turnaround time of four days for general resident requests (a maximum of five business days is permitted) and 11 days for commercial requests (a maximum of 21 business days is permitted). The Planning and Development Department handled 72% of all FOIA requests that were received by the Village. Historically, the Department only received a handful of FOIA requests each year. The number of requests received by the Department continues to increase, and responding to these requests is taking up an increasingly large percentage of Department staff time.

**Community Signage and Wayfinding Plan.** In the spring of 2013, the Village entered into a contract with The Lakota Group and Western Remac for completion of a community wayfinding study. The goal of the project is to develop a more cohesive signage design for the community and to better direct pedestrians, motorists and cyclists to and within the downtown and the Village. Feedback regarding the signage design was collected from a public online survey, the Architectural Review Commission and a Village Board review. With this feedback, the consultants worked to finalize the signage design. The Department is now working with the project consultants to finalize the plan to include proposed sign locations, content and cost.

**Annexation Agreements.** The Village entered into multiple annexation agreements in 2014.

- **Glen Oak Country Club.** In July of 2014, the Village Board formally approved an annexation agreement with the Glen Oak Country Club. The Village agreed to annex a portion of the Country Club that runs along the south side of Hill Avenue and two lots owned by the Country Club on the north side of Hill Avenue in exchange for access to Village water. In all, 19 acres of the Country Club will be annexed, while 133 acres will remain unincorporated.
- **21W180 & 21W200 Hill Avenue.** Two industrial properties located on the north side of Hill Avenue known as 21W180 and 21W200 Hill Avenue entered into annexation agreements with the Village in September of 2013. These agreements were the result of an intergovernmental agreement with Lombard wherein Glen Ellyn agreed to contribute towards the reconstruction of the Hill Avenue bridge.
- **Marston/Bemis Area.** In April of 2014, the Village Board indicated that they would like to move forward with the Marston/Bemis area annexation involving approximately 150 properties on the southeast side of Glen Ellyn. Almost all of these properties are already connected to Village water and sewer and all have pre-annexation agreements in place. Notification of the impending annexation was sent to the property owners in July of 2014 and an informational meeting was held at the end of August in order to answer any questions that the home owners had about the annexation process. Once all 150 signed annexations petitions are received, the Village Board can formally authorize the annexation. The finalization and approval of this annexation is anticipated to take place by December of 2014.
- **1S570 Maple Lane.** In October of 2014, the Village Board is anticipated to approve an Ordinance to annex the property at 1S570 Maple Lane. The property owners petitioned the Village to annex in order to connect to Village water and sewer.

**Sign Code Update.** Throughout 2013 and early 2014, Department staff worked to update the Sign Code. A new proposed code was drafted by staff and reviewed by the ARC at 6 meetings. After much deliberation, the finalized Sign Code was approved by the Village Board in early February of 2014. More than a revision, the update was a comprehensive rewrite of the 20-year old Sign Code. The hope is that this rewrite will better suit the needs of modern-day businesses and make the Code more user-friendly.

**Hotel/Motel License Ordinance.** In September of 2013, the Village Board approved an Ordinance requiring all hotels/motels in Glen Ellyn to obtain an annual license. This license requires inspections of both public and private spaces within hotels/motels to ensure compliance with code requirements. Throughout 2014, the Village conducted and completed inspections at Crowne Plaza, America's Best Inn and Budgetel Inn and Suites. Some minor violations were found at the Crowne Plaza, but have since been addressed. Inspections at

America's Best Inn and Budgetel Inn and Suites are ongoing. With this license requirement in place, the Village hopes to better address hotel/motel sanitary and safety issues.

**Industrial Zoning District.** In September of 2013, the Village entered into annexation agreements with properties located at 21W180 and 21W200 Hill Avenue. These agreements required the Village to adopt a new light industrial zoning district to be applied to these properties upon annexation to Glen Ellyn. The proposed industrial district was reviewed by the Plan Commission in December of 2013 and approved by the Village Board in January of 2014.

**Medical Marijuana Zoning Code Update.** As of January 1, 2014, adults over 21 years old who have received a doctor's prescription and are registered with the State as "cardholders" may legally possess and/or buy cannabis products. In accordance with state adopted setback requirements, cultivation centers are not permitted within the Village's boundaries. However, dispensaries would be. Therefore, the Department worked to develop Zoning Code regulations for Medical Marijuana dispensaries, which were approved by the Village Board at their April 14, 2014 meeting. The regulations allow dispensaries in the L1 Light Industrial district as a permitted use and in the C4 Office district as a special use.

**CMAP Grant Applications.** In June of 2014, the Department of Planning and Development applied for the Local Technical Assistance (LTA) program offered by the Chicago Metropolitan Agency for Planning (CMAP). The program was established by CMAP in order to direct resources to communities to pursue planning work that helps to implement CMAP's comprehensive GO TO 2040 plan. The Village applied for a comprehensive zoning code rewrite and hopes to focus on updating lot coverage ratio and permitted use regulations as well as lighting and environmental standards. The Village expects to hear back from CMAP regarding the grant application sometime in early October of 2014.

**Sunday French Market.** During the last year, Planning and Development staff worked closely with the Chamber of Commerce on establishing a new Sunday French Market in the Crescent/Glenwood parking lot. The Market opened in the summer of 2014 and replaced the former Friday morning farmer's market in the Main Street parking lot. The new location allowed for a wider variety and greater number of vendors, increased visibility from the train tracks and Prairie Path and improved customer access and parking. The Market is anticipated to return in the summer of 2015.

**Vendor Cart Regulations.** Throughout the summer of 2014, Village staff worked to research vendor cart regulations in municipalities similar to Glen Ellyn. With this information, staff is working to craft a proposed ordinance to regulate freestanding vendor carts in Glen Ellyn's Downtown Central Business district. Proposed regulations are expected to be presented to the Village Board for consideration by the end of 2014.

## **SIGNIFICANT DEVELOPMENT APPLICATIONS**

A number of significant development applications were reviewed from September 1, 2013 to August 31, 2014. The following is a list of just some of the requests considered.

**Amber Ridge.** In late February of 2014, the Village Board approved a Final Plat of Subdivision for the Amber Ridge Subdivision, a 22-lot single-family home subdivision at 760 Sheehan Avenue. The Board had previously approved a Preliminary Plat of Subdivision, Subdivision Variations, and Zoning Variations to accommodate the subdivision.

**Pet Supplies Plus.** The Village Board approved the Exterior Appearance, Sign Variations, and Zoning Variations for Pet Supplies Plus to be located at 299 Roosevelt Road. Once constructed, the current Pet Supplies Plus in Wheaton will be relocating to this new location in Glen Ellyn.

**Hardees.** The Village Board approved the Exterior Appearance and a Special Use Permit for a Hardees restaurant to be located at 404 Roosevelt Road. This site was formerly the location of the Beijing Chinese Restaurant.

**School District Additions.** The Village Board approved Exterior Appearance applications for Ben Franklin, Churchill, Forest Glen and Lincoln elementary schools in order to accommodate building additions at each of the sites. School District 41 hopes that these additions will reduce the schools' dependence on mobile classrooms.

**Ross Dress for Less.** The Village Board approved an Exterior Appearance application for Ross Dress for Less to accommodate exterior renovations to the Market Plaza Shopping Center façade. The store is anticipated to open before the 2014 holiday season.

**TMC<sup>2</sup>.** The Village Board approved an Exterior Appearance application for TMC<sup>2</sup>, a home-based computer repair business, to be located at 450 Duane Street.

**22-24 Muirwood Drive.** The Village Board approved a Minor Subdivision and Zoning Variations to accommodate the re-subdivision of the two properties at 22-24 Muirwood Drive. The subdivision will give street frontage to the previously landlocked property at 22 Muirwood Drive.

**Glen Oak Country Club.** The Village Board approved Zoning Text Amendment, Zoning Map Amendment, Zoning Variation, Special Use Permit, Exterior Appearance and right-of-way dedication requests in September of 2014 in order to accommodate improvements at the Glen Oak Country Club at 21W451 Hill Avenue.

## **2013/2014 CONSTRUCTION PROJECT SUMMARY**

From September 1, 2013 to August 31, 2014, the Department coordinated the review of multiple building permits and conducted a variety of inspections. Below is a brief summary of the building permits and inspections that were reviewed and/or approved during 2013/2014.

**Residential Construction.** From September 2013 thru August 2014, permits were issued for the construction of 30 new single-family residences and 170 additions or alterations to single-family homes. New residential construction did not increase from the past year and residential alterations/additions were down by approximately 16% from the 2013 calendar year; however, revenue from new single-family residential construction increased by over \$1 million and more than doubled from \$6.99 million to \$17.48 million for residential alterations /additions. Information about some of the larger residential construction projects that occurred in 2013/2014 is below.

- Courtyards of Glen Ellyn. Construction of the Courtyards of Glen Ellyn townhome development located at 453-499 Kenilworth Avenue resumed in 2014. The development was originally approved in 2007; however, its completion stalled due to the economic downturn. Orleans Homes picked up the project in 2013 and is in the process of building out the remaining 18 units of this 24-unit townhome development.
- Amber Ridge. The developer of this 22-lot subdivision, K. Hovnanian Homes, applied for initial building permits in the summer of 2014 for the Amber Ridge Subdivision at 760 Sheehan Avenue. Construction is underway and is anticipated to continue into 2015.

**Nonresidential Construction.** Construction of 2 new commercial buildings began between September 2013 thru August 2014 including Autumn Leaves Memory Care at 190 Geneva Road and Pet Supplies Plus at 299 Roosevelt Road. A summary of some of the more significant non-residential construction activity that occurred in 2013/2014 is below.

- Duane Street Parking Lot. The Village Board approved a Special Use Permit, Zoning Variations and Exterior Appearance applications for a public parking lot located at 460-478 Duane Street. The Duane Street Parking lot was completed in December of 2013 with a total of 47 additional customer and commuter parking spaces being added to Glen Ellyn's Central Business District.
- Glen Ellyn Market. Construction of the Glen Ellyn Market Shopping Center at 285 Roosevelt Road began in 2013 and was completed in February of 2014. The shopping center is anchored by the Fresh Market. Other tenants include Tide Dry Cleaners and Great Clips.
- Dunkin Donuts-Baskin Robbins. The Village Board approved Sign Variation and Exterior Appearance applications for Dunkin Donuts-Baskin Robbins at 651 Roosevelt Road in June of 2013. The construction was completed and the business opened in December of 2013.
- 535 Pennsylvania Avenue. Construction at 535 Pennsylvania began in 2014. The rear 5,186 square footage of the building has been completed and is being used as office space for Magenium Solutions. A studio/gallery tenant for the front 952 square footage will open up in October of 2014.

- Willowbrook Wildlife. The expansion of the Willowbrook Wildlife Rehabilitation Center at 525 S. Park Boulevard began in 2014. Phase I construction includes an expanded parking lot and service area. Phase 2 includes construction of a welcoming center and expanded and enhanced animal exhibits. The facility currently attracts more than 120,000 visitors per year. The proposed investment in the property should significantly upgrade the facility and draw even more visitors to Glen Ellyn.
- Autumn Leaves Memory Care. Construction of the Autumn Leaves Memory Care Facility at 190 Geneva Road began in 2014. The facility will have 46 beds and is anticipated to be completed by spring of 2015.
- Pet Supplies Plus. Construction of a new Pet Supplies Plus store at 299 Roosevelt Road began in the summer of 2014 and is anticipated to be completed by the end of the year.

**Miscellaneous Construction Projects.** Approximately 1,085 miscellaneous building permits were issued for residential and commercial properties including but not limited to driveway approaches, signs, sheds, decks, pools, fences, garages, sewer, water and plumbing projects.

**Demolition Permits.** A total of 20 demolition permits were issued during 2013/2014, a majority of which were for single-family homes. The number of residences razed is less than 0.3% of the approximately 7,000 detached single-family housing units in the Village. Over the last five years, approximately 1.4% of the Village's single-family homes have been demolished.

## PETITIONS REVIEWED

From September 1, 2013 to August 31, 2014, the Department coordinated the preparation of 57 requests that resulted in Ordinances or Resolutions that were acted on by the Village Board. This number does not include other inquiries or petitions that may have been withdrawn prior to reaching the Village Board or that have not yet been acted on by the Village Board. The table below indicates the type and number of petitions acted on by the Village Board over the past 5 years.

<b>PLANNING AND DEVELOPMENT DEPARTMENT Petitions considered by the Village Board</b>					
	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>9/13-8/14<sup>4</sup></b>
Annexations	0	1	2	0	0
Annexation and/or Recapture Agreements <sup>1</sup>	4	4	3	1	2
Exterior Appearance Review	4	2	8	10	12
Planned Unit Developments	1	0	0	0	0
Right-of-Way Vacations	0	1	0	1	0
Sign Variations	5	2	6	5	2
Special Use Permits	7	4	11	6	5
Subdivisions	0	0	1	1	2
Zoning Map Amendments	0	1	4	1	0
Zoning Text Amendments	4	0	2	2	3
Zoning Variations	11	14	30	16 <sup>2</sup>	20
Miscellaneous	18	10	19	5	11 <sup>3</sup>
<b>TOTAL</b>	<b>54</b>	<b>39</b>	<b>86</b>	<b>50</b>	<b>57</b>

- 1 Number of total ordinances approved many of which include multiple properties.
- 2 Three Zoning Variances were viewed by the Planning Commission and thirteen were reviewed by the Zoning Board of Appeals.
- 3 Includes Ordinances regarding the Renewal of the Village Green Park Lease, a Sign License Agreement for 26 N. Park Boulevard, the Addition of Chapter 40 Establishing Hotel Licensing Regulations to the Village Code, and the Comprehensive Update of Glen Ellyn's Sign Code.
- 4 2010 through 2013 numbers are based on the calendar year, while 2014 numbers were collected from September of 2013 through August of 2014 due to the transition from the fiscal year to the calendar year.

## BUILDING PERMIT ACTIVITY

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

PLANNING AND DEVELOPMENT DEPARTMENT Building Permit Activity					
	2010	2011	2012	2013	9/13-8/14 <sup>4</sup>
<b>Total Building Permits</b>					
Number <sup>1</sup>	1,295	1,403	1,481	1,535	1,377
Estimated millions \$ <sup>2</sup>	\$72.33	\$56.48	\$33.49	\$42.22	\$53.94
<b>Single Family Residences</b>					
New Construction	13	29	24	30	30
Estimated millions \$	\$6.01	\$7.75	\$7.98	\$11.91	\$12.96
Alterations/Additions	162	193	154	203	170
Estimated millions \$	\$5.97	\$5.8	\$5.54	\$6.99	\$17.48
<b>Multiple Family Residences</b>					
Number of Buildings	0	2	0	0	3
Number of Units	0	6	0	0	18
Estimated millions \$	0	\$0.86	0	0	\$1.55
Alterations/Additions	0	0	0	1	0
Estimated millions \$	0	0	0	0	0
<b>Detached Garages (by themselves)</b>	19	17	15	21	16
<b>New Commercial</b>					
New Construction	4	4	0	2	2
Estimated millions \$	\$18.81	\$2.81	0	\$9.55	\$5.7
Alterations/Additions	38	37	67	58	51
Estimated millions \$	\$8.73	\$3.07	\$9.43	\$5.64	\$6.11
<b>Demolition Permits Issued</b>	14	21	22	26	20
<b>Demolitions Permits Applied For</b>	16	24	22	28	28
<b>Counter Customer Contacts</b>	4,267	4,416	4,626	4,426	4,145
<b>Contractors Registered</b>	----	----	728	693	692
<b>FOIA Requests</b>	119	147	171	148	156
<b>FOIA Pages Produced</b>	1,979	7,500	4,700	7,300	828
<b>Citations Issued</b>	15	32	11	20	6
<b>Citation Fines Assessed</b>	\$6,450	\$2,500	\$1,100	\$550	\$0
<b>Pages Scanned</b>	1,781+	20,167	19,677	20,763	19,768
<b>Inspections</b>					
Building	3,287	3,675	3,658	3,275	3,213
Elevator	106	156	109	70	121
Site	378	620	513	358	299
Complaints/Referrals	700 <sup>3</sup>	525	601	397	290
Drainage Complaints	371	291	124	77	47
<b>TOTAL</b>	<b>4,900</b>	<b>5,285</b>	<b>5,016</b>	<b>4,177</b>	<b>3,970</b>

1. Represents all types of permits, including miscellaneous permits, such as fences, which are not separately listed in this chart. There were 1,085 miscellaneous permits issued in 2013/2014.
2. "Estimated millions \$" is the total of construction costs submitted by the applicant on the permit application.
3. Of these complaints in 2009 and 2010, many were generated from enforcement of codes requiring visible address numbers.
4. 2010 through 2013 numbers are based on the calendar year, while 2014 numbers were collected from September of 2013 through August of 2014 due to the transition from the fiscal year to the calendar year.

## **UPCOMING PROJECTS**

In addition to its daily activities, the Department plans to work on the following projects during FY 15.

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

**Annexation Planning.** The Department plans on working on the following annexation projects in 2015:

- **Hill Avenue Annexations.** Two of three annexation agreements on Hill Avenue were approved in 2013. The third agreement is still in progress, but is expected to be completed in 2015. These agreements resulted from the negotiations with Lombard related to repairs to the Hill Avenue bridge. Once the last agreement is finalized all three properties can be annexed. With the annexation of this area, the Village will establish its first industrial zoning district.
- **KF Walter Homes, 21W571 Hill.** A new 8-lot single-family home subdivision has been proposed at 21W576 Hill Avenue. The property is currently located in unincorporated DuPage County. As part of the project, the subdivision would be annexed to Glen Ellyn. The Village Board is anticipated to approve an Annexation Agreement by the end of 2014 with annexation and construction to follow in 2015.

**Expansion of the MUNIS System.** In order to streamline certain processes and better serve the community, the Department is looking to expand its use of the MUNIS building permit software system. This expansion should allow for online permit applications and monitoring of permit status and inspections. Department staff has been actively researching available online permitting options and hopes to roll out with the initial phase of the expansion in 2015.

**Zoning Code Text Amendments.** Department staff plans to evaluate and propose amendments to the lot coverage ratio (LCR) and impervious coverage regulations in 2014. If selected for the Local Technical Assistance program, the funding will be used to rewrite multiple sections of the Zoning Code including the lot coverage ratio, zoning district regulations and other code sections.

**Building/Fire Code Updates.** Department staff plans to amend and adopt the 2015 latest edition of the I.C.C. codes, the 2014 National Electric Code, and pending editions of the Illinois Life Safety Code, Energy Code, Plumbing Code and Accessibility Code. The Building Board of Appeals is scheduled to discuss the adoption of these updated Codes starting in late 2014.

**Development Projects.** The Department anticipates working on the following potential development projects in FY 15.

- **Roosevelt Glen Office Complex.** Staff will continue to work with the owner of the 9.9 acre Roosevelt Glen office complex at 779 Roosevelt Road to try and facilitate the redevelopment of all or a portion of this site.
- **Downtown Sites.** Inquiries have been received from developers interested in some of the opportunity sites identified in the downtown plan. It is possible that the Village could see formal proposals for one or more of these properties in late 2014.
- **KF Walter Homes, 21W571 Hill.** In August of 2014, the Plan Commission recommended approval of a Preliminary Plat of Subdivision, Subdivision Variations and Zoning Variations to accommodate a new 8-lot single-family home subdivision proposed at 21W576 Hill Avenue. The Village Board is anticipated to approve the Preliminary Plat of Subdivision and Annexation Agreement by the end of the year with a Final Subdivision application and construction to follow in 2015.
- **Brookhaven Subdivision.** An application for annexation and subdivision approval of a new 10-lot single family home subdivision on Sunnybrook Road was submitted in 2014. Review by the Village Board is expected in early 2015 with construction possibly beginning in the Spring of 2015.
- **Len's Ace Hardware.** An Exterior Appearance and Zoning Variation application for a proposed addition to Len's Ace Hardware at 485 Roosevelt Road is anticipated to be received in the fall of 2014.
- **Dunkin Donuts-Baskin Robbins.** An Exterior Appearance and Special Use Permit application for a proposed Dunkin Donuts/Baskin Robbins to be located at 1090 Roosevelt Road is anticipated to be received in the fall of 2014.

**GENERAL FUND**  
**PLANNING & DEVELOPMENT DEPARTMENT**  
(126000)

*Village of Glen Ellyn*  
**Calendar Year 2015 Budget**

AS OF SY14, THE PLANNING AND DEVELOPMENT DEPARTMENT HAS BEEN DIVIDED INTO TWO COST CENTERS

Object Code	Account Description	FY12/13	FY13/14	SY2014	SY2014	Calendar	Calendar	Calendar	
		Actual	Actual	8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget	
<b>Personnel Services</b>									
510100	Salaries - Pension	\$ 619,579	\$ 614,151	\$ 477,000	\$ 473,000	\$ 610,851	\$ 670,962	\$ 736,000	1
510120	Salaries - Non-pension	119,042	133,379	82,000	78,000	127,408	121,164	116,000	1
510300	Temporary Help	4,690	3,154	4,000	4,000	2,816	5,305	6,000	2
510400	FICA	53,765	54,567	43,000	43,000	53,795	60,906	65,100	
510500	IMRF	73,393	75,006	56,000	58,000	74,549	82,181	79,500	
	<b>Subtotal</b>	<b>870,469</b>	<b>880,257</b>	<b>662,000</b>	<b>656,000</b>	<b>869,419</b>	<b>940,518</b>	<b>1,002,600</b>	
<b>Contractual Services</b>									
520600	Dues / Subscriptions	3,417	3,253	2,200	2,400	3,253	4,030	3,500	3
520620	Employee Education	2,227	3,006	2,400	2,400	2,326	4,395	8,000	4
520625	Travel	2,363	861	25	1,900	779	2,303	2,000	5
520705	Prosecutorial Services	173	220	400	400	220	400	500	6
520860	Bad Debt Expense	-	5,253	-	-	-	5,253	-	
520905	Printing	6,437	5,080	5,000	5,000	4,759	6,839	8,000	7
520965	Professional Services / Planning	1,584	9,840	8,000	10,500	4,560	15,780	10,000	8
521042	Plumbing Inspections	17,324	19,689	15,000	15,000	29,562	22,452	20,000	9
521044	Elevator Inspections	13,630	10,893	7,000	7,000	12,338	11,200	15,000	10
521046	Grading Reviews	28,167	-	-	-	-	-	-	11
521047	Forestry and Landscaping	16,305	32,268	20,000	15,000	27,039	25,634	25,000	12
521048	Building Plan Reviews	36,933	55,687	42,000	30,000	40,051	48,512	55,000	13
521052	Storm Water Engineering	8,791	1,447	5,000	5,400	3,250	6,230	8,000	14
521055	Professional Services / Other	63,594	8,478	10,000	10,000	52,405	15,202	20,000	15
521195	Telecommunications	2,216	2,118	1,400	2,100	1,862	3,067	3,200	16
590600	IFT / Health Insurance	90,931	79,781	53,710	54,800	75,815	78,764	72,000	
590610	IFT / Insurance - General	7,900	6,900	6,400	6,400	7,233	8,700	9,700	
590650	IFT / Equipment Service (O&M)	3,900	3,600	2,800	2,800	3,700	4,000	4,300	
590655	IFT / Equipment Service (Replace)	10,100	10,400	5,100	5,100	10,300	8,567	7,600	
	<b>Subtotal</b>	<b>315,992</b>	<b>258,774</b>	<b>186,435</b>	<b>176,200</b>	<b>279,452</b>	<b>271,328</b>	<b>271,800</b>	
<b>Commodities</b>									
530100	Office Supplies	4,511	6,188	6,000	6,000	5,549	7,723	9,000	
530445	Uniforms	311	840	-	-	346	805	500	
	<b>Subtotal</b>	<b>4,822</b>	<b>7,028</b>	<b>6,000</b>	<b>6,000</b>	<b>5,895</b>	<b>8,528</b>	<b>9,500</b>	
<b>Capital Outlay</b>									
570115	Computerized Permit Program	-	-	1,000	1,000	-	1,000	5,000	17
580110	Equipment	2,894	-	3,000	3,000	1,094	3,000	5,000	18
	<b>Subtotal</b>	<b>2,894</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>	<b>1,094</b>	<b>4,000</b>	<b>10,000</b>	
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,194,177</b>	<b>\$ 1,146,059</b>	<b>\$ 858,435</b>	<b>\$ 842,200</b>	<b>\$ 1,155,860</b>	<b>\$ 1,224,374</b>	<b>\$ 1,293,900</b>	

**GENERAL FUND**

**PLANNING & DEVELOPMENT DEPARTMENT - Planning and Zoning**  
(126100)

*Village of Glen Ellyn*  
**Calendar Year 2015 Budget**

Object Code	Account Description	FY12/13	FY13/14	SY2014	SY2014	Calendar	Calendar	Calendar	
		Actual	Actual	8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual*	Year 2015 Budget	
<b>Personnel Services</b>									
510100	Salaries - Pension	\$ -	\$ -	\$ 231,000	\$ 229,000	\$ -	\$ -	\$ 353,000	1
510120	Salaries - Non-pension	-	-	4,000	-	-	-	-	1
510300	Temporary Help	-	-	4,000	4,000	-	-	6,000	2
510400	FICA	-	-	18,000	18,000	-	-	27,000	
510500	IMRF	-	-	26,000	28,000	-	-	38,200	
	<b>Subtotal</b>	-	-	283,000	279,000	-	-	424,200	
<b>Contractual Services</b>									
520600	Dues / Subscriptions	-	-	1,200	1,400	-	-	2,000	3
520620	Employee Education	-	-	200	200	-	-	4,000	4
520625	Travel	-	-	25	1,900	-	-	1,500	5
520905	Printing	-	-	4,000	2,800	-	-	4,000	7
520965	Professional Services / Planning	-	-	8,000	10,500	-	-	10,000	8
521055	Professional Services / Other	-	-	10,000	10,000	-	-	20,000	15
521195	Telecommunications	-	-	700	700	-	-	1,000	16
590600	IFT / Health Insurance	-	-	20,640	21,000	-	-	27,600	
590610	IFT / Insurance - General	-	-	2,500	2,500	-	-	3,700	
	<b>Subtotal</b>	-	-	47,265	51,000	-	-	73,800	
<b>Commodities</b>									
530100	Office Supplies	-	-	2,400	2,400	-	-	3,000	
	<b>Subtotal</b>	-	-	2,400	2,400	-	-	3,000	
<b>Capital Outlay</b>									
580110	Equipment	-	-	-	-	-	-	-	18
	<b>Subtotal</b>	-	-	-	-	-	-	-	
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 332,665</b>	<b>\$ 332,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 501,000</b>	

This cost center was created for beginning with the SY14 budget.

Activity is totaled on the Planning and Development Department budget page for comparison purposes.

\*As only a partial calendar year is available for 2014 as the cost center was created in May, Calendar Year 2014 Estimated Actual is not presented.

**GENERAL FUND**

**PLANNING & DEVELOPMENT DEPARTMENT - Building Department**  
(126200)

**Village of Glen Ellyn**  
**Calendar Year 2015 Budget**

Object Code	Account Description	FY12/13	FY13/14	SY2014 8 Month Revised	SY2014 8 Month Estimated	Calendar Year 2013	Calendar Year 2014	Calendar Year 2015	
		Actual	Actual	Budget	Actual	Actual	Est. Actual*	Budget	
<b>Personnel Services</b>									
510100	Salaries - Pension	\$ -	\$ -	\$ 246,000	\$ 244,000	\$ -	\$ -	\$ 383,000	1
510120	Salaries - Non-pension	-	-	78,000	78,000	-	-	116,000	1
510400	FICA	-	-	25,000	25,000	-	-	38,100	
510500	IMRF	-	-	30,000	30,000	-	-	41,300	
	<b>Subtotal</b>	-	-	379,000	377,000	-	-	578,400	
<b>Contractual Services</b>									
520600	Dues / Subscriptions	-	-	1,000	1,000	-	-	1,500	3
520620	Employee Education	-	-	2,200	2,200	-	-	4,000	4
520625	Travel	-	-	-	-	-	-	500	5
520705	Prosecutorial Services	-	-	400	400	-	-	500	6
520905	Printing	-	-	1,000	2,200	-	-	4,000	7
521042	Plumbing Inspections	-	-	15,000	15,000	-	-	20,000	9
521044	Elevator Inspections	-	-	7,000	7,000	-	-	15,000	10
521047	Forestry and Landscaping	-	-	20,000	15,000	-	-	25,000	12
521048	Building Plan Reviews	-	-	42,000	30,000	-	-	55,000	13
521052	Storm Water Engineering	-	-	5,000	5,400	-	-	8,000	14
521195	Telecommunications	-	-	700	1,400	-	-	2,200	16
590600	IFT / Health Insurance	-	-	33,070	33,800	-	-	44,400	
590610	IFT / Insurance - General	-	-	3,900	3,900	-	-	6,000	
590650	IFT / Equipment Service (O&M)	-	-	2,800	2,800	-	-	4,300	
590655	IFT / Equipment Service (Replace)	-	-	5,100	5,100	-	-	7,600	
	<b>Subtotal</b>	-	-	139,170	125,200	-	-	198,000	
<b>Commodities</b>									
530100	Office Supplies	-	-	3,600	3,600	-	-	6,000	
530445	Uniforms	-	-	-	-	-	-	500	
	<b>Subtotal</b>	-	-	3,600	3,600	-	-	6,500	
<b>Capital Outlay</b>									
570115	Computerized Permit Program	-	-	1,000	1,000	-	-	5,000	17
580110	Equipment	-	-	3,000	3,000	-	-	5,000	18
	<b>Subtotal</b>	-	-	4,000	4,000	-	-	10,000	
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 525,770</b>	<b>\$ 509,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 792,900</b>	

This cost center was created for the SY14 budget.

Activity is totaled on the Planning and Development Department budget page for comparison purposes.

\*As only a partial calendar year is available for 2014 as the cost center was created in May, Calendar Year 2014 Estimated Actual is not presented.

**BUDGET FOOTNOTES**  
**PLANNING AND DEVELOPMENT DEPARTMENT**

1. **Salaries:** These line items include salaries for the full-time Planning and Development Director, full-time Building and Zoning Official, full-time Village Planner, 2 full-time Building Inspectors, full-time Administrative Secretary, full-time Plan Reviewer, part-time Stormwater Engineer, 4 part-time Permit Clerks, part-time Property Maintenance Inspector, 2 part-time Planning Interns, and part-time Administrative Clerk. \$7,000 of one of the intern's salary was relocated to "Professional Services – Planning" because Northern Illinois University changed their program to require municipalities to pay the University, who then pays the student.
2. **Temporary Help:** This line item includes \$6,000 to pay an existing secretary an hourly rate to prepare public hearing minutes and/or transcripts for the Plan Commission and Zoning Board of Appeals. Costs for Plan Commission minutes are reimbursed to the Village through the petitioner's escrow account. Zoning Board of Appeals petitioners do not reimburse the Village for minute preparation costs.
3. **Dues / Subscriptions:** This fund covers memberships (\$1,300), subscriptions (\$1,400), and certification fees (\$800) for Department staff. Allocations include certification exam fees, membership fees for 2 AICP Certified Planners, 1 surveyor, 1 professional engineer and 2 architects.
4. **Employee Education:** These funds are dedicated for building inspectors to attend training sessions on Building Code updates, classes necessary to maintain licenses and certifications for various employees, and various professional development conferences and seminars for Department staff to stay abreast of current government and industry issues. On-line webinars are used if possible and available. All employee education is in-state with the exception of the Director's attendance at the national conference.
5. **Travel:** This includes reimbursement of travel, parking and mileage expenses for staff.
6. **Prosecutorial Services:** This includes expenses for the Village Prosecutor to process building and zoning code citations in local traffic court. This expense of \$500 varies and depends on the code enforcement issues that are identified by staff or raised by residents. These dollars can be eliminated when the Department's citations are added to the administrative adjudication process.

**BUDGET FOOTNOTES**  
**PLANNING AND DEVELOPMENT DEPARTMENT**

7. **Printing:** This cost includes printing zoning maps, subdivision plats, appearance guidelines, sign codes, comprehensive plans, zoning codes, downtown plans, development plans, parking maps, building inspection forms, building permit tracking forms and publication of public notices in the newspaper which is required by state law. Recording plats, ordinances, and documents at the DuPage County Recorders is also covered in this line item. The cost of printing documents and publishing public notices varies and depends on demand by the public and applicants. The costs for large plan reproductions are reimbursed by the requestor (e.g.; FOIA applicant, property owner, or developer).
8. **Professional Services – Planning:** This line item covers \$3,000 in expenses for a consultant to provide general planning assistance for various projects. This year it is anticipated that consultants will be used to evaluate the Village’s outdated lighting standards in the Zoning Code and Sign Code and to provide training for commissioners. A portion of one of the intern’s salary (\$7,000) is included in this line item because NIU requires us to pay the University who then pays the student as explained in Footnote #1.
9. **Plumbing Inspections:** Plumbing inspections for all commercial and residential construction projects must be performed by a State of Illinois licensed plumber. This line item provides payment to a consulting plumbing inspector to perform these services. These expenses are reimbursed to the Village through the collection of building permit fees.
10. **Elevator Inspections:** A licensed elevator inspector performs annual elevator inspections for approximately 100 elevators in the Village. These expenses are reimbursed to the Village by elevator owners. The elevator owners are billed for the elevator inspection on their June Village Services Bill.
11. **Grading Reviews:** This consultant position has been eliminated in lieu of a part-time, 30-hour per week staff stormwater engineer. Therefore, there are no funds budgeted for this line item.
12. **Forestry and Landscaping:** This item includes expenses for a consulting forester and landscape architect who perform plan reviews and inspections of tree preservation plans, tree surveys, and landscape plans for all permits and approvals issued/coordinated by the Planning and Development Department. The majority of these expenses are reimbursed to the Village through either the collection of building permit fees or petitioners’ escrow accounts. The consulting forester’s response to resident inquiries and complaints are not reimbursed.

**BUDGET FOOTNOTES**  
**PLANNING AND DEVELOPMENT DEPARTMENT**

13. **Building Plan Reviews:** This item includes expenses for a consultant to perform building plan reviews of new commercial buildings, highly technical structures and commercial renovations. These expenses are reimbursed to the Village through the collection of building permit fees.
  
14. **Stormwater Engineering:** The DuPage County Stormwater Ordinance requires that wetland reviews and inspections be performed by a wetland specialist or soils scientist. The Village engages a consulting wetland specialist to provide consultation, research, review and recommendations regarding special management areas and wetlands for all development projects. Approximately three quarters of the wetland consulting expenses are reimbursed to the Village through the collection of building permit fees. The consultant's response to resident complaints or requests for assistance on Public Works wetlands projects is not reimbursed. Funds are also allocated for special engineering projects to assist the stormwater engineer such as a benchmark study or volume calculations for Village regional stormwater basins.
  
15. **Professional Services / Other:** This line item provides funding for various miscellaneous contracted professional services such as structural engineers, appraisers, surveyors, landscape architects, lighting consultants, or traffic consultants (\$3,000). These expenses are not planned and are used as projects are suggested or proposed. Remaining funds of \$17,000 are allocated to scan building permit and development files.
  
16. **Telecommunications:** These funds cover cell phone costs for five employees that need to be reached at all times of the day including the Director, Building and Zoning Official, and three inspectors. Two of these employees receive a cell phone stipend of \$50/month for their personal phone instead of using a Village phone.
  
17. **Computerized Permit Program:** Funds are allocated to provide training for the Administrative Clerk on the MUNIS computer building permit system and prepare and launch the new MUNIS Customer Service module that will allow customers to access building permit information through the Village website. This item includes the cost of a MUNIS trainer to assist in expanding the Department's use of the system and launching the public access module.
  
18. **Equipment:** This item includes the purchase of Knox (fire key) boxes (\$4,000), the cost of which is reimbursed by customers as they are purchased, and other miscellaneous equipment for day to day operations (\$1,000).

VILLAGE OF GLEN ELLYN  
 CY 15 ANNUAL BUDGET  
 PERSONNEL SCHEDULE

**PLANNING & DEVELOPMENT DEPARTMENT**

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY11/12 Budgeted Employees</u>	<u>FY12/13 Budgeted Employees</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>CY 15 Budgeted Employees</u>
Planning & Development Director	FT	U	1.00	1.00	1.00	1.00	1.00
Building & Zoning Official	FT	M	1.00	1.00	1.00	1.00	1.00
Planner with AICP Cert	FT	K	1.00	1.00	1.00	1.00	1.00
Plan Examiner	FT	J	1.00	1.00	1.00	1.00	1.00
Building Inspector (2)	FT	J	2.00	2.00	2.00	2.00	2.00
Administrative Assistant II	FT	F	1.00	1.00	1.00	1.00	1.00
Engineer	PT	K	-	0.75	0.75	0.75	0.75
Permit Clerk (4)	PT	D	2.00	2.00	2.00	2.00	2.00
Property Site Inspector	PT	B	0.50	0.50	0.50	0.50	0.50
Administrative Clerk II	PT	B	0.50	0.50	0.50	0.70	0.70
Planning Intern (2)	PT	N/A	1.00	1.00	1.00	1.00	1.00
<b>TOTAL EMPLOYEES (Full-time Equivalents)</b>			<b><u>11.00</u></b>	<b><u>11.75</u></b>	<b><u>11.75</u></b>	<b><u>11.95</u></b>	<b><u>11.95</u></b>
Full-time Number of Positions			7	7	7	7	7
Part-time Number of Positions			8	9	9	9	9

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

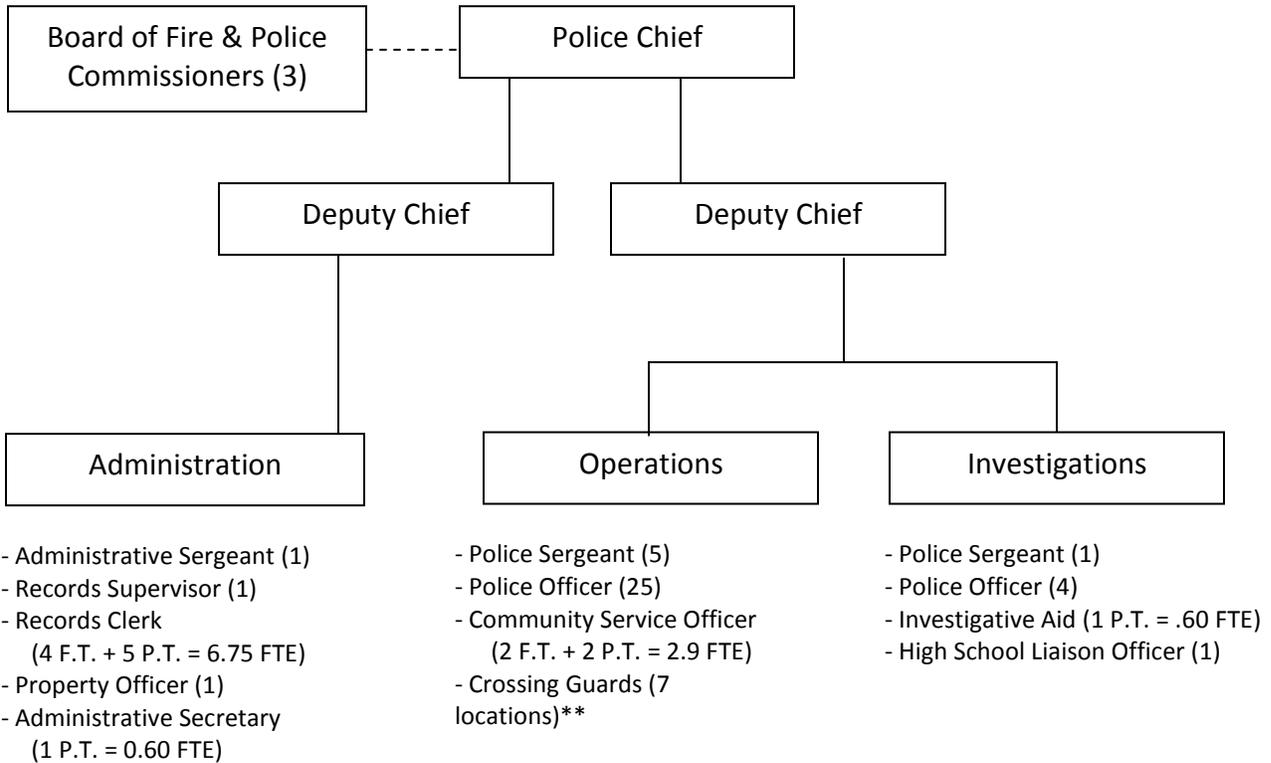


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# POLICE DEPARTMENT CALENDAR YEAR 2015



Calendar Year 2015 Budget		Employee	
	Count	FTE	
Full Time Personnel	48	48.00	
Part-Time Personnel	<u>9</u>	<u>4.85</u>	
Total Employees / FTEs	<u>57</u>	<u>52.85</u>	

*(FTE = Full-Time Equivalent)*

	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>SY14</u>	<u>CY15</u>
<u>Authorized Full-Time Employees</u>										
Sworn Officers	40	43	43	43	43	43	43	40*	40	40
Community Service Officers	3	3	3	2	2	2	2	2	2	2
Other Civilian	5	6	6	6	6	6	6	6	6	6
Total FT	48	52	52	51	51	51	51	48	48	48

\*Starting in FY13/14, reporting for Police Officers changed from number of positions authorized to number of positions funded in the current year budget. There are 43 sworn officer positions authorized. These positions would increase the number of full time personnel from 48 to 51.

\*\*Crossing guards are not included in Employee FTE or Count as they are considered temporary employees

## **GLEN ELLYN POLICE DEPARTMENT**

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

### **Statement of Purpose**

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

### **Statement of Values**

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

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

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

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

## **Staff**

The Police Department is authorized 52.68 FTE employees in the FY15 budget. Of this number, 30 positions are police officers, 10 are police supervisors and the remaining are civilian employees (eight of whom are full time). Not all authorized positions are staffed. For example, in FY 12/13 four police officer positions were not filled due to budgetary constraints and remain vacant. Full-time Police Department personnel work 40-hours per week. Police services, including records and clerical operations, are provided around the clock every day of the year.

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

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

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

After being hired, police officers spend about 24 months on probation. They are immediately sent to a 12-week basic law enforcement course. This course is available from a number of training agencies within the State of Illinois. However, we typically send officers to the Police Training Institute at the University of Illinois in Champaign. We believe this academy provides the best all-around education available. After graduation from this basic 480-hour course, which is both practical and academic, the officer returns for sixteen weeks of field training with Department training officers. During this period the officer is evaluated and if he or she has performed satisfactorily, is allowed to work on his or her own during the balance of their probation (approximately one and one half years). The Department takes the probationary period for Police Officers very seriously. This is the time to decide whether a new officer's performance really matches the needs of the Department and the community. Throughout probation, the officer's performance is continually evaluated and a decision is made whether to retain the officer. Since 2001 the Department has hired 54 Police Officers. As of January of 2014, twenty one (39%) of those officers did not satisfactorily complete the probationary phase of employment. While some may choose to leave because they chose

the wrong career, most are asked to leave because of a failure to meet our standards. Assuming an officer completes probation, we expect it to take an average of about three years for a sworn officer to have sufficient skills through training and experience to be able to perform their duties with minimal supervision.

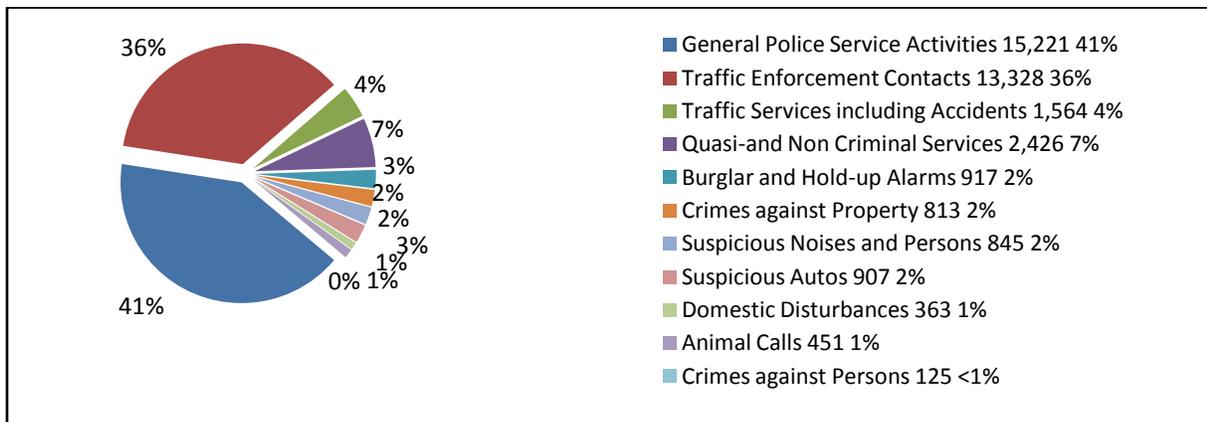
## Activity

During calendar 2013, the Glen Ellyn Police Department handled 36,960 “incidents” of various kinds; an average of 101 incidents per day (an average of 100 incidents per day in 2005, 2006 and 2007; 110 in 2008 and 2009, 109 in 2010, 105 in 2011 and 104 in 2012). “Incidents” include both self initiated activity (an Officer observes something while on patrol and takes action) and complaints (an Officer is called to a scene and takes action). Typically, about 55 – 60% of patrol activity is self-initiated. The Department investigated 131 crimes against persons, (which include homicide, assault, battery, robbery, sex and child endangerment crimes) and 805 crimes against property, (which include burglary, theft, criminal damage/trespass, narcotics and deceptive practices).

The following table compares calendar 2013 total activity with previous years:

2005	2006	2007	2008	2009	2010	2011	2012	2013	Year
36,611	36,681	36,415	36,519	40,358	39,630	38,329	37,879	36,960	Total Incidents

The Chart below shows a categorical separation of calendar year 2013 activity.



**General police services (15,221 – 41%)** includes 67 types of activities such as calls for people who have locked their keys in their car, building checks (primarily an overnight activity), assistance to other agencies (i.e. the Fire Company, ambulance, other police departments, County Sheriff, etc.), foot patrols and all of the other routine and extraordinary functions performed day-to-day.

**Quasi-criminal and non-criminal services (2,426– 7%)** include improper parking, juvenile problems, liquor complaints, disorderly conduct, investigating 9-1-1 calls, suspicious circumstances, death investigations, weapon investigations and more.

## **Crossing Guards**

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

## **Parking Control**

Another associated responsibility of the Police Department is that of parking control within the Central Business District. During calendar year 2013, 6,661 parking tickets were issued throughout the Village, with approximately 51% issued as a result of the parking control program within the Central Business District. Due to the high number of tickets issued each year, the fine structure was increased in May 2010 as a deterrent to parking offenders, especially repeat offenders in the CBD.

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

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

## **DuCOMM**

We receive our public safety communication services through DuCOMM, which is a central communication organization comprised of 17 member municipal police departments and 22 member municipal fire departments or independent fire protection districts in DuPage County. Our Department has been a member of DuCOMM since its formation in 1976. DuCOMM is mostly funded by each member's annual contribution. For police, the formula for this contribution is based on the number of officers. The Glen Ellyn Police presently receive all communication and communication staff services from DuCOMM for which we will pay \$432,200 this year. They answer all Glen Ellyn 9-1-1 calls and dispatch our officers, paramedics and Volunteer Fire Department. In calendar year 2013, DuCOMM handled 39,469 Glen Ellyn police dispatches, which includes calls for service and administrative duties.

In recent years, Glen Ellyn and several other communities have maintained a cooperative arrangement with DuCOMM and the Emergency Telephone System Board (ETSB) to

enhance DuCOMM's level of service by integrating data between the Computer-Aided Dispatch system and the Records Management system. In January 2004, the ETSB approved a contract valued at over \$1,300,000 that provides RMS services to our Police Department and all other DuPage County municipalities. Annual maintenance costs are paid to the ETSB for on-going technical support. This package enables us to perform wireless, paperless, in-car reporting which results in substantial man-hour savings. To pursue our own RMS package would have cost an estimated \$300,000. In 2010, we continued to implement different features associated with the records management system. In 2014, the RMS package is under review and a new product may be explored.

In 2012, the Police Department began operating on a new county-wide radio system which provides interoperability among police, fire and public works departments. Most of the cost of this new system was paid for by grants and funds from the ETSB. The remaining balance was paid from seized funds awarded to the Police Department for the interdiction of specific criminal acts. The Police Department went live on the new radio system in the summer of 2012.

### **Children Center**

Beginning in FY 86/87, the Village provided funds that allowed our Department to participate in the DuPage County State's Attorney's Children Center. This is a specially created, cooperative investigative unit, which handles sexual abuse crimes against children. The Children Center began operations on March 2, 1987. In 2013, the Children Center initiated 412 cases, of which 8 happened in Glen Ellyn. Glen Ellyn's financial contribution to the Center is \$4,000 per year. We look forward to our continued participation as it results in greater staffing efficiency and reduced victim trauma. In addition, they routinely assist our Department in conducting victim-sensitive interviews related to other, non-qualifying cases.

### **DARE/ School Safety Officer**

Beginning in 1992, we began teaching the DARE Program (Drug Abuse Resistance Education) for the fifth grade classes in School District 41. In 1995, we included St. James and St. Petronille School. Additionally, we teach the program in all four School District 41 elementary schools, and at Park View Elementary School (District 89). In 1994, we began teaching the Junior High School DARE program. In 2004, the State of Illinois stopped supporting DARE and its training due to financial reasons. Glen Ellyn has restructured our program and continued to provide this exceptional program to all fifth grade students attending both public and private schools within the community. In the 2012-13 school year, over 500 fifth grade students will participate in the elementary school DARE program and the alternative "Too Good for Drugs" program (District 89). We anticipate our DARE officers will spend over 1,000 hours in classroom teaching and preparation.

The fifth grade DARE and Too Good for Drugs programs last 11 weeks and involve a one-hour class presentation per week for each fifth grade class. The DARE curriculum was modified in 1995 to include violence resistance components. In 2007, we included a

bullying presentation and an additional update began in the Fall of 2012. The DARE program helps to satisfy the Illinois State Board of Education's fundamental requirements for health education and drug prevention. The unique aspect of DARE, which sets it apart from other school based drug education programs, is the fact that its curriculum is delivered by a uniformed police officer and not by a classroom teacher (which is a considerable benefit to both the student and the officer).

The long-term goals of DARE include:

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

## **High School Liaison**

Beginning in school year 1996/97, we dedicated a police officer to serve as a full-time liaison for Glenbard West High School. The officer received special training including certification as a Juvenile Officer. The High School provides an office and secretarial services and, through an intergovernmental agreement, pays about 77% of the salary and related costs of our officer. This program has received very positive feedback from the school and community. In 2001, 2006, 2008 and 2009 (due to an unanticipated retirement), we replaced the officer in this assignment to keep the perspective fresh and provide different opportunities within the Department. We expect this assignment to rotate among qualified officers about every 3 or 4 years. A new officer was assigned to the position for the 2013-2014 school year.

## **Senior Citizens Police Academy**

The Community Police Academy began in January of 2002. Through four sessions over 64 Village residents attended a series of classes on law enforcement topics as well as general Village government issues. The Academy provided community members an opportunity to learn about the job of a police officer in their community. Through various guest speakers and meeting locations, they will also gain insight into other areas such as: Village government, DuCOMM, Public Works and the Volunteer Fire Company. Recruiting for this class became very difficult as many people's schedules couldn't reconcile with the attendance commitment.

In 2007, we held a Seniors Police Academy with 25 senior citizens that lasted seven weeks and followed the curriculum of its predecessor. The "graduates" were overwhelmingly positive in their feedback concerning this experience. We held two sessions in 2008, 2009, 2010, and 2011 and one in 2013 and 2014 bringing our total number of graduates to 244! In 2012, we held a Senior Academy Alumni Event with over 40 residents in attendance. We are planning to continue this very popular and appreciated program in 2013. As part of the Senior Academy Alumni Program, U.S. Congressman Peter Roskam, Secretary of State Jessie White and Illinois Attorney

General Lisa Madigan have spoken to our graduates and other residents at the Civic Center.

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

### **“Coffee with the Cops”**

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

### **Emergency Planning**

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

The Federal government has now mandated that Emergency Plans be developed and meet a variety of standards. The Village of Glen Ellyn partnered with the Villages of Wheaton, Winfield, the College of DuPage and the DuPage County Office of Homeland Security to test our capabilities through a cooperative exercise on May 21, 2008. The exercise was conducted at each entity’s emergency operations center, and then the entities came to together at College or DuPage to form an Area Command Center. The issues that arose and needed to be managed included: communication, perimeter security, evacuation, hazardous material exposure, mass transport of sick and injured, mutual aid and resource procurement/allocation. The exercise was considered very successful and the interested parties continue to meet regularly to improve our cooperation and capabilities.

In November 2012, the Police Department participated in a County-wide tabletop training exercise, utilizing components of this plan. Village Staff participated in an in-house preparedness table top in 2013.

### **Administrative Adjudication**

In January 2012, The Village began Administrative Adjudication hearings for certain types of petty offenses, particularly parking tickets. The hearings are held in the evening on the third Wednesday of the month at the Civic Center. This is a more convenient option for people wishing to challenge a ticket before a hearing officer, rather than going

to a daytime court proceeding. In 2014, plans were undertaken to expand Administrative Adjudication to include tow related offenses and citations originating from building inspections. The tow related offenses will be completed by 2014. We hope to have the building related component in place by late 2014 or early 2015.

	2012	2013
Fine Revenue	\$6,980	\$8,785
Hearing Officer Expenses	\$4,477	\$3,352
Net Revenue	\$2,503	\$5,433

**GENERAL FUND**  
**POLICE DEPARTMENT**

(134000)

AS OF SY14, THE POLICE DEPARTMENT HAS BEEN DIVIDED INTO THREE COST CENTERS

**Village of Glen Ellyn**  
**Calendar Year 2015 Budget**

Object Code	Account Description	FY12/13	FY13/14	SY2014	SY2014	Calendar	Calendar	Calendar	
		Actual	Actual	8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget	
<b>Personnel Services</b>									
510100	Salaries - Pension (IMRF)	\$ 468,470	\$ 462,225	\$ 375,900	\$ 368,000	\$ 459,149	\$ 515,224	\$ 600,800	
510110	Salaries - Sworn Officers	3,197,232	3,428,917	2,420,600	2,385,500	3,371,617	3,462,417	3,561,400	1
510120	Salaries - Non-pension	125,762	127,546	71,000	59,800	120,124	99,492	103,710	
510150	Crossing Guards	35,775	35,301	25,000	25,000	36,389	36,979	40,000	
510200	Overtime	11,689	244	-	-	3,021	244	-	
510220	Overtime	386,364	355,877	265,000	270,000	380,952	370,272	375,600	2
510400	FICA	97,835	100,190	103,400	103,400	98,967	134,857	112,600	
510500	IMRF	57,204	57,937	60,000	60,000	57,417	78,455	65,000	
590700	IFT / Police Pension Fund	969,000	980,000	981,000	981,000	980,000	981,000	1,153,000	3
	<b>Subtotal</b>	<b>5,349,331</b>	<b>5,548,237</b>	<b>4,301,900</b>	<b>4,252,700</b>	<b>5,507,636</b>	<b>5,678,940</b>	<b>6,012,110</b>	
<b>Contractual Services</b>									
520110	Counseling Services	25,000	25,000	20,000	20,000	25,000	20,000	25,000	4
520127	Scholarship Award	21,072	-	-	-	-	-	-	
520600	Dues / Subscriptions	15,995	14,274	9,000	8,700	15,191	16,844	16,000	5
520615	Recruiting and Testing	15,554	4,595	12,000	800	9,202	1,000	-	
520620	Employee Education	25,637	24,133	21,000	9,805	28,032	14,420	35,000	6
520625	Travel	6,896	7,274	5,500	3,400	7,621	4,017	9,000	7
520705	Prosecutorial Services	77,912	77,869	56,000	56,000	77,371	79,809	-	
520905	Printing	6,575	6,870	5,050	4,750	8,156	7,675	8,000	
520910	Radio and Radar	98	1,100	-	-	1,100	-	-	
520920	Du-Comm	363,324	379,782	269,700	269,700	375,668	364,645	432,200	8
520930	General Services	15,000	-	-	-	6,683	(6,683)	-	
520931	Seized Funds - Federal	1,449	916	-	-	641	275	-	9
520933	Seized Funds - State	6,835	3,545	-	-	8,097	1,536	-	9
520934	DARE Program Expenses	2,581	2,469	4,000	4,000	2,849	4,924	500	10
520935	Towing / Impound Fees	3,458	4,596	4,000	5,000	4,509	6,140	6,000	
520936	Seized Property Expenses	2,155	32,288	-	-	31,602	1,055	-	
520975	Maintenance / Equipment	4,333	6,167	8,200	8,200	2,797	12,463	21,400	11
521055	Professional Services / Other	46,893	41,439	32,000	30,000	46,104	39,420	35,000	12
521195	Telecommunications	25,514	23,206	17,000	16,800	24,423	25,251	27,000	13
590600	IFT / Health Insurance	562,269	615,397	438,220	438,220	585,369	632,450	579,400	
590610	IFT / Insurance - General	121,200	111,500	81,500	81,500	114,733	118,667	124,100	
590650	IFT / Equipment Services (O&M)	258,500	271,400	176,500	176,500	267,100	266,967	272,300	
590655	IFT / Equipment Services (Replace)	136,248	152,800	94,900	94,900	147,283	145,833	142,300	
	<b>Subtotal</b>	<b>1,744,498</b>	<b>1,806,620</b>	<b>1,254,570</b>	<b>1,228,275</b>	<b>1,789,531</b>	<b>1,756,708</b>	<b>1,733,200</b>	
<b>Commodities</b>									
530100	Office Supplies	10,067	7,329	6,000	4,775	8,770	7,662	10,000	
530105	Operating Supplies	39,330	39,822	31,500	30,000	26,565	48,998	50,050	14
530220	Prisoner Expense	-	73	-	-	-	73	-	
530445	Uniforms	38,511	30,311	25,050	23,000	28,853	31,730	35,150	15
	<b>Subtotal</b>	<b>87,908</b>	<b>77,535</b>	<b>62,550</b>	<b>57,775</b>	<b>64,188</b>	<b>88,463</b>	<b>95,200</b>	
<b>Capital Outlay</b>									
580110	Equipment	-	61,600	100,500	80,000	53,559	88,041	45,000	16
	<b>Subtotal</b>	<b>-</b>	<b>61,600</b>	<b>100,500</b>	<b>80,000</b>	<b>53,559</b>	<b>88,041</b>	<b>45,000</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$ 7,181,737</b>	<b>\$ 7,493,992</b>	<b>\$ 5,719,520</b>	<b>\$ 5,618,750</b>	<b>\$ 7,414,914</b>	<b>\$ 7,612,152</b>	<b>\$ 7,885,510</b>	

**GENERAL FUND**  
**POLICE DEPARTMENT - Administration**  
(134100)

**Village of Glen Ellyn**  
**Calendar Year 2015 Budget**

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014	SY2014	Calendar	Calendar	Calendar	
				8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual*	Year 2015 Budget	
<b>Personnel Services</b>									
510100	Salaries - Pension (IMRF)	\$ -	\$ -	\$ 296,100	\$ 281,000	\$ -	\$ -	\$ 446,300	
510110	Salaries - Sworn Officers	-	-	252,600	264,500	-	-	375,000 <span style="border: 1px solid black; padding: 0 2px;">1</span>	
510120	Salaries - Non-pension	-	-	71,000	59,800	-	-	81,600	
510220	Overtime	-	-	-	-	-	-	17,900 <span style="border: 1px solid black; padding: 0 2px;">2</span>	
510400	FICA	-	-	103,400	103,400	-	-	46,100	
510500	IMRF	-	-	60,000	60,000	-	-	48,300	
590700	IFT / Police Pension Fund	-	-	73,600	73,600	-	-	86,500 <span style="border: 1px solid black; padding: 0 2px;">3</span>	
	<b>Subtotal</b>	-	-	856,700	842,300	-	-	1,101,700	
<b>Contractual Services</b>									
520600	Dues / Subscriptions	-	-	5,650	6,200	-	-	8,800 <span style="border: 1px solid black; padding: 0 2px;">5</span>	
520615	Recruiting and Testing	-	-	12,000	800	-	-	-	
520620	Employee Education	-	-	7,300	(155)	-	-	13,000 <span style="border: 1px solid black; padding: 0 2px;">6</span>	
520625	Travel	-	-	3,900	1,500	-	-	6,100 <span style="border: 1px solid black; padding: 0 2px;">7</span>	
520705	Prosecutorial Services	-	-	56,000	56,000	-	-	-	
520905	Printing	-	-	1,250	1,250	-	-	1,900	
520920	Du-Comm	-	-	20,200	20,200	-	-	32,400 <span style="border: 1px solid black; padding: 0 2px;">8</span>	
520975	Maintenance / Equipment	-	-	3,800	3,800	-	-	1,400 <span style="border: 1px solid black; padding: 0 2px;">11</span>	
521055	Professional Services / Other	-	-	2,000	2,000	-	-	5,000 <span style="border: 1px solid black; padding: 0 2px;">12</span>	
521195	Telecommunications	-	-	1,300	1,300	-	-	3,800 <span style="border: 1px solid black; padding: 0 2px;">13</span>	
590600	IFT / Health Insurance	-	-	93,920	93,920	-	-	113,900	
590610	IFT / Insurance - General	-	-	27,700	27,700	-	-	14,900	
590650	IFT / Equipment Services (O&M)	-	-	60,000	60,000	-	-	92,600	
590655	IFT / Equipment Services (Replace)	-	-	32,300	32,300	-	-	48,400	
	<b>Subtotal</b>	-	-	327,320	306,815	-	-	342,200	
<b>Commodities</b>									
530100	Office Supplies	-	-	1,500	1,600	-	-	2,500	
530105	Operating Supplies	-	-	7,900	9,000	-	-	11,250 <span style="border: 1px solid black; padding: 0 2px;">14</span>	
530445	Uniforms	-	-	1,250	3,000	-	-	1,750 <span style="border: 1px solid black; padding: 0 2px;">15</span>	
	<b>Subtotal</b>	-	-	10,650	13,600	-	-	15,500	
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,194,670</b>	<b>\$ 1,162,715</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,459,400</b>	

This cost center was created for the SY14 budget. Activity is totaled on the Police Department budget page for comparison purposes.

\*As only a partial calendar year is available for 2014 as the cost center was created in May, Calendar Year 2014 Estimated Actual is not presented.

**GENERAL FUND**  
**POLICE DEPARTMENT - Operations**  
(134200)

Village of Glen Ellyn  
Calendar Year 2015 Budget

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014		Calendar	Calendar	Calendar	
				8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual*	Year 2015 Budget	
<b>Personnel Services</b>									
510100	Salaries - Pension (IMRF)	\$ -	\$ -	\$ 79,800	\$ 87,000	\$ -	\$ -	\$ 118,300	
510110	Salaries - Sworn Officers	-	-	1,803,600	1,740,000	-	-	2,692,200	1
510120	Salaries - Non-pension	-	-	-	-	-	-	22,110	
510150	Crossing Guards	-	-	25,000	25,000	-	-	40,000	
510220	Overtime	-	-	265,000	270,000	-	-	306,600	2
510400	FICA	-	-	-	-	-	-	57,800	
510500	IMRF	-	-	-	-	-	-	12,800	
590700	IFT / Police Pension Fund	-	-	760,300	760,300	-	-	893,600	3
	<b>Subtotal</b>	-	-	2,933,700	2,882,300	-	-	4,143,410	
<b>Contractual Services</b>									
520110	Counseling Services	-	-	20,000	20,000	-	-	25,000	4
520600	Dues / Subscriptions	-	-	1,300	300	-	-	4,000	5
520620	Employee Education	-	-	12,200	8,400	-	-	19,900	6
520625	Travel	-	-	500	700	-	-	1,300	7
520905	Printing	-	-	3,200	3,500	-	-	5,200	
520920	Du-Comm	-	-	209,000	209,000	-	-	335,000	8
520931	Seized Funds - Federal	-	-	-	-	-	-	-	9
520933	Seized Funds - State	-	-	-	-	-	-	-	9
520934	DARE Program Expenses	-	-	4,000	4,000	-	-	500	10
520935	Towing / Impound Fees	-	-	4,000	5,000	-	-	6,000	
520936	Seized Property Expenses	-	-	-	-	-	-	-	
520975	Maintenance / Equipment	-	-	2,700	2,700	-	-	18,200	11
521055	Professional Services / Other	-	-	25,400	26,000	-	-	25,400	12
521195	Telecommunications	-	-	13,200	14,500	-	-	19,400	13
590600	IFT / Health Insurance	-	-	307,940	307,940	-	-	416,200	
590610	IFT / Insurance - General	-	-	45,700	45,700	-	-	85,600	
590650	IFT / Equipment Services (O&M)	-	-	98,800	98,800	-	-	152,400	
590655	IFT / Equipment Services (Replace)	-	-	53,200	53,200	-	-	79,700	
	<b>Subtotal</b>	-	-	801,140	799,740	-	-	1,193,800	
<b>Commodities</b>									
530100	Office Supplies	-	-	3,840	2,500	-	-	6,300	
530105	Operating Supplies	-	-	20,000	19,000	-	-	33,600	14
530445	Uniforms	-	-	22,800	18,000	-	-	32,000	15
	<b>Subtotal</b>	-	-	46,640	39,500	-	-	71,900	
<b>Capital Outlay</b>									
580110	Equipment	-	-	100,500	80,000	-	-	45,000	16
	<b>Subtotal</b>	-	-	100,500	80,000	-	-	45,000	
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,881,980</b>	<b>\$ 3,801,540</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,454,110</b>	

This cost center was created for the SY14 budget. Activity is totaled on the Police Department budget page for comparison purposes.

\*As only a partial calendar year is available for 2014 as the cost center was created in May, Calendar Year 2014 Estimated Actual is not presented.

**GENERAL FUND**  
**POLICE DEPARTMENT - Investigations**  
(134300)

Village of Glen Ellyn  
Calendar Year 2015 Budget

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014	SY2014	Calendar	Calendar	Calendar	
				8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual*	Year 2015 Budget	
<b>Personnel Services</b>									
510100	Salaries - Pension (IMRF)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,200	
510110	Salaries - Sworn Officers	-	-	364,400	381,000	-	-	494,200	1
510220	Overtime	-	-	-	-	-	-	51,100	2
510400	FICA	-	-	-	-	-	-	8,700	
510500	IMRF	-	-	-	-	-	-	3,900	
590700	IFT / Police Pension Fund	-	-	147,100	147,100	-	-	172,900	3
	<b>Subtotal</b>	-	-	511,500	528,100	-	-	767,000	
<b>Contractual Services</b>									
520600	Dues / Subscriptions	-	-	2,050	2,200	-	-	3,200	5
520620	Employee Education	-	-	1,500	1,560	-	-	2,100	6
520625	Travel	-	-	1,100	1,200	-	-	1,600	7
520905	Printing	-	-	600	-	-	-	900	
520920	Du-Comm	-	-	40,500	40,500	-	-	64,800	8
520975	Maintenance / Equipment	-	-	1,700	1,700	-	-	1,800	11
521055	Professional Services / Other	-	-	4,600	2,000	-	-	4,600	12
521195	Telecommunications	-	-	2,500	1,000	-	-	3,800	13
590600	IFT / Health Insurance	-	-	36,360	36,360	-	-	49,300	
590610	IFT / Insurance - General	-	-	8,100	8,100	-	-	23,600	
590650	IFT / Equipment Services (O&M)	-	-	17,700	17,700	-	-	27,300	
590655	IFT / Equipment Services (Replace)	-	-	9,400	9,400	-	-	14,200	
	<b>Subtotal</b>	-	-	126,110	121,720	-	-	197,200	
<b>Commodities</b>									
530100	Office Supplies	-	-	660	675	-	-	1,200	
530105	Operating Supplies	-	-	3,600	2,000	-	-	5,200	14
530445	Uniforms	-	-	1,000	2,000	-	-	1,400	15
	<b>Subtotal</b>	-	-	5,260	4,675	-	-	7,800	
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 642,870</b>	<b>\$ 654,495</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 972,000</b>	

This cost center was created in SY14 budget. Activity is totaled on the Police Department budget page for comparison purposes.

\*As only a partial calendar year is available for 2014 as the cost center was created in May, Calendar Year 2014 Estimated Actual is not presented.

**POLICE DEPARTMENT  
FY 2015 BUDGET FOOTNOTES**

**General Assumptions**

- Total Sworn Officers: 40
  - 3 Admin
  - 6 Investigations
  - 31 Operations
- Total Police Department Employees: 57 ----->52.85 FTE
  - Administration:16-----> 12.35 FTE
  - Operations: 33----->33.90 FTE
  - Investigations:6----->6.60 FTE
- Change in budget process in FY2014 caused examination of all expenses and some re-alignment of individual costs.
- Salary projections are based on a 2.5% increase for members of the bargaining unit, and a 2.25% increase for employees outside of the bargaining unit.
- All non-patrol salary calculations used the “Fiscal Year change to Calendar Year” chart provided in the personnel memo dated December 31, 2013.

Salaries are now shown as:

- “Salaries-Pension (IMRF)”, referring to those civilian employees who work over 1000 hours a year and contribute to IMRF.
- “Salaries-Sworn Officers”, referring to sworn police officers of all ranks.
- “Salaries-Non-Pension”, referring to remaining part-time employees who do not contribute to IMRF.
- “Salaries-Crossing Guards”, referring to the crossing guards hired and trained by the Police Department.

An “investigative aid” position has been budgeted and will be partially funded by the elimination of two PT Community Service Officer positions (currently vacant). This position was discussed during budget meetings in FY14 and delayed until FY15.

**1 Sworn Salaries**

The salary line reflects salaries for 40 sworn officer positions including 1 Chief, 2 Deputy Police Chiefs, 7 Sergeants and 30 Police Officers. The authorized sworn strength of the Department is 43 officers; however, due to lack of sufficient revenues, 3 police officer positions will remain unfunded and vacant during FY/2015. It is also anticipated and budgeted to have a Sergeant vacancy for 6 months of the fiscal year. One officer will be paid from seized funds collected through drug interdiction efforts.

Total	\$3,561,400
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**2 Overtime**

The overtime category includes a number of different pay types, many of which represent contractual obligations. Beginning in 2010, we identified three areas to include in overtime calculations with increasing demands on officers' time, those being: Summary Suspension hearings (a mandatory court date as a prelude to DUI prosecution); DUI/Criminal Court (court time is managed by the State's Attorney's office) and Tactical Patrol. The tactical patrol is a program to provide extra patrols in specific areas. These areas are determined by events and circumstances such as a sudden increase in vandalism, graffiti, or other crime that may necessitate law enforcement saturation. The Miscellaneous (Event) category was increased in FY12/13 to reflect the growing number of special events in the Central Business District, particularly those involving the sale of alcoholic beverages.

<u>Overtime Type</u>	<u>FY15 Budget</u>
Holiday (Excluding base pay)*	\$135,000
Court/Standby Pay*	89,000
Overtime (Extra shift)	24,000
Summary Suspension	18,000
DUI/Criminal Court	15,000
Extra Duty (School activities, etc)**	15,000
Tactical Patrol	10,000
Training	8,000
Officer In Charge	5,600
Supervisory Prep	16,000
Field Training Officer	16,000
Miscellaneous (Event)	18,000
Detective Stipend	<u>6,000</u>
	<u>\$375,600</u>

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

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

### **3 IFT / Police Pension Fund**

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

Total	\$1,153,000
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### **4 Counseling Services**

Working in concert with the Glen Ellyn school districts and the Police Department, this service is utilized to provide problem assessment, family therapy, individual therapy, crisis intervention, and marriage counseling. The Glen Ellyn Youth and Family Counseling Service is the provider of this important service. This expenditure was previously allocated within the Special Programs Fund and will be funded using revenue previously allocated to the Special Programs Fund. This contribution has been reduced in FY14 because of the short year budget, however, it returns to \$25,000 in FY/15.

Total	\$25,000
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**5 Dues/Subscriptions**

There is an increase in this fund due to the addition of the following service subscriptions:

1. LESO (Law Enforcement Support Office) – allows us to purchase government surplus items such as ballistic helmets, etc.
2. CLEAR (Consolidated Lead Evaluation and Reporting)- provides investigative information
3. IACP (International Association of Chiefs of Police Network) – a clearinghouse for police research
4. Dedicated Line for Internet Investigations

Total \$16,000

**6 Employee Education**

Concern about “failure to train” liability has caused us to focus on employee education. This is an area where we must increase our participation in order to avoid costly lawsuits in the future. Education covers a wide range of topics and positions in the police department. Some of these classes include legal/liability training/conferences, “train the trainer” education (Taser, defensive tactics, rapid deployment), the latest investigative trends and best practices, first aid/medical, evidence gathering, and professional conferences which tend to focus on the most critical issues facing law enforcement. In FY14 the general services fund, which provided incentive for officer residency, was eliminated. The elimination of the general services fund offset the additional expense of training.

Total \$35,000

**7 Travel**

Due to the increase in the employee education budget, there is an expected corresponding travel increase. The change in daily per diem vs. actual meal costs is also expected to increase the travel budget.

Total \$9,000

**8 DuCOMM**

DuPage County Public Safety Communication (DuComm) provides the operation and maintenance of police dispatch services. The cost for DuCOMM is determined by the number of sworn officers. Additional DuCOMM expenses of \$123,000 are also identified in the Village Budget for the Volunteer Fire Company.

Dispatch Services (Police) Total \$432,200

**9 Seized Funds**

Seized funds are monies awarded to local police jurisdictions through the courts after the apprehension and prosecution of certain offenses, particularly drug offenses and offenses involving the use of a vehicle. There are very stringent guidelines restricting how such funds may be spent by the police department. While they may not be used for normally budgeted items, they may be used for enhancing law enforcement efforts and to cover the expenses of replacing officers in undercover assignments. Operational integrity limits what can be shared in an open source document.

**10 DARE**

DARE is a highly appreciated and well-received program in our community. It calls for a uniformed officer to present educational material on a number of topics in a relaxed, non-enforcement setting. While there is debate over the success of the original DARE message, we believe the impact of the officer/student interaction has been very successful. This important community outreach program is in jeopardy of being cancelled due to budget cuts. Expenses are reduced for CY15 to \$500.

Total	\$500
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**11 Maintenance/Equipment**

Projected fees for Livescan (fingerprinting) annual maintenance (\$1000) and NetRMS (Records Management System) technical maintenance (\$6800) are included in this fund, as well as Radio and Radar purchase/repair and other miscellaneous expenses. Additionally, in FY14 we agreed to pay \$8,000 per year to TASER to “pre-fund” our next purchase at considerable savings.

Total	\$21,400
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**12 Professional Services/Other**

DuMeg is a multi-jurisdictional drug task force that performs investigations throughout DuPage County. As a member agency, we pay an annual contribution for the ability to call upon DuMeg for investigations beyond our resources. The DuPage County Children's Center, led by the States Attorney's Office, investigates crimes related to children with specially trained officers. Funds for collective bargaining and other attorney's fees related to FOP grievances were moved to the Village Budget.

DuMeg	22,000
Children Center	4,000
Internal Random Drug Testing	1,000
Misc.	<u>8,000</u>
Total	<u>\$35,000</u>

**13 Telecommunications**

This fund accounts for cellular phones issued to supervisory personnel and investigators. Additional services paid for include cellular data services for in-car computers, and the Police Department's share of the land-line phone system use. We anticipate some additional expense to make all cars blue-tooth compliant.

Total	\$27,000
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**14 Operating Supplies**

This line, as suggested by its title, provides for operating supplies from the mundane such as mouth pieces for our breathalyzer machine, notary stamps, evidence supplies, Senior Police Academy costs, ear pieces, etc., to more interesting items such as pepper spray and ammunition. Recently this line item has been increased due to the rising cost of ammunition which is due, in part, to increased military demand.

Total	\$50,500
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**15 Uniforms**

This fund accounts for employee uniforms which are provided through a quartermaster system. This year, we anticipate the cost of outfitting up to four new officers. Additionally, there is an increase depicted which is a result of higher costs for uniforms and gear, including bullet resistant vests. The Department has been able to recover some of the costs of vests through a government grant program.

Total	\$35,150
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VILLAGE OF GLEN ELLYN  
CY 15 ANNUAL BUDGET  
PERSONNEL SCHEDULE

**POLICE DEPARTMENT**

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY10/11 Budgeted Employees</u>	<u>FY11/12 Budgeted Employees</u>	<u>FY12/13 Budgeted Employees</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>CY 15 Budgeted Employees</u>
Police Chief	FT	V	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Chief	FT	T	2.00	2.00	2.00	2.00	2.00	2.00
Police Sergeant	FT	O	7.00	7.00	7.00	7.00	7.00	7.00
Police Officer**	FT	Contract	33.00	33.00	33.00	30.00	30.00	30.00
Records Supervisor/Tech	FT	L	1.00	1.00	1.00	1.00	1.00	1.00
Property Officer	FT	G	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II	PT	F	0.50	0.50	0.50	0.50	0.50	0.60
Community Service Officer	FT	E	2.00	2.00	2.00	2.00	2.00	2.00
Community Service Officer	PT	E	1.60	1.20	1.20	1.50	0.70	0.90
Investigative Aide	PT	TBD		-	-	-	-	0.60
Records Clerk	FT	D	4.00	4.00	4.00	4.00	4.00	4.00
Records Clerk	PT	D	2.75	2.75	2.75	2.75	2.75	2.75
Crossing Guards	PT	Daily Rate	<u>7 locations</u>	<u>7 locations</u>	<u>7 locations</u>	<u>8 locations</u>	<u>8 locations</u>	<u>7 locations</u>
<b>TOTAL EMPLOYEES (Full-time Equivalents)</b>			<b><u>55.85</u></b>	<b><u>55.45</u></b>	<b><u>55.45</u></b>	<b><u>52.75</u></b>	<b><u>51.95</u></b>	<b><u>52.85</u></b>
Full-time Number of Positions**			51	51	51	48	48	48
Part-time Number of Positions			19	18	18	19	17	16

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

\*\* Starting in FY13/14, reporting for Police Officers changed from number of positions authorized to number of positions funded in the current year budget. There are 33 police officer positions authorized.

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## **GLEN ELLYN FIRE AND EMS SERVICES**

The Village of Glen Ellyn has been provided Fire protection service from the Glen Ellyn Volunteer Fire Company (GEVFC) for more than 100 years. Volunteers put in countless hours in serving the community, responding day or night, to provide excellent fire protection service to the community and surrounding areas. The GEVFC is a highly professional organization, and as such, requires modern equipment and support to continue to provide top notch fire service.

Faced with declining voluntary donations, the Village and GEVFC evaluated various funding methods to provide reliable ongoing financial support of the Fire Company in 2013. Effective May 1, 2014, the Village has implemented a Fire Service Fee that is billed and collected on the monthly Village Services bill. This revenue, along with proceeds from the existing Fire Special Service Areas (SSAs) is accounted for in a new Fire Services Fund, where the Village provides operational support to the GEVFC as well as accumulate dollars for equipment and facility needs.

The Fire Department budget also has included paramedic service. Before 2009, the Village provided one 24 hour ambulance, plus one 12 hour ambulance. The services were provided by a contracted paramedic company, which retained all billed revenue, plus the Village provided supplemental funding. Following an RFP process in 2009, the village hired a paramedic company for two 24 hour ambulances, purchased ambulances, and hired a separate billing company. This arrangement expires June 15, 2014. Beginning on June 15, 2014, the Village returned to a turnkey model through a contracted paramedic company, which retained all billed revenue, plus supplemental Village funding. The new agreement does provide for the Village to receive a reimbursement of revenues above an agreed upon threshold. Under the new agreement, the Village does not own the ambulances.

Starting in Short Year 2014, the General Fund included two new cost centers, Fire Department and Emergency Medical Services to separately account for the cost of providing the respective services.

**GENERAL FUND**  
**FIRE DEPARTMENT SUMMARY**

*Village of Glen Ellyn*  
**Calendar Year 2015 Budget**

<u>Object Code</u>	<u>Account Description</u>	<u>FY12/13 Actual</u>	<u>FY13/14 Actual</u>	<u>SY2014 8 Month Revised Budget</u>	<u>SY2014 8 Month Estimated Actual</u>	<u>Calendar Year 2013 Actual</u>	<u>Calendar Year 2014 Est. Actual</u>	<u>Calendar Year 2015 Budget</u>
<b><u>Revenue</u></b>								
<b><u>General Fund</u></b>								
	Fire SSA	178,136	182,572	-	-	181,682	901	-
	Ambulance Service Charges	756,039	664,233	125,000	230,000	754,523	443,580	5,000
	<b>Total Fire related General Fund revenue</b>	<b>934,175</b>	<b>846,805</b>	<b>125,000</b>	<b>230,000</b>	<b>936,205</b>	<b>444,481</b>	<b>5,000</b>
<b><u>Fire Services Fund</u></b>								
	Fire SSA	-	-	168,000	161,500	-	161,500	165,000
	Fire Services Fee	-	-	570,000	523,000	-	523,000	785,000
	Interest	-	-	1,000	100	-	100	100
	Misc. (Transfer from GEVFC)	-	-	-	65,500	-	65,500	500,000
	Transfer In	-	-	542,000	542,000	-	542,000	-
	<b>Total Fire Services Fund</b>	<b>-</b>	<b>-</b>	<b>1,281,000</b>	<b>1,292,100</b>	<b>-</b>	<b>1,292,100</b>	<b>1,450,100</b>
	<b>Total Revenues</b>	<b>934,175</b>	<b>846,805</b>	<b>1,406,000</b>	<b>1,522,100</b>	<b>936,205</b>	<b>1,736,581</b>	<b>1,455,100</b>
<b><u>Expenditures</u></b>								
<b><u>General Fund</u></b>								
	Volunteer Fire Company	1,751,414	1,794,015	-	-	1,745,852	619,242	-
	Fire Department (new in SY14)	-	-	227,610	218,450	-	218,450	376,700
	EMS (new in SY14)	-	-	537,246	516,600	-	516,600	441,250
	<b>Total General Fund Expenditures</b>	<b>1,751,414</b>	<b>1,794,015</b>	<b>764,856</b>	<b>735,050</b>	<b>1,745,852</b>	<b>1,354,292</b>	<b>817,950</b>
<b><u>Fire Services Fund</u></b>								
	Contribution to GEVFC	-	-	360,460	360,460	-	360,460	480,000
	Operations	-	-	64,800	17,230	-	17,230	68,800
	Capital	-	-	-	-	-	-	1,101,809
	<b>Total Fire Services Fund</b>	<b>-</b>	<b>-</b>	<b>425,260</b>	<b>377,690</b>	<b>-</b>	<b>377,690</b>	<b>1,650,609</b>
	<b>Total Expenditures</b>	<b>1,751,414</b>	<b>1,794,015</b>	<b>1,190,116</b>	<b>1,112,740</b>	<b>1,745,852</b>	<b>1,731,982</b>	<b>2,468,559</b>
	<b>Fire Department Activity Net</b>	<b>(817,239)</b>	<b>(947,210)</b>	<b>215,884</b>	<b>409,361</b>	<b>(809,647)</b>	<b>4,600</b>	<b>(1,013,459)</b>

**GENERAL FUND****VOLUNTEER FIRE COMPANY**

(135000)

*Village of Glen Ellyn*  
**Calendar Year 2015 Budget**

AS OF SY14, THIS COST CENTER IS NO LONGER BEING USED. ACTIVITY WILL BE ACCOUNTED FOR IN THE FIRE DEPARTMENT AND EMS COST CENTERS IN THE GENERAL FUND, AS WELL AS THE NEW FIRE SERVICES FUND.

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014	SY2014	Calendar	Calendar	Calendar
				8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual*	Year 2015 Budget
<b>Expenditures / Outflows (135000)</b>								
<b>Contractual Services</b>								
520150	Fire Company Contribution	\$ 105,000	\$ 105,000	\$ -	\$ -	\$ 105,000	\$ 52,500	\$ -
520155	Annual Fire Inspection Program	16,200	38,112	-	-	33,072	11,280	-
520401	Disconnection Taxes	-	2,909	-	-	2,909	-	-
520620	Employee Education	200	-	-	-	-	-	-
520905	Printing	-	441	-	-	74	367	-
520700	Legal	338	-	-	-	(338)	-	-
520920	Du-Comm	121,815	156,437	-	-	153,413	63,810	-
520925	Ambulance Service	901,828	926,061	-	-	887,711	294,500	-
520926	Ambulance Billing Service	35,817	33,952	-	-	37,508	10,348	-
520970	Maintenance / Bldgs & Grounds	1,264	1,627	-	-	1,300	327	-
521055	Professional Services	353	15,498	-	-	(2,940)	12,498	-
521195	Telecommunications	5,256	7,484	-	-	7,240	2,105	-
521200	Utilities	8,661	10,580	-	-	10,397	3,903	-
590610	IFT / Insurance - General	199,100	159,300	-	-	172,567	53,100	-
590650	IFT / Equipment Service (O&M)	139,700	152,000	-	-	147,900	50,667	-
590655	IFT / Equipment Services (Replace)	140,000	121,000	-	-	127,333	40,333	-
590910	IFT / Corporate Reserve Fund	60,000	55,000	-	-	55,000	20,000	-
	<b>Subtotal</b>	<b>1,735,532</b>	<b>1,785,401</b>	<b>-</b>	<b>-</b>	<b>1,738,146</b>	<b>615,738</b>	<b>-</b>
<b>Commodities</b>								
530105	Operating Supplies	15,882	8,614	-	-	7,706	3,504	-
	<b>Subtotal</b>	<b>15,882</b>	<b>8,614</b>	<b>-</b>	<b>-</b>	<b>7,706</b>	<b>3,504</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,751,414</b>	<b>\$ 1,794,015</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,745,852</b>	<b>\$ 619,242</b>	<b>\$ -</b>

\*This cost center was split into the Fire Department and EMS Cost Centers beginning May 1, 2014. The activity presented for Calendar Year Estimated Actual includes January - April 2014.

**GENERAL FUND**

**FIRE DEPARTMENT**

*(135100)*

THIS IS A NEW COST CENTER AS OF SY14 TO TRACK GENERAL TAX SUPPORT OF FIRE SERVICES.

*Village of Glen Ellyn  
Calendar Year 2015 Budget*

<u>Object Code</u>	<u>Account Description</u>	<u>FY12/13 Actual</u>	<u>FY13/14 Actual</u>	<u>SY2014 8 Month Revised Budget</u>	<u>SY2014 8 Month Estimated Actual</u>	<u>Calendar Year 2013 Actual</u>	<u>Calendar Year 2014 Est. Actual*</u>	<u>Calendar Year 2015 Budget</u>	
<b><u>Expenditures / Outflows (135100)</u></b>									
<b>Contractual Services</b>									
520155	Annual Fire Inspection Program	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	<input type="text" value="1"/>
520401	Disconnection Taxes	-	-	3,000	-	-	-	3,000	<input type="text" value="2"/>
520700	Legal	-	-	1,000	-	-	-	-	
520920	Du-Comm	-	-	17,660	14,000	-	14,000	28,000	<input type="text" value="3"/>
520970	Maintenance / Bldgs & Grounds	-	-	1,150	1,150	-	1,150	1,500	
521195	Telecommunications	-	-	5,000	4,000	-	4,000	6,500	
521200	Utilities	-	-	7,000	6,500	-	6,500	10,500	
590610	IFT / Insurance - General	-	-	64,900	64,900	-	64,900	196,400	
590650	IFT / Equipment Service (O&M)	-	-	97,900	97,900	-	97,900	100,800	
590655	IFT / Equipment Services (Replace)	-	-	-	-	-	-	-	
590910	IFT / Corporate Reserve Fund	-	-	-	-	-	-	-	
	<b>Subtotal</b>	-	-	227,610	218,450	-	218,450	376,700	
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 227,610</b>	<b>\$ 218,450</b>	<b>\$ -</b>	<b>\$ 218,450</b>	<b>\$ 376,700</b>	

\*The use of this cost center began on May 1, 2014. As such, the Calendar 2014 Estimated Actual only includes activity from May 1 - December 31

## BUDGET FOOTNOTES FIRE DEPARTMENT

**Starting in Short Year 2014, budgeting for Fire services has been changed from the Volunteer Fire Company cost center in the General Fund, to two new cost centers in the General Fund (Fire Department and Emergency Medical Services) and the new Fire Services Fund, which tracks Fire SSA revenue and the new Fire Services Fee.**

### FIRE DEPARTMENT

1. **Annual Fire Inspection Program:** The Fire Company has assumed the responsibility for performing annual commercial fire inspections. The Village provides reimbursements to the Fire Company as inspections are completed.
2. **Disconnection Taxes:** According to State statute, upon the annexation of unincorporated properties, the Village is obligated to pay disconnection fees to surrounding fire districts whose tax base is reduced through the removal of these properties from their service area. The annual amount payable is calculated based on the amount of property taxes previously paid to the district and is reduced each year over five years. In some cases, the Village has required the annexing property owner to reimburse these costs to the Village upon annexation.
3. **Du-Comm:** DuPage County Public Safety Communication (DuComm) provides the operation and maintenance of fire dispatch services. Fire dispatch costs are apportioned between Fire Department and EMS cost centers.

**GENERAL FUND**

**EMERGENCY MEDICAL SERVICE**

(135200)

AS OF SY14, THIS COST CENTER TRACKS COSTS RELATED TO THE PROVISION OF PARAMEDIC SERVICES

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	
<b>Expenditures / Outflows (135200)</b>									
<b>Contractual Services</b>									
520920	Du-Comm	\$ -	\$ -	\$ 70,640	\$ 54,000	\$ -	\$ 54,000	\$ 112,000	1
520925	Ambulance Service	-	-	296,000	285,000	-	285,000	319,000	2
520926	Ambulance Billing Service	-	-	6,250	16,600	-	16,600	250	3
590610	IFT / Insurance - General	-	-	64,900	64,900	-	64,900	-	
590650	IFT / Equipment Service (O&M)	-	-	23,100	23,100	-	23,100	-	
590910	IFT / Corporate Reserve Fund	-	-	60,000	60,000	-	60,000	-	4
	<b>Subtotal</b>	-	-	520,890	503,600	-	503,600	431,250	
<b>Commodities</b>									
530105	Operating Supplies	-	-	16,356	13,000	-	13,000	10,000	5
	<b>Subtotal</b>	-	-	16,356	13,000	-	13,000	10,000	
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 537,246</b>	<b>\$ 516,600</b>	<b>\$ -</b>	<b>\$ 516,600</b>	<b>\$ 441,250</b>	

\*The use of this cost center began on May 1, 2014. As such, the Calendar 2014 Estimated Actual only includes activity from May 1 - December 31

## BUDGET FOOTNOTES FIRE DEPARTMENT

### EMERGENCY MEDICAL SERVICE

1. **Du-Comm:** DuPage County Public Safety Communication (DuComm) provides the operation and maintenance of fire dispatch services. Fire dispatch costs are apportioned between Fire Department and EMS cost centers.
2. **Ambulance Service:** Due to increased service volumes and an over-reliance on mutual aid assistance required from neighboring communities, Glen Ellyn expanded its contract paramedic service from 1 (one) 24-hour per day ambulance plus 1 (one) 12-hour daytime ambulance to 2 (two) 24-hour per day units beginning June 15, 2009.

Based on a 2008/09 request for proposals process, the Village purchased maintained its own ambulance units (previously provided by the contractor), and it utilizes a third party billing vendor to bill and collect for services provided. This arrangement concluded June 15, 2014.

Beginning on June 15, 2014, the Village returned to a turnkey contract model. The new arrangement calls for one company to provide paramedic service and billing, and this company will also own the ambulances. In addition, ambulance billing dollars that are collected over a designated threshold are returned to the Village as revenues.

3. **Ambulance Billing Service:** This line reflects the estimated cost of services for billing and collection for ambulance services by an external third party vendor under the previous ambulance contract structure prior to June 15, 2014. Compensation to the vendor is based on a percentage of billings collected. Only minor expenditures are anticipated in Calendar Year 2015 as collections under the old contract wind down.
4. **IFT/Corporate Reserve Fund:** In FY08/09, the Village purchased two new ambulance units at a cost of \$230,000. These purchases were financed from our Corporate Reserve Fund. The \$60,000 contribution in Short Year 2014 will be the last repayment to occur.
5. **Operating Supplies:** The cost reflected here is an estimate of annual operating supplies needed to stock various consumables for our two ambulance units.

**Fire Services Fund**

(240)

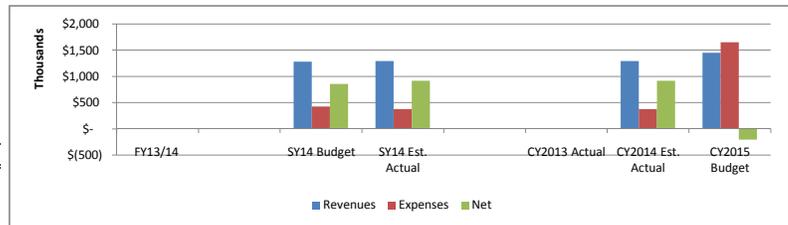
Village of Glen Ellyn  
Calendar Year 2015 Budget

THE FIRE SERVICES FEE, EFFECTIVE MAY 2014, WILL BE TRACKED IN THIS FUND, ALONG WITH THE FIRE SSAs.

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	
<b>Revenues / Inflows (2400)</b>									
410118/9	SSA 18 & 19 Tax (Fire)	\$ -	\$ -	\$ 168,000	\$ 161,500	\$ -	\$ 161,500	\$ 165,000	1
410900	Fire Services Fee	-	-	570,000	523,000	-	523,000	785,000	2
460100	Interest Income	-	-	1,000	100	-	100	100	
489000	Miscellaneous Income	-	-	-	65,500	-	65,500	500,000	3
490800	Operating Transfer In	-	-	542,000	542,000	-	542,000	-	4
	<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,281,000</b>	<b>\$ 1,292,100</b>	<b>\$ -</b>	<b>\$ 1,292,100</b>	<b>\$ 1,450,100</b>	
<b>Expenditures / Outflows (24000)</b>									
<b>Personnel Services</b>									
510120	Salaries - Non-pension	-	-	45,000	3,000	-	3,000	45,000	5
510400	FICA	-	-	3,800	230	-	230	3,800	
	<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>48,800</b>	<b>3,230</b>	<b>-</b>	<b>3,230</b>	<b>48,800</b>	
<b>Contractual Services</b>									
520150	Fire Company Contribution	-	-	360,460	360,460	-	360,460	480,000	6
520825	Audit Fees	-	-	10,000	8,000	-	8,000	10,000	7
590120	IFT / Service Charge	-	-	6,000	6,000	-	6,000	10,000	8
	<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>376,460</b>	<b>374,460</b>	<b>-</b>	<b>374,460</b>	<b>500,000</b>	
<b>Capital Outlay</b>									
570155	Vehicles	-	-	-	-	-	-	1,101,809	
	<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,101,809</b>	
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 425,260</b>	<b>\$ 377,690</b>	<b>\$ -</b>	<b>\$ 377,690</b>	<b>\$ 1,650,609</b>	
	<b>FUND INCREASE (DECREASE)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 855,740</b>	<b>\$ 914,411</b>	<b>\$ -</b>	<b>\$ 914,411</b>	<b>\$ (200,509)</b>	

Available Cash Analysis

Available, May 1, 2014	\$ -
Preliminary SY14 Inflow/(Outflow)	914
Budgeted CY15 Inflow/(Outflow)	(201)
Projected Available, December 31, 2015	<u>\$ 714</u>



Operations

Revenues	-	-	64,800	17,230	-	17,230	68,800
Expenditures	-	-	(64,800)	(17,230)	-	17,230	(68,800)
<b>Annual Net</b>	-	-	-	-	-	-	-
<b>End of year balance</b>	-	-	-	-	-	-	-

Contributions to GEVFC

Revenues	-	-	360,460	360,460	-	360,460	480,000
Expenditures	-	-	(360,460)	(360,460)	-	360,460	(480,000)
<b>Annual Net</b>	-	-	-	-	-	-	-
<b>End of year balance</b>	-	-	-	-	-	-	-

Vehicle Replacement

Revenues	-	-	-	-	-	-	-
Transfers In	-	-	542,000	607,500	-	607,500	500,000
Expenditures	-	-	-	-	-	-	(1,101,809)
<b>Annual Net</b>	-	-	<b>542,000</b>	<b>607,500</b>	-	<b>607,500</b>	<b>(601,809)</b>
<b>End of year balance</b>	-	-	<b>542,000</b>	<b>607,500</b>	-	-	<b>5,691</b>

Facility Funding

Revenues	-	-	313,740	306,911	-	306,911	401,300
Expenditures	-	-	-	-	-	-	-
<b>Annual Net</b>	-	-	<b>313,740</b>	<b>306,911</b>	-	<b>306,911</b>	<b>401,300</b>
<b>End of year balance</b>	-	-	<b>313,740</b>	<b>306,911</b>	-	-	<b>708,211</b>

Total

Revenues	-	-	1,281,000	1,292,100	-	1,292,100	1,450,100
Expenditures	-	-	(425,260)	(377,690)	-	377,690	(1,650,609)
<b>Annual Net</b>	-	-	<b>855,740</b>	<b>914,411</b>	-	<b>914,411</b>	<b>(200,509)</b>
<b>End of year balance</b>	-	-	<b>855,740</b>	<b>914,411</b>	-	-	<b>713,902</b>

\*The Fire Services Fund began with the implementation of the Fire Services Fee on the May 1, 2014 Village Services bill. As such, the Calendar Year activity only includes activity from May 1 -

**BUDGET FOOTNOTES  
FIRE DEPARTMENT**

**FIRE SERVICES FUND**

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

The annual tax levy for these SSAs are based on the proportionate equalized assessed value (EAV) of properties located within the SSAs relative to the total EAV served by the Fire Company, multiplied by the actual fire services costs for the previously completed fiscal year, including both Village and Fire Company expenses. Proceeds of this SSA tax will be used to fund future apparatus purchases for the Fire Company. There are approximately 1,400 properties situated within SSA 18. Approximately 800 properties are located within the boundaries of SSA 19.

2. **Fire Services Fee:** Effective in May, 2014, each residence and business pays a monthly Fire Service Fee, which is used to support the Fire services. The fee schedule is as follows:

Residential	\$7.50 per month
Multi-family residential	\$3.00 per unit per month
Government	No charge
Commercial under 20,000 square feet	\$8.00 per month
Commercial 20,000 to 40,000 square feet	\$20.00 per month
Commercial over 40,000 square feet	\$40.00 per month

3. **Miscellaneous Income:** To help with the purchase of the fire equipment that is needed in 2015, the Glen Ellyn Volunteer Fire Company will provide \$500,000 in funding toward that purchase.
4. **Operating Transfers In:** Since the Fire SSAs were in place, funds for equipment replacement had been placed in the Equipment Services Fund. In Short Year 2014, with the creation of this new dedicated fund, we were able to move that accumulated cash to this fund for future equipment purchases.
5. **Salaries:** A portion of the new Fire Service Fee will be used to fund administrative support for the Fire Company.

## BUDGET FOOTNOTES FIRE DEPARTMENT

6. **Fire Company Contribution:** A portion of the Fire Service Fee will be provided to the GEVFC to replace their annual fund drive and the voluntary contributions on Village Services bill.
7. **Audit Fees:** The new fee will pay the costs for the GEVFC annual audit.
8. **IFT / Service Charge:** This transfer to the General Fund is for IT and accounting support.

VILLAGE OF GLEN ELLYN  
 CY 15 ANNUAL BUDGET  
 PERSONNEL SCHEDULE

**FIRE/EMS**

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY11/12 Budgeted Employees</u>	<u>FY12/13 Budgeted Employees</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>CY15 Budgeted Employees</u>
Administrative Clerk II (2)	PT	B	-	-	-	-	1.00
<b>TOTAL EMPLOYEES (Full-time Equivalents)</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.00</b>
Full-time Number of Positions			-	-	-	-	-
Part-time Number of Positions			-	-	-	-	2

\* The Village of Glen Ellyn funds 2 part-time administrative staff for the Volunteer Fire Company. Any other paid staff for the Volunteer Fire Company are paid by the Fire Company and not the Village.

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



Glen Ellyn Volunteer Fire Company  
 Jim Bodony, Fire Chief  
 524 Pennsylvania Avenue  
 Glen Ellyn, IL 60137

Monthly Report  
 2014

	January	February	March	April	May	June	July	August	September	October	November	December	Grand Total	Average
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**FIRE INCIDENTS**

Total Fire Incidents ^	99	58	63	58	70	82	73	75	60	50	73	70	831	75.5
Fire Assist to EMS Incidents	39	37	33	33	45	37	44	55	41	56	32	42	494	44.9
Mutual Aid Given Incidents	0	2	1	4	2	3	2	4	3	5	8	1	35	3.2
Mutual Aid Received Incidents	5	3	0	0	3	6	0	2	5	0	4	5	33	3.0
Total Number of Fire Responses	138	95	96	91	115	119	117	130	101	106	105	112	1,325	110.4

**EMERGENCY MEDICAL INCIDENTS**

Total EMS Incidents ^	175	163	159	158	206	189	203	201	198	217	182	214	2,265	188.8
Mutual Aid Given Incidents	3	3	0	3	6	2	3	5	3	1	3	6	38	3.2
Mutual Aid Received Incidents	9	3	0	3	5	10	1	4	8	8	7	9	67	5.6

<b>TOTAL FIRE &amp; EMS INCIDENTS ^</b>	<b>274</b>	<b>221</b>	<b>222</b>	<b>216</b>	<b>276</b>	<b>271</b>	<b>276</b>	<b>276</b>	<b>258</b>	<b>267</b>	<b>255</b>	<b>284</b>	<b>3,096</b>	<b>258.0</b>
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**FIRE TRAINING**

Total Training Classes and Drills	35	32	51	50	29	44	52	40	40	46	26	44	489	40.8
Total Training Class and Drill Hours	73	48	76	60	31	57	58	48	43	78	38	49	659	54.9

**FIRE INSPECTIONS**

Annual	119	83	142	71	46	37	90	60	83	69	75	82	957	79.8
Multi-Family														
Reinspections	30	23	79	43	17	32	18	25	20	5	36	31	359	29.9
All Others	7	2	0	0	0	0	2	2	4	0	1	4	22	1.8

<b>TOTAL INSPECTIONS</b>	<b>156</b>	<b>108</b>	<b>221</b>	<b>114</b>	<b>63</b>	<b>69</b>	<b>110</b>	<b>87</b>	<b>107</b>	<b>74</b>	<b>112</b>	<b>117</b>	<b>1,338</b>	<b>111.5</b>
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**DONATIONS/CONTRIBUTIONS/FEES**

Village Contributions	26,250.00	-	-	37,530.00	-	93,200.77	-	-	-	-	-	-	\$ 156,980.77
Water Bill Donations/Fees	8,203.12	8,503.29	8,287.59	8,577.65	8,343.17	159.75	45,057.50	45,057.50	45,057.50	45,057.50	45,057.50	**	\$ 267,362.07
Other Donations Collected	4,331.64	1,495.00	285.50	8,846.51	537.50	75.00	355.00	262.47	225.00	141.00	425.00	2,925.00	\$ 19,904.62
*Other Receipts								7,379.00	-	12.50	71,847.39	69,297.20	\$ 148,536.09

<b>TOTAL RECEIPTS</b>	<b>38,784.76</b>	<b>9,998.29</b>	<b>8,573.09</b>	<b>54,954.16</b>	<b>8,880.67</b>	<b>93,435.52</b>	<b>45,412.50</b>	<b>52,698.97</b>	<b>45,282.50</b>	<b>45,211.00</b>	<b>117,329.89</b>	<b>72,222.20</b>	<b>\$ 592,783.55</b>
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\* State/Federal Grants,  
 Fire Inspections, Impact Fees,  
 Sale of Equipment, Fire Reports

\*\*Dec. Fees Due Jan. 15th

**Glen Ellyn Volunteer Fire Company  
2015 Operating Budget**

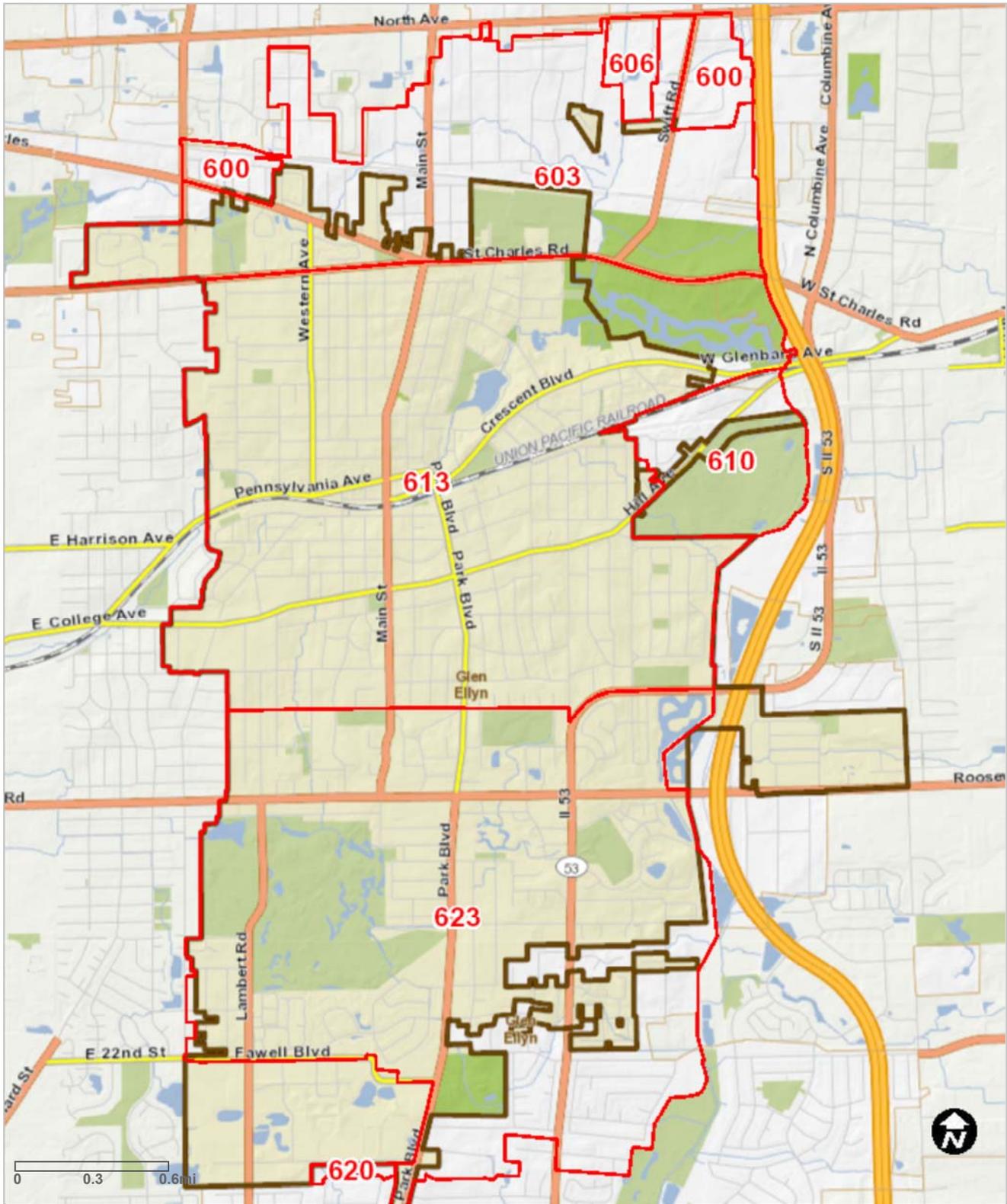
	Oct YTD Actual	Budget	Variance Fav/(Unfav)	Full Year 2014-15	Draft 2015 Budget	Final 2015 Budget
<b>Revenues</b>						
Village Funding	\$ 225,288	\$ 308,000	\$ (82,712)	\$ 477,300	\$ 500,000	\$ 530,000
Donations	\$ 1,447	\$ -	\$ 1,447	\$ -	\$ -	\$ -
Water Billings	\$ 169	\$ -	\$ 169	\$ -	\$ -	\$ -
Fire Inspections	\$ 7,104	\$ 22,500	\$ (15,396)	\$ 30,000	\$ 30,000	\$ 30,000
Impact Fees	\$ 3,000	\$ 4,000	\$ (1,000)	\$ 6,000	\$ 6,000	\$ 26,000
Interest	\$ 811	\$ 300	\$ 511	\$ 500	\$ 500	\$ 500
Foreign Fire Tax	\$ -	\$ 35,000	\$ (35,000)	\$ 35,000	\$ 35,000	\$ 35,000
Other	\$ 285	\$ 3,700	\$ (3,415)	\$ 5,600	\$ 5,600	\$ 600
<b>Total Revenue</b>	<b>\$ 238,104</b>	<b>\$ 373,500</b>	<b>\$ (135,396)</b>	<b>\$ 554,400</b>	<b>\$ 577,100</b>	<b>\$ 622,100</b>
<b>Expenses</b>						
Salaries	\$ 109,959	\$ 151,000	\$ 41,041	\$ 230,000	\$ 236,900	\$ 256,000
Fire Prevention Bureau	\$ 4,314	\$ 11,000	\$ 6,686	\$ 16,000	\$ 16,480	\$ 16,000
Officers Expense	\$ 1,300	\$ 1,300	\$ -	\$ 1,300	\$ 1,300	\$ 1,300
Death Benefit	\$ 8,403	\$ 8,000	\$ (403)	\$ 12,000	\$ 12,000	\$ 12,000
Auditing	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ -
Income Tax Prep	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Banking Services	\$ 30	\$ 300	\$ 270	\$ 500	\$ 515	\$ 50
Dues & Membership	\$ 2,887	\$ 3,400	\$ 513	\$ 5,000	\$ 5,150	\$ 9,000
Health & Wellness	\$ 436	\$ 7,500	\$ 7,064	\$ 25,500	\$ 30,900	\$ 23,550
Insurance	\$ 14,318	\$ 19,800	\$ 5,482	\$ 29,600	\$ 29,600	\$ 29,200
Market/Public Relations	\$ -	\$ 5,500	\$ 5,500	\$ 6,000	\$ 6,090	\$ 4,500
Historical	\$ 1,319	\$ 2,000	\$ 681	\$ 2,000	\$ 2,000	\$ 2,000
Technology	\$ 13,876	\$ 13,600	\$ (276)	\$ 15,000	\$ 10,300	\$ 14,000
Drill, Training & Education	\$ 4,274	\$ 33,000	\$ 28,726	\$ 50,000	\$ 50,000	\$ 45,000
Fire Prevention	\$ 1,085	\$ 1,500	\$ 415	\$ 1,500	\$ 1,545	\$ 1,500
M&R Airpacks	\$ 5,123	\$ 13,000	\$ 7,877	\$ 15,000	\$ 12,360	\$ 13,000
M&R: Equipment	\$ 1,543	\$ 3,400	\$ 1,857	\$ 5,000	\$ 5,150	\$ 3,100
M&R: Pagers/Radios	\$ 372	\$ 2,500	\$ 2,128	\$ 3,750	\$ 3,863	\$ 3,100
Building/Grounds	\$ 2,192	\$ 3,300	\$ 1,108	\$ 5,000	\$ 8,000	\$ 6,000
Service & Rider: Awards	\$ -	\$ 600	\$ 600	\$ 1,350	\$ 1,391	\$ 4,000
Service & Rider: Recreation	\$ 683	\$ 4,400	\$ 3,717	\$ 11,400	\$ 12,360	\$ 12,400
Service & Rider: House	\$ 7,664	\$ 9,300	\$ 1,636	\$ 14,000	\$ 15,000	\$ 14,000
Cellular	\$ 2,561	\$ 4,700	\$ 2,139	\$ 7,000	\$ 9,682	\$ 5,200
Internet	\$ 582	\$ -	\$ (582)	\$ -	\$ -	\$ 1,200
Telephone/Long Distance	\$ 1,025	\$ 1,700	\$ 675	\$ 2,500	\$ 2,575	\$ 2,600
Office Supplies	\$ 1,828	\$ 3,400	\$ 1,572	\$ 5,000	\$ 5,150	\$ 5,000
Operating Supplies	\$ 4,361	\$ 2,300	\$ (2,061)	\$ 3,500	\$ 6,000	\$ 4,000
Hose & Appliances	\$ 6,552	\$ 13,000	\$ 6,448	\$ 13,000	\$ 6,000	\$ 8,500
Personal Equipment	\$ 11,781	\$ 27,000	\$ 15,219	\$ 40,000	\$ 61,800	\$ 51,800
Scuba	\$ 3,491	\$ 7,000	\$ 3,509	\$ 7,000	\$ 2,060	\$ 1,500
Unallocated	\$ 2,618	\$ -	\$ (2,618)	\$ -	\$ 329	\$ 52,000
Loose Equipment	\$ 12,320	\$ 15,000	\$ 2,680	\$ 20,000	\$ 20,600	\$ 18,600
<b>Total Expense</b>	<b>\$ 226,897</b>	<b>\$ 373,500</b>	<b>\$ 146,603</b>	<b>\$ 552,900</b>	<b>\$ 577,100</b>	<b>\$ 622,100</b>
<b>Net</b>	<b>\$ 11,207</b>	<b>\$ -</b>	<b>\$ 11,207</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ -</b>

Questions or comments regarding the Glen Ellyn Volunteer Fire Department Budget may be directed to the Fire Chief at 630.469.5265

# Glen Ellyn Volunteer Fire Company Service Area



MapOffice™ Fire District Map



Map created on January 19, 2015.

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Disclaimer: This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

In addition to serving the corporate limits of Glen Ellyn (highlighted in yellow), the Volunteer Fire Company serves areas outside the corporate limits (included in red boundaries but not highlighted)

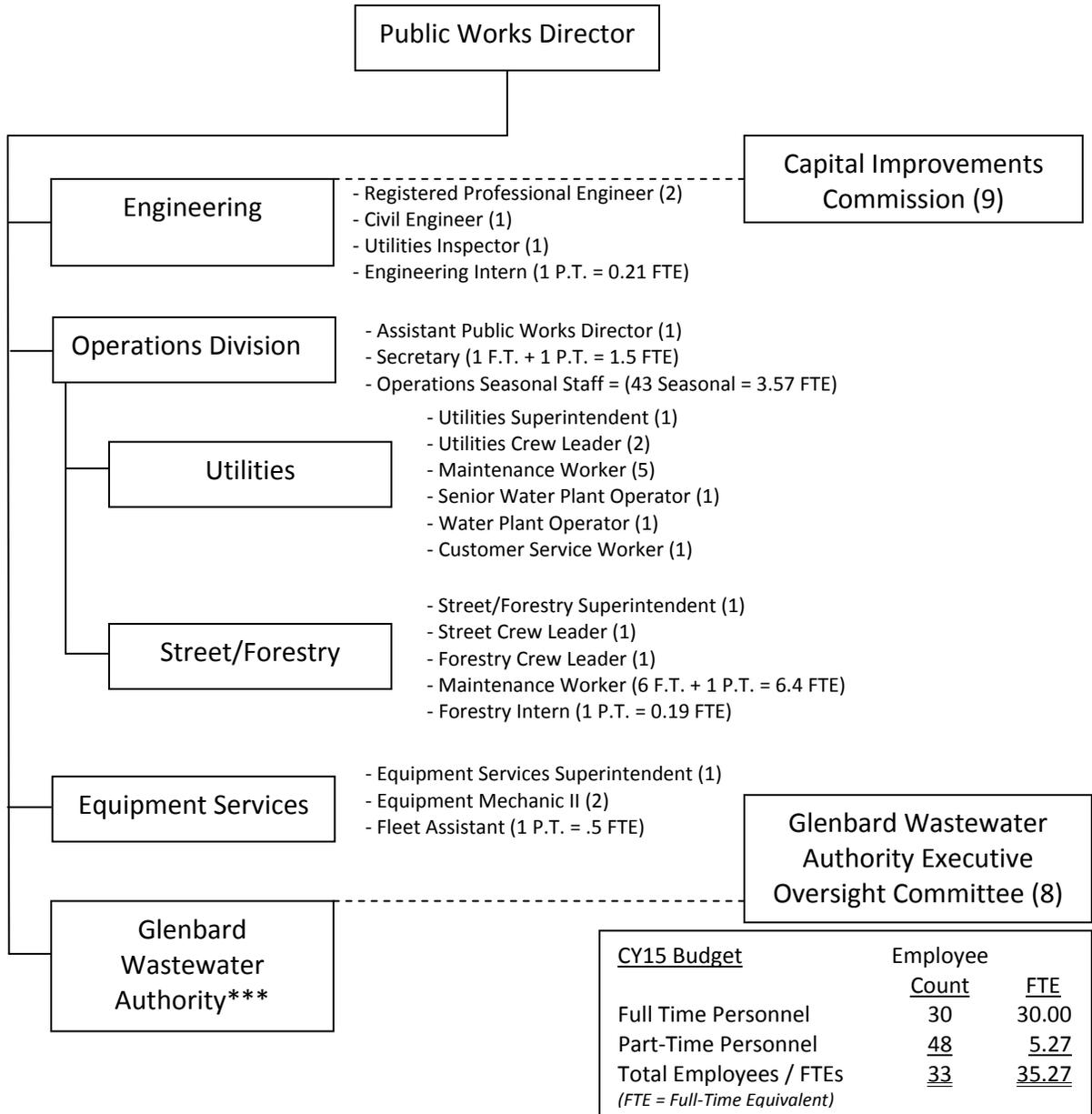


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# PUBLIC WORKS DEPARTMENT CALENDAR YEAR 2015



	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>SY14</u>	<u>CY15</u>
<b><u>Budgeted Full-Time Employees</u></b>										
Administration / Engineering	7	5	7	6	6	6	6	6	6	7
Equipment Services	3	3	3	3	3	3	3	3	3	3
Streets / Forestry *	0	0	0	0	0	0	9	9	9	9
Utilities *	0	0	0	0	0	0	11	11	11	11
Operations *	19	21	19	19	19	19	0	0	0	0
<b>Total FT**</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>30</b>

\* Street/Forestry and Utilities Divisions were combined into one Operations Division based on Public Works Reorganization Plan implemented in FY06/07. In FY12/13, the Utilities and Street/Forestry divisions were restored.

\*\* In FY06, Public Works had a total of 32 FT employees.

\*\*\* Separate intergovernmental agreement agency with 16 full-time staff who are not Village employees. Per agreement with the Village of Lombard, the GWA Wastewater Manager reports to the Glen Ellyn Public Works Director.

## **PUBLIC WORKS DEPARTMENT**

### **Overview**

The Public Works Department is responsible for a wide variety of programs that provide the basic services required by Village residents. The department handles the design, and construction of village infrastructure in addition to numerous maintenance activities. The work performed in the department includes the drinking water distribution system, sanitary sewage and storm water collection systems, streets, street signs and pavement markings, traffic signals, street lighting, public sidewalks, Central Business District (CBD) landscaping and parking lots, parkway trees, and snow removal operations. The management, purchase, and maintenance of the entire village fleet of trucks and equipment is conducted by Public Works. As the lead agency, the Public Works Director works closely with the Glenbard Wastewater Authority that is jointly owned and operated by the Villages of Glen Ellyn and Lombard.

A major responsibility of the Public Works Department is development and implementation of the various capital projects to maintain and improve the water, sanitary sewer, storm sewer, street, and sidewalk systems. The water system provides safe water for drinking and water for fire-fighting. The sanitary sewers remove wastes from individual homes and enhanced treatment is provided at the Glenbard Wastewater Authority before discharge to the East Branch DuPage River. The storm sewer system transports rainwater from the village in order to reduce storm water flooding. The streets and sidewalks are constantly evaluated and maintained for safe travel.

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

The other major responsibility of the Public Works Department is performing maintenance on the village infrastructure. Maintenance is performed and evaluated by the professional men and women that work in the department. Within the Public Works Department are five major Divisions: Administration, Engineering, Street, Forestry, Utilities, and Equipment Services (Fleet). Our Administration Division is the primary interface with the public providing excellent customer service by quickly responding to their needs in many different ways. The Engineering Division oversees our Capital Improvement Program as well as oversight of our Plant Operations that include water distribution and sanitary sewer collection facilities. Engineering provides the technical expertise on both the maintenance and construction associated with streets, water distribution and the storm and sanitary sewer systems. The Street/Forestry Division and Utilities Division are responsible for the daily planning, scheduling, and implementing of the required maintenance in their respective areas of expertise. The Equipment Services Division provides management of over 172 vehicles and numerous pieces of

equipment for the Village (Police, Public Works, Planning and Development, and Facilities Maintenance), Fire Company, and Glenbard Wastewater Authority.

During weather related emergencies caused by snow storms, flooding, or gale force winds the entire department is dedicated to work 24 hours a day indefinitely until the situation is stabilized. The department has proven itself to be very effective helping residents while performing a variety of emergency operations associated with village streets, forestry, and water and sewer systems.

Village assets maintained by the Public Works Department include:

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

**GENERAL FUND**  
**PUBLIC WORKS DEPARTMENT**  
 Summary of Public Works activity

Village of Glen Ellyn  
 Calendar Year 2015 Budget

<u>Fund #</u>	<u>Public Works Department</u>	<u>FY12/13</u>	<u>FY13/14</u>	<u>SY2014</u>	<u>SY2014</u>	<u>Calendar</u>	<u>Calendar</u>	<u>Calendar</u>
	<u>Expenditure totals</u>	<u>Actual</u>	<u>Actual</u>	<u>8 Month</u>	<u>8 Month</u>	<u>Year</u>	<u>Year</u>	<u>Year</u>
				<u>Revised</u>	<u>Estimated</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
				<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Est. Actual</u>	<u>Budget</u>
100	<b>Admin. &amp; Engineering</b>							
	Operations	\$ 891,196	\$ 637,803	\$ 505,027	\$ 499,327	\$ 713,311	\$ 704,247	\$ 778,000
	Capital	-	-	-	-	-	-	25,000
	Admin. & Engineering Total	891,196	637,803	505,027	499,327	713,311	704,247	803,000
100	<b>PW Operations (Street/Forestry)</b>							
	Operations	\$ 1,799,980	\$ 2,190,903	\$ 1,693,596	\$ 1,674,957	\$ 1,967,908	\$ 2,480,459	\$ 2,342,800
	Capital	17,297	27,384	18,200	19,200	38,766	19,925	20,700
	Street/Forestry Total	1,817,277	2,218,287	1,711,796	1,694,157	2,006,674	2,500,384	2,363,500
	<b>General Fund Total</b>							
	Operations	\$ 2,691,176	\$ 2,828,706	\$ 2,198,623	\$ 2,174,284	\$ 2,681,219	\$ 3,184,706	\$ 3,120,800
	Capital	17,297	27,384	18,200	19,200	38,766	19,925	45,700
	General Fund Total	2,708,473	2,856,090	2,216,823	2,193,484	2,719,985	3,204,631	3,166,500
500	<b>Utilities - Water</b>							
	Operations	\$ 4,769,715	\$ 4,853,575	\$ 3,954,380	\$ 3,896,100	\$ 4,891,300	\$ 5,505,347	\$ 6,363,400
	Capital	806,581	1,333,104	2,533,070	966,000	1,304,755	1,073,566	3,161,200
	Utilities - Water Total	5,576,296	6,186,679	6,487,450	4,862,100	6,196,055	6,578,913	9,524,600
500	<b>Utilities - Sewer</b>							
	Operations	\$ 4,451,136	\$ 4,723,896	\$ 3,504,371	\$ 3,487,085	\$ 4,679,735	\$ 5,078,233	\$ 5,113,052
	Capital	1,094,510	1,003,419	1,792,331	1,138,000	848,629	1,415,869	2,471,200
	Utilities - Sewer Total	5,545,646	5,727,315	5,296,702	4,625,085	5,528,364	6,494,102	7,584,252
	<b>Water/Sanitary Sewer Fund</b>							
	Operations	\$ 9,220,851	\$ 9,577,471	\$ 7,458,751	\$ 7,383,185	\$ 9,571,035	\$10,583,580	\$ 11,476,452
	Capital	1,901,091	2,336,523	4,325,401	2,104,000	2,153,384	2,489,435	5,632,400
	Water/Sanitary Sewer Fund Total	11,121,942	11,913,994	11,784,152	9,487,185	11,724,419	13,073,015	17,108,852
530	<b>Parking Fund</b>							
	Operations	\$ 258,532	\$ 240,971	\$ 181,100	\$ 191,200	\$ 224,533	\$ 265,367	\$ 245,800
	Capital	81,839	497,851	364,399	90,000	356,089	277,986	95,000
	Parking Fund Total	340,371	738,822	545,499	281,200	580,622	543,353	340,800
650	<b>Equipment Services Fund</b>							
	Operations	\$ 916,358	\$ 956,998	\$ 1,219,230	\$ 1,214,030	\$ 933,303	\$ 1,576,964	\$ 1,038,900
	Capital	942,487	524,755	582,200	582,200	772,689	865,247	390,900
	Equipment Services Fund Total	1,858,845	1,481,753	1,801,430	1,796,230	1,705,992	2,442,211	1,429,800
210	<b>Motor Fuel Tax Fund</b>							
	Operations	\$ 616,356	\$ 773,715	\$ 565,500	\$ 421,000	\$ 635,147	\$ 697,431	\$ 718,900
	Capital	-	25,383	519,617	65,500	8,320	82,563	650,000
	Motor Fuel Tax Fund Total	616,356	799,098	1,085,117	486,500	643,467	779,994	1,368,900
400	<b>Capital Projects Fund</b>							
	Operations	\$ 223,608	\$ 115,633	\$ 376,454	\$ 227,250	\$ 113,642	\$ 296,172	\$ 405,000
	Capital	5,574,622	4,025,798	9,681,278	6,021,500	4,560,057	6,676,250	9,332,600
	Capital Projects Fund Total	5,798,230	4,141,431	10,057,732	6,248,750	4,673,699	6,972,422	9,737,600
	<b>Public Works Total</b>							
	Operations	\$ 13,926,881	\$ 14,493,494	\$ 11,999,658	\$ 11,610,949	\$ 14,158,879	\$16,604,220	\$ 17,005,852
	Capital	8,517,336	7,437,694	15,491,095	8,882,400	7,889,305	10,411,406	16,146,600
	Public Works Total	22,444,217	21,931,188	27,490,753	20,493,349	22,048,184	27,015,626	33,152,452

VILLAGE OF GLEN ELLYN  
CY 15 ANNUAL BUDGET  
PERSONNEL SCHEDULE

**PUBLIC WORKS DEPARTMENT**

Classification	Status	Salary Range*	FY11/12	FY12/13	FY13/14	SY 14	CY 15
			Budgeted Employees	Budgeted Employees	Budgeted Employees	Budgeted Employees	Budgeted Employees
<b><u>Administration &amp; Engineering Division</u></b>							
Public Works Director	FT	V	1.00	1.00	1.00	1.00	1.00
Assistant Public Works Director	FT	S	1.00	1.00	1.00	1.00	1.00
Registered Professional Engineer	FT	T	1.00	1.00	1.00	1.00	1.00
Civil Engineer	FT	O	1.00	1.00	1.00	1.00	1.00
Engineer, P.E.	FT	TBD	-	-	-	-	1.00
Utilities Inspector	FT	J	1.00	1.00	1.00	1.00	1.00
Engineering Intern	PT	N/A	0.42	0.42	0.42	0.21	0.21
Administrative Assistant II	FT/PT	F	-	-	1.50	1.50	1.50
Administrative Assistant I	FT/PT	D	1.50	1.50	-	-	-
			<u>6.92</u>	<u>6.92</u>	<u>6.92</u>	<u>6.71</u>	<u>7.71</u>
<b><u>Operations Division</u></b>							
Street/Forestry Superintendent	FT	N	-	-	1.00	1.00	1.00
Utilities Superintendent	FT	N	-	-	1.00	1.00	1.00
Sr Water Plant Operator	FT	L	1.00	1.00	1.00	1.00	1.00
Village Forester	PT	L	0.60	0.60	-	-	-
Crew Leader II	FT	J	-	-	1.00	1.00	1.00
Water Plant Operator I	FT	I	-	-	1.00	1.00	1.00
Crew Leader I	FT	I	3.00	3.00	3.00	3.00	3.00
Project Coordinator	FT	G	1.00	1.00	-	-	-
Customer Service Worker	FT	G	1.00	1.00	1.00	1.00	1.00
Maintenance Worker II	FT/PT	F	9.30	9.30	5.40	5.40	5.40
Maintenance Worker I	FT	E	4.00	4.00	6.00	6.00	6.00
Forestry Intern	PT	N/A	0.19	-	-	0.19	0.19
Seasonal Staff	PT	N/A	3.57	3.57	3.57	3.57	3.57
			<u>23.66</u>	<u>23.47</u>	<u>23.97</u>	<u>24.16</u>	<u>24.16</u>
<b><u>Equipment Services Division</u></b>							
Equipment Services Superintendent	FT	N	-	-	1.00	1.00	1.00
Equipment Services Supervisor	FT	L	1.00	1.00	-	-	-
Equipment Mechanic II	FT	J	2.00	2.00	2.00	2.00	2.00
Administrative Assistant I /1	PT	E	0.40	0.40	0.40	0.40	0.40
			<u>3.40</u>	<u>3.40</u>	<u>3.40</u>	<u>3.40</u>	<u>3.40</u>
<b>TOTAL EMPLOYEES (Full-time Equivalents)</b>			<b><u>33.98</u></b>	<b><u>33.79</u></b>	<b><u>34.29</u></b>	<b><u>34.27</u></b>	<b><u>35.27</u></b>
Full-time Number of Positions			28	28	29	29	30
Part-time Number of Positions			48	48	48	48	48

\* Information regarding salary ranges can be found in the appendix.  
/1 Previously titled Inventory Clerk

## **ADMINISTRATION / ENGINEERING DIVISION**

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

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

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

### **Administration Accomplishments for SY14:**

1. Snow removal operations were a significant part of administrative duties during the winter of 2013/14 due to the record breaking cold temperatures and snow fall amounts. Operations responded to 44 snow and ice removal events with 79" of snow, 26 days of sub-zero temperatures and 3,500 tons of bulk road salt. This winter was the third snowiest and fifth coldest Chicago winter on record. Public Works crews performed snow and ice removal on 13 of 14 weekends from December 7, 2013 to March 9, 2014, including Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.
2. Enhanced all data pertaining to Public Works on the new Village website.
3. Implemented the Village's new performance evaluation and year end review process. Public Work's Maintenance employee performance review forms were modified to be more task and equipment operation orientated to improve performance and create more meaningful goals and measurements.
4. Implemented the Village's new budget process transitioning to a calendar year budget and increasing cost centers for better accounting of expenses.

5. During 2014, five new employees were hired to fill open positions.
6. Successfully implemented new web based asset and work management software (OMS) through Cartegraph, Inc. OMS continues Public Works efforts in improving work management and cost accounting as well as adding the following functionality: unlimited licensing, instant availability of all asset modules, GIS integration providing mapping and asset location, customer service apps (phone and computer), tablet capabilities for field work, dashboard data for managers, and intuitive data input and reporting capabilities for employees.
7. Continued the Public Works Quarterly Staff meeting. These meetings are a combination of pertinent training for all employees and discussion of previous quarter accomplishments and the next quarter goals. Published monthly reports focus on updating our team of departmental activities as well as monitoring Key Performance Indicators (KPI) for each Division. A quarterly report is provided to the Village for inclusion on Glen Ellyn's website.

#### **Administration Goals for CY15**

1. Enhance customer service, improve work order tracking, and increase productivity on the many core functions Public Works performs. In order to accomplish this goal, we will continue monitoring a work management tool (Cartegraph) that will allow our Team to generate, track, and ultimately share status of work orders with the residents to provide the best in customer service. Future vision of this software package will allow residents to report, submit, and track work orders online and with mobile devices and gain access to status of work orders being performed through an online GIS System. New modules will be added for asset management of water and sewer infrastructures over the next 20 months. All of this will assist Public Works to respond faster to citizen requests and improve solutions to citizens' problems.
2. The Administration staff will continue to evaluate the organizational structure and make necessary changes as needed.
3. Continue to develop Key Performance Indicators (KPI) for the major functions performed by the division.
4. Develop Standard Operating Procedures (SOP) for tasks performed to include safety instructions and methods to produce high performance in all aspects of work.
5. Glen Ellyn Public Works will be an active participant in the DuPage County Municipal Partner Initiative (MPI). MPI allows communities to purchase goods and services in bulk and therefore realize savings due to the economies of scale. Communities must still execute a contract with the responsible low bidder, must allocate staff to oversee the contract and process payouts and provide general contract management. Glen Ellyn plans on being the lead agency for hydrant painting and road resurfacing and will participate in approximately 12 of 20 initiatives (participation is limited by existing

contracts or services not utilized by the Village).

6. Simultaneously reduce costs and improve service in all divisions.
7. Improve the Public Works facility by increasing salt storage capacity and other grounds appearances and functionality. This will include increasing vehicle storage and creating a viable alternative entrance/exit for the Public Works facility utilizing Wilson Ave.
8. Train all new employees on policies and procedures.

### **Engineering Division Accomplishments for SY 14**

#### **1. Technical Resource:**

- Provided technical reviews, inputs, special support and/or inspection services for private or institutional development projects including:
  - Amber Ridge Subdivision
  - School District 41 building program to replace portable classrooms
  - Willowbrook Wildlife Center
  - Courtyards of Glen Ellyn (re-start)
  - Autumn Leaves
  - Pet Supplies Plus
  - 
  - Fresh Market Development Closeout
  - Enclaves of Glen Oak Subdivision
  - Brookhaven Subdivision
  - Brookshire Subdivision Closeout
  - Annexation matters re. water/sewer service
  - General Assistance to Development teams
  -
- Geographical Information Systems (GIS): Interfaced with GIS Consortium project leader on a regular basis to discuss applications and work status; participated in GIS information sessions; assisting in development of tablet applications for operating divisions; staff achieved GISCI credentials
- Continued imaging and logging of engineering plans and documents; working with consultants to obtain project record drawings in correct formats
- Continued updating of water valve sheets and b-box and sanitary sewer service line cleanout location data bases
- Assisted the Village's Stormwater Engineer and Development Department personnel with various grading and drainage issues associated with single-family home sites and/or redevelopment
- Provided cost estimates and other technical input to the Planning and other Village departments for improvements including extensions of water and sanitary sewer mains and service connections, roadways, parking lots and other types of infrastructure
- Attended scheduled Planning Department Development Committee meetings
- Continued participation in the DuPage County Mayors and Managers Transportation Technical Committee and STP Methodologies Evaluation Task Force
- Continued to provide the Public Works operating divisions with mapping and plan preparation assistance and technical input and advice as requested / needed

- Coordinated the testing and certification of Department spoil materials as required by state legislation on the disposal of clean construction and demolition debris
- Coordinated the JULIE locating program for the Public Works Department
- Continued review of monthly Glenbard Wastewater Authority flow data for unusual activity or trends
- Reviewed utility company permit applications and interfaced with the utilities regarding field issues and undergrounding projects
- Provided monthly reports on construction and engineering projects
- As liaison to the Capital Improvements Commission, continued to provide pre-meeting information packets and other information as needed for the commissioners
- Continued participation in the DuPage County Stormwater Management presentations and ongoing learning seminars
- Staff achieved LEED Green Associate credentials for environmentally sustainable practices
- Assessed approximately one-quarter of the Village's sidewalks for safety issues or other concerns
- Received the Vivian Ball Landscaping Award for the Duane/Glenwood Metra Parking Lot Project

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

- Continued making refinements in the long-term capital improvements program for Village roadway / storm sewer rehabilitation, water system improvements, sanitary sewer system upgrades, and parking lot capital needs. Reviewed opportunities and consequences for reductions in capital project funding for the roadway program.
- Continued coordination with the Illinois Department of Transportation for various federal aid projects including the Crescent Boulevard Reconstruction near Glenbard West (planned 2015 construction) and North Park Boulevard LAFO (planned 2016 construction). Working with consultants to close-out the Riford Road Reconstruction (constructed in 2010) and Lambert Road right-turn lane at Roosevelt Road (constructed in 2012) projects.
- Coordination with the Village of Lombard for the design of the Hill Avenue Bridge over the East Branch of the DuPage River.
- Coordinated the submittal of an application (in 2014) for federal funding through the Surface Transportation Program (administered locally by the DuPage Mayors and Managers Conference) for construction of the Taylor Avenue Pedestrian Underpass.
- CMAQ funds for \$190,000, administered through a grant obtained by RTA, were obtained for crosswalk improvements on Route 38 at Nicoll and Lambert and at the intersection of Route 53 and Pershing. Construction is expected to occur in 2015.
- A new DCEO grant for \$45,000 was obtained by the Village for storm sewer improvements; grant agreement executed and reimbursement requests submitted in 2014.

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

- Village Public Works staff undertook various initiatives in 2014 to procure the best vendor prices for various annual municipal maintenance activities. This effort has included participation in the Municipal Partnering Initiative (MPI), a consortium of DuPage County communities that are jointly bidding out projects. Glen Ellyn has taken the lead on two such MPI projects in 2014: hydrant painting and asphalt roadway patching and resurfacing.

Project	Estimated Glen Ellyn Cost	Status
Asphalt Roadway Crack Sealing	\$45,000 (award amount)	Board award on 6/23/14 to Denler, the second low bidder from MPI process
Asphalt Roadway Skip Patching and Resurfacing	\$70,000 (award amount)	Board award 7/28/14 to Hardin Paving, the low bidder from MPI process
Concrete Patching and Sidewalk Concrete Spot Repairs	\$135,000 (budget)	Pending – 2013 Village contractor (DiNatale) can hold prices that appear to be better than MPI process, but may not have capacity to perform more work
Hydrant Painting	\$18,450 (award amount)	Board award 7/14/14 to DMD Consultants. Work will be underway and completed in September
Pavement Markings	\$75,000 (award amount)	Contract awarded 6/9/14 to Superior Road Striping via Suburban Purchasing Cooperative
Sewer Televising	\$35,000 (budget)	Bids have been received through the MPI process, but some issues need resolution before entering into a contract
Contractor Assistance	\$25,000 (budget)	MPI process did not result in a satisfactory arrangement and staff will seek pricing from various contractors as needed

- Designed, received bids and provided construction oversight of the following projects:
  - Sanitary sewer lining program (\$200,000)

### 4. Construction Project Coordination:

- In 2014, the following improvement projects were bid and constructed. Engineering staff coordinated project designs with consultants, bid and awarded construction contracts, and oversaw (with the assistance of consultants) project construction.
  - Chidester-Elm-Lenox-Linden Improvements: The project will rehabilitate about 4,650 ft. of streets including the reconstruction of two previously uncurbed sections of Chidester and Elm between Lenox and Riford as well as Lenox adjacent to Lake Ellyn Park; Linden between Main and Lenox will receive upgraded resurfacing. Additional improvements include new water main and services; sanitary sewer service upgrades; various drainage upgrades including use of pervious pavers for infiltration; and new sidewalk. Total project costs are estimated to be \$3,550,000 for construction and \$400,000 for engineering services.

- 2014 Street Resurfacing: Two phases of work were authorized in 2014 including the original scope of rehabilitation of 2.0 miles of roadway in four subdivisions constructed in the 1990s, supplemented by a change order to resurface another 1.2 miles of deteriorated streets selected by staff. The estimated total construction cost is \$900,000 (about \$50,000 below the original bid price) with \$100,000 expended for engineering services.
- Nicoll Way Land Bridge Repairs: The project was bid in the late summer of 2014 and repairs constructed in the fall. Work includes various repairs to the pavement, curb, and joints of the structure located on Nicoll Way between Roosevelt Road and DuPage Boulevard. Total cost of construction is estimated to be \$125,000 with all engineering services valued at \$35,000.
- Sanitary Sewer Manhole Rehabilitation: Repair and lining of over 100 sanitary sewer manholes was accomplished in 2014 using a cementitious lining process. Project costs are estimated to be \$300,000 for construction and \$60,000 for engineering.
- Closeout of various construction projects: Project close-outs include the 2013 Oak-Euclid-Forest-Alley, 2013 Street Improvements, 2012 Hawthorne, 2012 Lambert Road Right-turn Lane, and 2010 Riford Road projects, pending completion of all issues and paperwork, including IDOT processes.

#### 5. **Coordination with Consultants:**

- Lake Ellyn continued to be a focal point of consultant studies. Design of improvements at the Lake Ellyn Outlet Control Structure and FEQ Model Studies continued in 2014 leading to a planned 2015 project to construct a new OCS.
- A consultant performed feasibility studies for over/underpasses in the Central Business District and improved pedestrian accommodations on Taylor Street.
- Engineering staff play a key role in consulting engineer selection, project scope development, identification and resolution of project issues, and overall project coordination. Consultant work continued in 2014 on future projects including:
  - Crescent Boulevard Reconstruction between Park and Lake
  - Reconstruction and Resurfacing of Park between Roosevelt Road and Crescent
  - Elm-Geneva Connectors-Cottage Improvements
  - Glenwood-Arbor-Ridgewood Improvements
  - Pedestrian Improvements at IDOT Intersections

#### 6. **Public Improvements Inspections**

- Provided services for the inspections of all water, sewer, driveway and sidewalk installations in the Village, ranging from single-family home renovations to complete

sub-divisions. These services are performed primarily by the Utilities Inspector. Additional inspections and services started in 2014 include fire flow test results and parkway irrigation system inspections. The Division responded to about 1,075 requests in 2013 for plan reviews (125), inspections (675), work-in-parkway permits (110), refund of deposits (60), fire flow tests (70) and irrigation inspections (35).

### **Engineering Goals for CY 15**

1. Continue to work with all pertinent Village staff to arrive at a consensus and schedule for CBD projects and improvements; select management and design consultants as appropriate.
2. Continue oversight of future STP-funded projects on Park and Crescent Boulevards and the design of the Duane-Lorraine Parking Lot. Complete the Crescent Boulevard Project in the summer of 2015.
3. Continue to focus on Lake Ellyn projects to improve hydraulic discharge performance and to better handle overflows during major storm events.
4. Provide timely engineering plan reviews and bidding of 2015 construction projects and proactive construction management.
5. Begin implementation of a reduced-scope roadway rehabilitation strategy. As appropriate, select engineering consultants and manage the design for the planned 2016 infrastructure improvement projects.
6. Set up a microsurfacing demonstration project and develop a formal long-term plan for annual street and parking lot maintenance work.
7. Complete projects that have been in the development stage including Memory Court lift station and selected extensions of the Hill Avenue utilities.
8. Develop and implement the Roosevelt Road water main replacement project and complete a lining project of the Route 53 water main between Spring and Surrey.
9. Successfully integrate new staff into the Engineering Division. Assume a reasonable burden of engineering responsibilities now handled by private consultants.
10. Establish a selection process for engineering consultants.
11. Begin reclassification process of streets that meet FAU criteria.
12. Continue work defining and implementing the Rt 38 Street Light project that addresses fixture replacements and the conversion of current lighting to LED.
13. Establish a daily fee parking payment method for the CBD.

**GENERAL FUND**

**PUBLIC WORKS DEPARTMENT**

Administration and Engineering Division  
(143100)

Village of Glen Ellyn  
Calendar Year 2015 Budget

Object Code	Account Description	FY12/13	FY13/14	SY2014	SY2014	Calendar	Calendar	Calendar	
		Actual	Actual	8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget	
<b>Personnel Services</b>									
510100	Salaries - Pension	\$ 552,144	\$ 380,491	\$ 268,000	\$ 268,000	\$ 434,540	\$ 387,458	\$ 481,000	1
510120	Salaries - Non-pension	21,421	7,230	5,500	5,000	11,545	7,307	7,800	2
510200	Overtime	5,869	1,329	2,000	1,500	2,127	1,791	4,000	
510300	Temporary Help	21,918	2,010	7,200	6,700	5,721	7,999	7,800	3
510400	FICA	43,390	28,516	21,000	21,000	33,161	30,083	38,600	
510500	IMRF	65,386	46,057	33,000	33,000	53,157	47,128	52,500	
	<b>Subtotal</b>	<b>710,128</b>	<b>465,633</b>	<b>336,700</b>	<b>335,200</b>	<b>540,251</b>	<b>481,766</b>	<b>591,700</b>	
<b>Contractual Services</b>									
520305	Employee Awards / Recognition	1,079	1,362	1,200	1,200	1,494	1,724	1,500	
520600	Dues / Subscriptions	237	630	400	400	380	650	900	
520620	Employee Education	4,627	3,631	2,700	2,250	2,753	3,237	3,700	
520625	Travel	1,130	122	200	200	138	243	200	
520905	Printing	394	296	750	500	296	500	2,000	
520970	Maintenance / Bldgs & Grounds	2,235	1,124	700	700	2,292	1,337	1,200	4
520975	Maintenance / Equipment	15,644	16,353	7,000	4,500	9,793	13,039	13,000	5
521055	Professional Services / Other	11,531	38,494	61,017	61,017	34,236	72,003	23,800	6
521195	Telecommunications	6,546	6,097	4,000	3,500	6,232	6,253	7,300	
590600	IFT / Health Insurance	91,692	55,710	61,210	61,210	66,941	78,470	88,300	
590610	IFT / Insurance - General	5,400	5,600	5,400	5,400	5,533	7,267	7,700	
590650	IFT / Equipment Service (O&M)	25,400	27,600	13,900	13,900	26,867	23,100	21,100	
590655	IFT / Equipment Service (Replace)	9,200	10,100	5,000	5,000	9,800	8,367	7,600	
	<b>Subtotal</b>	<b>175,115</b>	<b>167,119</b>	<b>163,477</b>	<b>159,777</b>	<b>166,755</b>	<b>216,190</b>	<b>178,300</b>	
<b>Commodities</b>									
530100	Office Supplies	3,907	2,130	2,500	2,000	4,009	2,691	4,000	
530105	Operating Supplies	990	1,654	1,000	1,000	977	2,250	2,500	
530445	Uniforms	1,056	1,267	1,350	1,350	1,319	1,350	1,500	
	<b>Subtotal</b>	<b>5,953</b>	<b>5,051</b>	<b>4,850</b>	<b>4,350</b>	<b>6,305</b>	<b>6,291</b>	<b>8,000</b>	
<b>Capital Outlay</b>									
580110	Equipment	-	-	-	-	-	-	25,000	7
	<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$ 891,196</b>	<b>\$ 637,803</b>	<b>\$ 505,027</b>	<b>\$ 499,327</b>	<b>\$ 713,311</b>	<b>\$ 704,247</b>	<b>\$ 803,000</b>	

**PUBLIC WORKS - ADMINISTRATION & ENGINEERING  
BUDGET FOOTNOTES**

1. **Salaries - FT:** Assumes full staffing of the Administration and Engineering Division and reflects a percentage of the Public Works Director, Assistant Public Works Director, Professional Engineer, Civil Engineer, Utilities Inspector, and an Administrative Assistant's salaries. This also includes the salary of an additional Professional Engineer; the goal is to perform more in-house engineering functions and rely less on outside engineering resources.
2. **Salaries - PT:** Provides for 34% of one part-time Administrative Assistant.
3. **Temporary Help:** Includes funding one intern to assist Engineering Division. The summer intern works 40 hours per week for 11 weeks assisting in plan preparation, field inspections, aids in document archiving projects, perform computer-aided drafting and assist in GPS data collection. This also includes office coverage by a temporary secretary.
4. **Maintenance / Buildings:** Includes funding for office space in the Reno Center for new engineer.
5. **Maintenance / Equipment:** Provides for Automated External Defibrillators and the lease and operation of department copy machines. Funding for the yearly software maintenance fees for Glen Ellyn's Geographic Information System (GIS) are included as well.
6. **Professional Services / Other:** Provides for Engineering Consultant, Surveyor fees, continued archive scanning of documents, and Cartegraph software.
7. **Equipment:** Purchase of engineering software with the addition of another Professional Engineer that will perform certain engineering services in-house.

VILLAGE OF GLEN ELLYN  
CY 15 ANNUAL BUDGET  
PERSONNEL SCHEDULE

**PUBLIC WORKS DEPARTMENT - ADMINISTRATION/ENGINEERING**

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY11/12 Budgeted Employees</u>	<u>FY12/13 Budgeted Employees</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>CY 15 Budgeted Employees</u>
Public Works Director	FT	V	1.00	1.00	1.00	1.00	1.00
Assistant Public Works Director	FT	S	1.00	1.00	1.00	1.00	1.00
Registered Professional Engineer	FT	T	1.00	1.00	1.00	1.00	1.00
Civil Engineer	FT	O	1.00	1.00	1.00	1.00	1.00
Engineer, P.E.	FT	TBD	-	-	-	-	1.00
Utilities Inspector	FT	J	1.00	1.00	1.00	1.00	1.00
Engineering Intern	PT	N/A	0.42	0.42	0.42	0.21	0.21
Administrative Assistant II	FT/PT	F	-	-	1.50	1.50	1.50
Administrative Assistant I	FT/PT	D	1.50	1.50	-	-	-
<b>TOTAL EMPLOYEES (Full-time Equivalents)</b>			<b><u>6.92</u></b>	<b><u>6.92</u></b>	<b><u>6.92</u></b>	<b><u>6.71</u></b>	<b><u>7.71</u></b>
Full-time Number of Positions			6	6	6	6	7
Part-time Number of Positions			3	3	3	2	2

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

## **PUBLIC WORKS OPERATIONS – GENERAL FUND (STREET and FORESTRY)**

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

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

Forestry activities include the maintenance of more than 14,025 trees on parkways and on Village-owned green space. The Comprehensive Forestry Management Program includes: annual winter pruning, tree removal and stump grinding, spring and fall tree planting, cabling and annual cable inspection, landscape maintenance, service request inquiry, organization of the annual Arbor Day Celebration, Parkway Reforestation Programs, disease and insect monitoring, educational tree seminars and oversight of the Tree Preservation Ordinance with regards to construction projects. The forestry division advises residents who seek assistance on private property tree issues.

Our certified arborists are very knowledgeable at inspecting Village trees for insect and disease concerns. These include inspecting for the most threatening disease and insects: Dutch Elm and Oak Wilt disease, gypsy moth and Emerald Ash Borer (EAB) insects. Our EAB treatment program currently uses two different methods of treatment to improve the success rate of preserving a percentage of ash trees in the Village. A computerized tree inventory program is continually updated with each tree planted and removed.

### **Operation Streets – General Fund Accomplishments for SY14**

1. The Street Division continued to focus on a program to bring all traffic signs into compliance with the current State of Illinois traffic sign code. Work included

installing new signposts and sign faces on Village of Glen Ellyn streets that were paved during the during the recent construction season.

2. Operations successfully handled snow and ice removal during one of the worst winters in Chicago. With 44 snow events and over 79" of snow, Public Works received numerous public compliments in keeping the roads safe for residents and patrons of Glen Ellyn.
3. Continued implementation of the Cartegraph SignView software. This software will track sign assets and establishes a plan to ensure all signs meet MUTCD standards as well as federal retro-reflectivity guidelines.
4. Operations assisted in 37 special events throughout the Village. Water filled barriers were utilized during five of the special events. These barriers provide significant additional safety to the public during road closures due to events.
5. Operations completed a yearly in-house pavement assessment with Engineering. This clearly defined and prioritized efforts in addressing and maintaining roadways. Roads were categorized one of the following: outside contractor for skip paving, in-house paving, or in-house patching. This assessment focused Operations on the areas within our capabilities needing the most attention. 5.
6. Operations continued work on the Reno Center back road expanding storage area and improving loading capability. Operations also worked on the portion of Wilson Ave connecting the Reno Center back road with S Lambert Ave. Operations removed asphalt and installed asphalt to grade in preparation for contract paving. This improved entrance/exit will alleviate congestion at the Taft Ave Public Works gate due to increased traffic from a two way through road installed with the Fresh Market construction on Roosevelt Rd.
7. Central Business District improvements:
  - a. Pressure washed sidewalks on portions of heaviest pedestrian used walks north of the railroad tracks.
  - b. 136 feet of decorative fencing was installed along the Union Pacific property on the west side of the Crescent Glenwood lot to provide safety to the public attending the French Market.
  - c. 60 new flag poles and American flags were purchased and used while the American Flags flew during the summer holidays.
  - d. Staff changed out banners for each of the four seasons of the year.

- e. Staff installed a “Big Belly” compacting recycling and refuse container in the CBD.

### **Operation Streets – General Fund Goals for FY15**

1. Assist Engineering Division with the LED Initiative designed to convert metered street lights in the Village from high pressure sodium/mercury vapor lighting to LED.
2. Continue to convert the remaining benches in the Central Business District and along Roosevelt Rd from wood/recycled material to all metal for reduced long-term maintenance costs.
3. Continue the CBD sidewalk pressure washing program that will maintain CBD sidewalks on an established rotational basis and contract the second phase of the program.
4. Perform efficient and effective snow removal on all Village-maintained roadways while reducing salt usage. Additional training on specialized equipment (the CBD snow blower and the Wing Plow) will provided versatility in snow removal operations.
5. Provide timely and reliable support to the Police and Fire Departments as needed throughout the year for both emergency and special events. Work cooperatively with all Departments in the Village as well as all other government agencies and business groups working in the Village.
6. Complete data entry transition to Cartegraph SignView software for both current sign work and all pertinent past paper records.
7. Change out banners Stacy’s Corners (2 seasons) and the CBD (4 seasons) in a timely and cost effective manner.
8. Continue to evaluate and make maintenance repairs to the streets as required.
9. Improve Public Works back road by grading and asphalt paving and installing a gate at Wilson Ave. This work addresses safety issues with Taft Ave two way traffic and the Taft/Lambert intersection.

### **Operation Forestry – General Fund Accomplishments for SY14**

1. This year approximately 450 stumps were ground by the contractor and chips were removed to grade on all stumps 6” and larger. Forestry’s landscape maintenance contractor was utilized to excavate the remaining grindings and complete

restoration of the parkway with soil and seed for 350 locations as a cost saving measure compared to the restoration cost of the tree removal contractor.

2. In-house SY14 forestry work included the completion of 69 tree related work orders, and 160 tree removals (including 65 ash removals) and treatment of 171 ash trees for EAB.
3. The contractor removed 38 trees through the regular removal program, 27 through the EAB Removal Program and approximately 450 stumps were ground to grade.
4. Certified Arborists responded to 243 Forestry Service requests. (5/1 to 9/22/14)
5. The Village received the Tree City USA award for the 30th year in a row. For Glen Ellyn's Arbor Day celebration, a tree was planted at 30 S. Lambert in memory of our co worker Bob Fields.
6. Planted 330 trees through the Reforestation Program using both in house staff and an outside contractor.
7. Forestry continued to reforest the area along the Illinois Prairie Path (IPP) planting 18 trees and shrubs between Park and Montclair Ave. after ComEd removed numerous trees during their power line clearing program.
8. Staff planted 6 trees at the entrances of Manor Woods.
9. Glen Ellyn's EAB Management Program consisted of treating approximately 551 trees for control of EAB. Village staff applied chemical control to 171 parkway ash trees. A contractor treated 152 trees with Triage in 2014 which provides 2 years of protection; these trees will be treated in 2016. The fifth year of five annual treatments was applied to 228 parkway trees through the Legacy Tree Project and Morton Arboretum.
10. The evaluation of the condition of all Silver Maples was completed. These trees will be categorized according to condition and will establish a management process for necessary removals.
11. A Forestry Management Plan was updated.

#### **Operations Forestry – General Fund Goals for CY15**

1. Continue to identify and remove infested ash trees based on the guidelines identified in the EAB Management Program. SY14 ended the last of a 5 year treatment program performed by the Legacy Project and the Morton Arboretum. In 2015 these 228 trees will be divided between in house treatments and

contractor Triage treatments. 203 parkway trees will be treated in house for control of EAB, 177 trees will be treated with Triage by a contractor providing 2 years of protection. The 152 trees treated in SY14 with Triage will be on an alternate year and will be treated again in 2016. All remaining 172 parkway ash trees will be assessed for condition and ranking for future removal.

2. Continue to plant trees in the right-of-way: approximately 60 trees through the resident cost share program (residents donate \$85 per tree) planted by Public Works, and approximately 140 trees planted by a contractor.
3. Continue to monitor for gypsy moth and provide a management plan for the upcoming year if needed.
4. Work with DuPage County to improve the Illinois Prairie Path (Phase #3) within the Village limits by selective tree removal and planting numerous trees.
5. Remove all stumps of removed trees in right of way and restore parkways with seed and soil. There are hundreds of stump sights due to the additional EAB removals.
6. Due to right-of-way windshield survey of private property revealing 350 dead ash trees in the Village, the Forestry Division will work with residents to ensure all potentially hazardous private property ash trees are removed in a timely manner.
7. Improve landscaping at Public Works Reno building as well as the Civic Center.
8. Successfully integrate a new PT Forestry Maintenance Worker and eliminate hiring a Forestry Intern. This will provide year round assistance with operations and administration as well as assist with forestry contractor monitoring.
9. Implement the Manor Woods Improvement Project, addressing dead trees and invasive species.

**GENERAL FUND**  
**PUBLIC WORKS DEPARTMENT**

Operations

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
<b>Personnel Services</b>								
510100	Salaries - Pension	\$ 342,758	\$ 506,305	\$ 346,900	\$ 346,900	\$ 474,804	\$ 490,043	\$ 526,900
510120	Salaries - Non-pension	7,919	13,883	15,000	7,000	15,750	7,494	22,200
510200	Overtime	25,202	28,608	19,600	21,800	26,284	27,084	29,200
510210	Snow	29,918	119,056	15,000	15,000	42,818	119,160	60,000
510300	Temporary Help	22,441	42,471	51,000	46,200	42,505	46,166	46,200
510310	Temporary Help / Snow	24,898	41,858	8,000	8,000	27,353	43,813	24,500
510400	FICA	34,620	55,266	33,700	33,700	46,431	54,746	54,400
510500	IMRF	44,999	78,964	44,600	44,600	65,198	74,776	59,000
	<b>Subtotal</b>	<b>532,755</b>	<b>886,411</b>	<b>533,800</b>	<b>523,200</b>	<b>741,143</b>	<b>863,282</b>	<b>822,400</b>
<b>Contractual Services</b>								
520600	Dues / Subscriptions	1,733	923	1,100	1,100	1,238	1,300	1,800
520620	Employee Education	1,362	5,034	5,300	4,600	5,066	4,853	7,300
520625	Travel	489	628	800	800	498	930	700
520635	Safety Training	-	100	1,500	1,500	100	1,500	1,500
520915	ESDA Expenses	5,633	5,783	4,800	4,800	5,084	6,303	8,900
520970	Maintenance / Bldgs & Grounds	45,002	30,810	27,800	27,800	38,271	30,417	56,900
520975	Maintenance / Equipment	3,846	6,884	13,300	10,500	6,849	10,535	13,400
520995	Maintenance / Signs	26,160	12,313	19,500	19,500	18,200	24,931	29,000
521035	Maintenance / Street Painting	29,779	9,328	82,997	82,997	9,328	82,997	77,000
521040	Maintenance / Traffic Signals	26,987	27,742	16,200	16,200	26,003	27,990	27,000
521045	Maintenance / Street Lights	36,134	34,163	19,500	17,500	32,119	36,777	59,500
521055	Professional Services / Other	55,645	21,673	30,700	25,800	22,188	33,281	25,100
521057	CBD Appearance	40,913	39,687	50,300	50,300	43,774	56,603	47,300
521060	Snow Removal Services	10,000	35,587	7,414	7,414	-	43,001	20,000
521090	Tree Trimming	72,082	55,833	10,000	10,000	71,362	65,000	65,000
521095	Tree Removal	94,667	53,547	94,430	94,430	34,692	116,724	42,500
521100	Tree Replacement	25,774	76,288	89,675	89,675	76,289	89,675	50,000
521102	Developer Reforestation Prog.	-	2,342	-	-	2,342	-	-
521103	EAB Program	66,108	46,793	73,589	70,000	25,787	92,764	56,500
521115	Landfill Fees	-	17,311	15,000	15,000	12,763	19,548	25,000
521125	Leased Equipment	1,437	450	-	-	437	450	1,500
521195	Telecommunications	1,666	3,316	4,151	4,151	2,401	5,544	4,000
590600	IFT / Health Insurance	63,283	88,035	44,790	44,790	82,609	73,432	86,200
590610	IFT / Insurance - General	47,600	48,400	51,200	51,200	48,133	67,333	86,200
590660	IFT / Manor Woods	-	10,000	10,000	10,000	10,000	10,000	-
590650	IFT / Equipment Service (O&M)	310,900	310,700	217,400	217,400	310,767	320,967	335,400
590655	IFT / Equipment Service (Repl)	256,800	310,400	232,000	232,000	292,633	335,467	348,000
	<b>Subtotal</b>	<b>1,224,000</b>	<b>1,254,070</b>	<b>1,123,446</b>	<b>1,109,457</b>	<b>1,178,933</b>	<b>1,558,322</b>	<b>1,475,700</b>
<b>Commodities</b>								
530100	Office Supplies	2,618	1,980	1,400	1,400	1,583	2,038	2,000
530105	Operating Supplies	14,208	16,616	9,300	15,000	17,306	21,167	12,200
530210	Asphalt	10,997	21,246	15,000	15,000	17,842	22,942	19,500
530225	Safety Supplies	11,323	6,598	6,150	6,400	7,421	7,494	6,500
530445	Uniforms	4,079	3,982	4,500	4,500	3,680	5,214	4,500
	<b>Subtotal</b>	<b>43,225</b>	<b>50,422</b>	<b>36,350</b>	<b>42,300</b>	<b>47,832</b>	<b>58,855</b>	<b>44,700</b>
<b>Capital Outlay</b>								
580110	Equipment	17,297	27,384	18,200	19,200	38,766	19,925	20,700
	<b>Subtotal</b>	<b>17,297</b>	<b>27,384</b>	<b>18,200</b>	<b>19,200</b>	<b>38,766</b>	<b>19,925</b>	<b>20,700</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,817,277</b>	<b>\$ 2,218,287</b>	<b>\$ 1,711,796</b>	<b>\$ 1,694,157</b>	<b>\$ 2,006,674</b>	<b>\$ 2,500,384</b>	<b>\$ 2,363,500</b>

**GENERAL FUND**  
**PUBLIC WORKS DEPARTMENT**  
 Operations - Streets  
 (143300)

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	
<b>Personnel Services</b>									
510100	Salaries - Pension	\$ -	\$ -	\$ 187,500	\$ 187,500	\$ -	\$ -	\$ 277,700	1
510120	Salaries - Non-pension	-	-	15,000	7,000	-	-	22,200	2
510200	Overtime	-	-	9,800	12,000	-	-	14,600	
510210	Snow	-	-	15,000	15,000	-	-	60,000	
510300	Temporary Help	-	-	23,100	23,100	-	-	18,800	3
510310	Temporary Help / Snow	-	-	8,000	8,000	-	-	24,500	4
510400	FICA	-	-	19,400	19,400	-	-	32,000	
510500	IMRF	-	-	25,200	25,200	-	-	32,000	
	<b>Subtotal</b>	-	-	303,000	297,200	-	-	481,800	
<b>Contractual Services</b>									
520600	Dues / Subscriptions	-	-	-	-	-	-	100	
520620	Employee Education	-	-	2,200	1,500	-	-	3,200	
520625	Travel	-	-	600	600	-	-	200	
520915	ESDA Expenses	-	-	4,800	4,800	-	-	8,900	5
520970	Maintenance / Bldgs & Grounds	-	-	800	800	-	-	11,400	6
520975	Maintenance / Equipment	-	-	7,300	4,500	-	-	7,500	
520995	Maintenance / Signs	-	-	19,500	19,500	-	-	29,000	7
521035	Maintenance / Street Painting	-	-	82,997	82,997	-	-	77,000	8
521040	Maintenance / Traffic Signals	-	-	16,200	16,200	-	-	27,000	9
521045	Maintenance / Street Lights	-	-	19,500	17,500	-	-	59,500	10
521055	Professional Services / Other	-	-	14,900	10,000	-	-	9,300	11
521057	CBD Appearance	-	-	8,800	8,800	-	-	6,300	12
521060	Snow Removal Services	-	-	7,414	7,414	-	-	20,000	13
521115	Landfill Fees	-	-	15,000	15,000	-	-	25,000	14
521125	Leased Equipment	-	-	-	-	-	-	1,500	
521195	Telecommunications	-	-	2,751	2,751	-	-	2,000	
590600	IFT / Health Insurance	-	-	24,840	24,840	-	-	38,500	
590610	IFT / Insurance - General	-	-	35,300	35,300	-	-	48,300	
590650	IFT / Equipment Service (O&M)	-	-	150,000	150,000	-	-	231,400	
590655	IFT / Equipment Service (Repl)	-	-	160,100	160,100	-	-	240,100	
	<b>Subtotal</b>	-	-	573,002	562,602	-	-	846,200	
<b>Commodities</b>									
530100	Office Supplies	-	-	700	700	-	-	1,000	
530105	Operating Supplies	-	-	2,300	6,000	-	-	6,000	
530210	Asphalt	-	-	15,000	15,000	-	-	19,500	15
530225	Safety Supplies	-	-	4,400	4,400	-	-	4,600	16
530445	Uniforms	-	-	2,475	2,475	-	-	2,500	
	<b>Subtotal</b>	-	-	24,875	28,575	-	-	33,600	
<b>Capital Outlay</b>									
580110	Equipment	-	-	12,700	13,700	-	-	16,500	17
	<b>Subtotal</b>	-	-	12,700	13,700	-	-	16,500	
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 913,577</b>	<b>\$ 902,077</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,378,100</b>	

This cost center was created beginning with the SY14 budget. Activity is totaled on the PW Operations budget page for comparison purposes.

\*As only a partial calendar year is available for 2014 as the cost center was created in May, Calendar Year 2014 Estimated Actual is not presented.

**STREET DIVISION – GENERAL FUND  
BUDGET FOOTNOTES**

1. **Salaries - FT:** Provides for four Maintenance Workers (100%) and one Street/Forestry Superintendent (50%).
2. **Salaries - PT:** Provides for one part-time Maintenance Worker (100%).
3. **Temporary Help:** Provides for two summer seasonal employees (12 weeks) and one extended seasonal (24 weeks) employee that work for the Street Division of Public Works. Seasonal employees work on all aspects of Street duties including assistance with asphaltting, street signage, CBD beautification, barricade drop off and pick up, special events such as the Taste of Glen Ellyn and Fourth of July parade.
4. **Temporary Help (Snow):** The Public Works Department hires temporary help to assist with our Snow and Ice Management Program. Individuals come from other Village Departments, the Glen Ellyn Fire Company, and other qualifying applicants. These seasonal employees are a vital part of a successful program each year.
5. **ESDA - Emergency Service and Disaster Agency:** Provides for the outdoor emergency warning siren remote radio telemetry contract and the monitoring and maintenance of the sirens.
6. **Maintenance / Buildings & Grounds:** Includes 40% of the cost for sidewalk salt for snow and ice removal; the other 60% of the cost is distributed among other funds (Parking, Historical Society, etc.) Also included is funding for Rt 38 paver maintenance and masonry repairs as needed.
7. **Maintenance- Signs:** Provides for aluminum sign blanks, sign-face materials, and signposts. The Street Division manufactures Stop and Yield signs in house and the cost is distributed to the sign blanks and sign materials in this line item.
8. **Maintenance - Street Painting:** Provides for supplies including paint, beads and thinner to perform in house maintenance of stop bars and crosswalks on an emergency basis. The anticipated life of a pavement marking is three years. CY15 fund contract line striping for both asphalt and concrete throughout the Village. Asphalt line striping is on a 3 year cycle. Concrete line striping is more aggressive because 70% of it has been deferred for 2 years.
9. **Maintenance - Traffic Signals:** Provides for maintenance costs shared with IDOT for traffic signals at Baker Hill/Roosevelt Road, Pershing Avenue/Route 53, DuPage Blvd/Route 53, and Spring Avenue/Route 53 intersections. IDOT pays 100% of the maintenance costs of all other signals on state roads. DuPage County is responsible for signals on Geneva and St. Charles Roads. Also includes contracted and in-house maintenance of six signalized intersections, three locations in the CBD, a flashing signal at Hill/Golf (Glen Oak CC), and the Opticom emergency vehicle traffic signal override system equipment. In CY 15 there is funding for the contracted yearly preventative maintenance of the Opticom system.

10. **Maintenance – Streetlights:** Provides for contract electrical maintenance services and streetlight parts necessary to maintain more than 800 lights and posts throughout Glen Ellyn with spare fixtures and poles in stock for quick repairs associated with knockdowns. Funding is also provided for total replacement of 3 gas lights within the village. Streetlight maintenance continues to be a large proportion of the Operations Division workload each year as more lights are added in several locations.
11. **Professional Services/Other:** Includes funding for weather forecasting and monitoring. Also included is funding to address electrical upgrades in the CBD associated with event and holiday light electrical needs.
12. **CBD Appearance:** Includes funding for American flags and flagpoles, the pressure washing sidewalk program in the CBD (attempts to address all sidewalks once every five years and addresses worst sidewalks as needed every year) and miscellaneous needs to improve the CBD appearance.
13. **Professional Services/Snow Removal:** Provides for contracted snow removal primarily from the CBD (Central Business District) streets and disposal at Ackerman Park and/or the Village Green Parking Lot on S Lambert Road. (This contract is approved in the fall for the entire winter season.)
14. **Landfill Fees:** Provides for the disposal of street sweepings, leaves and asphalt removed during street patching.
15. **Asphalt:** Provides for asphalt and emulsion used as a primer before asphalt placement. The asphalt will be used for minor repairs and pothole patching throughout the year; permanent repairs are hot mix asphalt and temporary repairs are cold mix. The Village's more comprehensive street patching program will be contracted out and funded in the Capital Projects Fund.
16. **Safety Supplies:** Provides funding for 75 barricades (25 with lights and 50 without lights), for traffic safety cones, and for safety hats, glasses, gloves, etc. Also funds the cost to provide OSHA required steel-toed boots for divisional employees.
17. **Capital Equipment:** Provides funding in CY15 for an asphalt walking saw to replace the 20 year old one currently have. Also funded is a rotary air hammer (replacing a 40yr old one), two impact drivers and one vehicle back up camera.

**GENERAL FUND**  
**PUBLIC WORKS DEPARTMENT**  
 Operations - Forestry  
 (143400)

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	
<b>Personnel Services</b>									
510100	Salaries - Pension	\$ -	\$ -	\$ 159,400	\$ 159,400	\$ -	\$ -	\$ 249,200	1
510120	Salaries - Non-pension	-	-	-	-	-	-	-	
510200	Overtime	-	-	9,800	9,800	-	-	14,600	
510300	Temporary Help	-	-	27,900	23,100	-	-	27,400	2
510400	FICA	-	-	14,300	14,300	-	-	22,400	
510500	IMRF	-	-	19,400	19,400	-	-	27,000	
	<b>Subtotal</b>	-	-	230,800	226,000	-	-	340,600	
<b>Contractual Services</b>									
520600	Dues / Subscriptions	-	-	1,100	1,100	-	-	1,700	
520620	Employee Education	-	-	3,100	3,100	-	-	4,100	
520625	Travel	-	-	200	200	-	-	500	
520635	Safety Training	-	-	1,500	1,500	-	-	1,500	
520970	Maintenance / Bldgs & Grounds	-	-	27,000	27,000	-	-	45,500	3
520975	Maintenance / Equipment	-	-	6,000	6,000	-	-	5,900	
521055	Professional Services / Other	-	-	15,800	15,800	-	-	15,800	4
521057	CBD Appearance	-	-	41,500	41,500	-	-	41,000	5
521090	Tree Trimming	-	-	10,000	10,000	-	-	65,000	6
521095	Tree Removal	-	-	94,430	94,430	-	-	42,500	7
521100	Tree Replacement	-	-	89,675	89,675	-	-	50,000	8
521102	Developer Reforestation Prog.	-	-	-	-	-	-	-	9
521103	EAB Program	-	-	73,589	70,000	-	-	56,500	10
521195	Telecommunications	-	-	1,400	1,400	-	-	2,000	
590600	IFT / Health Insurance	-	-	19,950	19,950	-	-	47,700	
590610	IFT / Insurance - General	-	-	15,900	15,900	-	-	37,900	
590660	IFT / Manor Woods	-	-	10,000	10,000	-	-	-	
590650	IFT / Equipment Service (O&M)	-	-	67,400	67,400	-	-	104,000	
590655	IFT / Equipment Service (Repl)	-	-	71,900	71,900	-	-	107,900	
	<b>Subtotal</b>	-	-	550,444	546,855	-	-	629,500	
<b>Commodities</b>									
530100	Office Supplies	-	-	700	700	-	-	1,000	
530105	Operating Supplies	-	-	7,000	9,000	-	-	6,200	
530225	Safety Supplies	-	-	1,750	2,000	-	-	1,900	11
530445	Uniforms	-	-	2,025	2,025	-	-	2,000	
	<b>Subtotal</b>	-	-	11,475	13,725	-	-	11,100	
<b>Capital Outlay</b>									
580110	Equipment	-	-	5,500	5,500	-	-	4,200	12
	<b>Subtotal</b>	-	-	5,500	5,500	-	-	4,200	
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 798,219</b>	<b>\$ 792,080</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 985,400</b>	

This cost center was created beginning with the SY14 budget. Activity is totaled on the PW Operations budget page for comparison purposes.

\*As only a partial calendar year is available for 2014 as the cost center was created in May, Calendar Year 2014 Estimated Actual is not presented.

**FORESTRY DIVISION – GENERAL FUND  
BUDGET FOOTNOTES**

1. **Salaries - FT:** Provides for four Maintenance Workers (100%) and one Street/Forestry Superintendent (50%).
2. **Temporary Help:** Provides for four summer seasonal employees (12 weeks) and one extended seasonal (24 weeks) employee that work for the Street Division of Public Works. Seasonal employees work on all aspects of Forestry duties including assistance with tree removal, stump grinding, parkway restorations, flower planting, tree watering, mowing grass at various locations throughout the Village, and special events such as the Taste of Glen Ellyn and Fourth of July parade.
3. **Maintenance / Buildings & Grounds:** Includes funding for miscellaneous plant replacement, for the annual contract landscape maintenance program for all Village owned properties other than those under lock and key for security issues and the Public Works Reno Center. (Maintenance items related to other fund assets will be found in those budgets). In CY15, funding for landscape maintenance is increased due to the expiration of a three year contract at the end of 2014.
4. **Professional Services/Other:** Includes funding for weather forecasting and monitoring, Consulting Forester services. Additional services include a contracted tree inventory in Zone E in CY15.
5. **CBD Appearance:** Funds material costs for four seasonal CBD flower plantings, four contracted seasonal flower clock displays, and to miscellaneous needs to improve the CBD appearance. In CY15, funding continues to be dedicated for CBD planting bed upgrades and CY15 has funding for plantings in the Crescent/Glenwood parking lot.
6. **Tree Trimming:** The 2015-16 Program (CY15) will include all trees in Zone E. (This will complete a 3 year contract that follows past FY year time lines.)
7. **Tree Removal:** Funds the second year of a three year contract providing for contractor removal of approximately 120 trees of 15" diameter and larger. We look to continue to utilize the tree contractor to remove stumps to grade and either Village crews or a Landscape Maintenance contractor will remove the rest of the grindings and restore with soil and seed.
8. **Tree Replacement:** In CY15, 200 trees will be planted, (100 in Spring and 100 in Fall) by a contractor. This is a change from the two previous budgets where a portion of parkway trees were planted by in house staff. The Forestry division will be planting all specialty areas such as the Prairie Path, Manor Woods, Panfish Park and Central Business District. These areas generally cost more when planted by a contractor as they often require special arrangements for permits, traffic control, parking lot closures and general public relations.

9. **Developer Reforestation Program:** This fund used to provide maintenance to parkway trees that are damaged during construction by developers, builders and contractors. It is paid in the form of tree deposits set aside for parkway tree restoration and maintenance of damaged trees associated with private and public projects.
  
10. **EAB (Emerald Ash Borer) Program:** In March 2009, the Illinois Department of Agriculture confirmed the presence of EAB in Glen Ellyn. Since then, the Village has developed an EAB Management Plan which calls for a number of actions to be taken to combat this deadly insect. The Program for SY14 included funding for the chemical treatment of 153 trees by a contractor (an every other year program) and chemical treatment of 155 trees by Village crews. We are at the end of a 5 year Grant program that provided free treatment for 226 trees. In CY15 funding continues to provide the treatment of both in house and contractor treated trees as well as treatment for the trees receiving treatment under the expired Grant. These trees will be divided up for treatment utilizing both in house staff and a contractor.
  
11. **Safety Supplies:** Provides funding for traffic safety cones, and for PPE (safety hats, glasses, gloves, etc). Also funds the cost to provide OSHA required steel-toed boots for divisional employees.
  
12. **Capital Equipment:** Provides funding in CY15 for one medium ground saw, a push mower, and a magnetic line locator to identify property pins, and a vehicle back up camera.

VILLAGE OF GLEN ELLYN  
 CY 15 ANNUAL BUDGET  
 PERSONNEL SCHEDULE

**PUBLIC WORKS DEPARTMENT - OPERATIONS DIVISION**

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY11/12 Budgeted Employees</u>	<u>FY12/13 Budgeted Employees</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>CY 15 Budgeted Employees</u>
Street/Forestry Superintendent	FT	N	-	-	1.00	1.00	1.00
Utilities Superintendent	FT	N	-	-	1.00	1.00	1.00
Project Coordinator	FT	G	1.00	1.00	-	-	-
Sr Water Plant Operator	FT	L	1.00	1.00	1.00	1.00	1.00
Water Plant Operator I	FT	I	-	-	1.00	1.00	1.00
Crew Leader I	FT	I	3.00	3.00	3.00	3.00	3.00
Crew Leader II	FT	J	-	-	1.00	1.00	1.00
Customer Service Worker	FT	G	1.00	1.00	1.00	1.00	1.00
Maintenance Worker II	FT	F	9.30	9.30	5.40	5.40	5.40
Maintenance Worker I	FT	E	4.00	4.00	6.00	6.00	6.00
Forestry Intern	PT	N/A	0.19	-	-	0.19	0.19
Village Forester	PT	L	0.60	0.60	-	-	-
Seasonal Staff	PT	N/A	<u>3.57</u>	<u>3.57</u>	<u>3.57</u>	<u>3.57</u>	<u>3.57</u>
<b>TOTAL EMPLOYEES (Full-time Equivalents)</b>			<b><u>23.66</u></b>	<b><u>23.47</u></b>	<b><u>23.97</u></b>	<b><u>24.16</u></b>	<b><u>24.16</u></b>
Full-time Number of Positions			19	19	20	20	20
Part-time Number of Positions	I		44	44	44	45	45

**PARKING FUND**

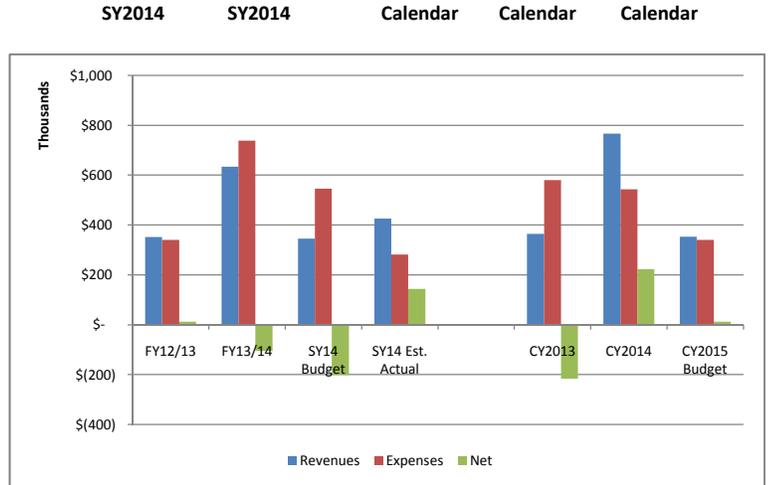
Village of Glen Ellyn  
Calendar Year 2015 Budget

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014	SY2014	Calendar	Calendar	Calendar
				8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget
<b><u>Revenues / Inflows (5300)</u></b>								
430100	Federal Grant Revenue	\$ -	\$ 285,740	\$ -	\$ 128,000	\$ -	\$ 413,740	\$ -
430200	State Grant Revenue	4,114	-	53,340	-	4,114	-	-
440530	Leased Parking Lot Fees	249,651	249,289	222,000	230,000	255,339	257,437	255,000
440532	Duane St / Lorraine Lot	70,737	68,495	51,000	50,000	73,120	67,924	70,000
440534	Coin Collections / Village Lots	18,603	19,560	12,800	12,100	20,480	18,879	20,000
440538	CNW Lot	4,305	3,640	2,600	2,000	4,110	2,983	4,000
460100	Interest Income	2,659	2,922	2,000	1,900	2,885	2,827	2,800
489000	Miscellaneous Income	1,725	4,244	1,000	1,200	4,419	2,475	1,000
489010	Lease Agreement - Ord 5808	300	300	300	300	300	300	300
<b>TOTAL REVENUES</b>		<b>\$ 352,094</b>	<b>\$ 634,190</b>	<b>\$ 345,040</b>	<b>\$ 425,500</b>	<b>\$ 364,767</b>	<b>\$ 766,565</b>	<b>\$ 353,100</b>
<b><u>Expenses / Outflows (53000)</u></b>								
<b>Contractual Services</b>								
520700	Legal - General Counsel	\$ 10,563	\$ -	\$ -	\$ -	\$ 56	\$ -	\$ -
520905	Printing	-	-	500	-	-	-	500
520970	Maintenance / Bldgs & Grounds	45,438	41,413	53,000	53,000	26,049	68,926	46,300 <span style="border: 1px solid black; padding: 0 2px;">1</span>
521055	Professional Services / Other	17,424	9,387	-	5,000	9,569	5,405	10,000
521155	Rental / Lease	23,521	23,840	15,700	19,000	23,263	23,643	23,500 <span style="border: 1px solid black; padding: 0 2px;">2</span>
521200	Utilities	2,308	3,066	2,200	4,500	2,731	5,259	3,500
590120	IFT / Service Charge	9,800	11,000	7,400	7,400	10,600	11,067	11,000
590130	IFT / Service Charge (PW)	104,900	104,900	70,300	70,300	132,100	78,067	104,900
590132	IFT / PW Operations - General	40,800	40,800	27,300	27,300	13,600	68,100	40,800 <span style="border: 1px solid black; padding: 0 2px;">3</span>
590610	IFT / Insurance - General	600	600	500	500	600	700	800
	<b>Subtotal</b>	<b>255,354</b>	<b>235,006</b>	<b>176,900</b>	<b>187,000</b>	<b>218,568</b>	<b>261,167</b>	<b>241,300</b>
<b>Commodities</b>								
530105	Operating Supplies	3,178	5,965	4,200	4,200	5,965	4,200	4,500
	<b>Subtotal</b>	<b>3,178</b>	<b>5,965</b>	<b>4,200</b>	<b>4,200</b>	<b>5,965</b>	<b>4,200</b>	<b>4,500</b>
<b>Capital Outlay</b>								
580100	Capital Projects	73,612	497,851	364,399	90,000	356,089	277,986	95,000 <span style="border: 1px solid black; padding: 0 2px;">4</span>
580110	Equipment	8,227	-	-	-	-	-	-
	<b>Subtotal</b>	<b>81,839</b>	<b>497,851</b>	<b>364,399</b>	<b>90,000</b>	<b>356,089</b>	<b>277,986</b>	<b>95,000</b>
<b>TOTAL EXPENSES</b>		<b>\$ 340,371</b>	<b>\$ 738,822</b>	<b>\$ 545,499</b>	<b>\$ 281,200</b>	<b>\$ 580,622</b>	<b>\$ 543,353</b>	<b>\$ 340,800</b>
<b>FUND INCREASE (DECREASE)</b>		<b>\$ 11,723</b>	<b>\$ (104,632)</b>	<b>\$ (200,459)</b>	<b>\$ 144,300</b>	<b>\$ (215,855)</b>	<b>\$ 223,212</b>	<b>\$ 12,300</b>

**PARKING FUND**

Village of Glen Ellyn  
Calendar Year 2015 Budget

<u>Available Cash Analysis</u>	
Available, May 1, 2014	\$ 1,047
Preliminary SY14 Inflow/(Outflow)	144
Budgeted CY15 Inflow/(Outflow)	12
Less Reserve Policy	(69)
Projected Available, December 31, 2015	<u>\$ 1,135</u>
<u>Reserve Policy (28% of operating budget)</u>	
Operating Budget (CY2015)	\$ 246
Capital Expenditures	90
Total Parking Fund Budget	<u>\$ 336</u>



<u>VILLAGE PARKING LOTS IN DOWNTOWN AREA</u>	<u>Available Spaces</u>
Train Station Lots	226
Park / Montclair	173
Main Street	42
Crescent / Glenwood	81
Crescent Merchant	16
Hillside Merchant	15
Duane / Glenwood	47
Pennsylvania / Fire Station	76
Pennsylvania / Fire Station (Merchant)	51
	<u>727</u>
Duane / Lorraine	247
Metered - 3 hour	106
Metered - 6 hour	109
Handicapped	8
TOTAL*	<u><u>1,197</u></u>

**PARKING FUND  
BUDGET FOOTNOTES**

1. **Maintenance / Buildings & Grounds:** Funds routine maintenance of the parking facilities and equipment including lights, meters, irrigation, signage, landscape, etc. Also included is funding for contracted line striping on an as needed basis.
2. **Rental / Lease:** The Village maintains portions of its parking spaces along the railroad on Union Pacific property. The Village pays rent to the Union Pacific in an amount which approximates 1/3 of revenues generated on U.P. property. The Village is also leasing the parking lot at 485 Pennsylvania.
3. **IFT / Public Works Operations - General:** Inter-fund transfer to reimburse the General Fund for snow removal, parking space striping and lot sweeping by the Public Works Operations Division.
4. **Capital Improvements:** Funding in CY15 is for resurfacing of the UP West and two of the four Train Station lots and asphalt patching the Civic Center lot.

## **OPERATIONS – WATER/SEWER**

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

### **Water Production, Pumping, Storage, and Distribution System**

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

### **Sanitary Sewer System**

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

### **Storm Sewer System**

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

### **Division Accomplishments for SY14**

1. Developed and adopted a Village of Glen Ellyn Cross Control Ordinance and program policy. Contracted Aqua Backflow to provide third party administration of the program policy.
2. Completed and tested within allowable ranges the EPA/IEPA mandated lead copper sampling study, the UCMR3 unregulated contaminants study and the disinfection by products study.
3. Completed a need assessment to determine the scope of a SCADA control and telemetry system upgrade project.

4. Rebuilt the south masonry wall, replaced the main entrance and chemical room entrance doors and repaired the roof at the Wilson Avenue Pumping Station.
5. Rebuilt the isolation valves and installed a new sump pump at South Park Lift Station.
6. Replaced all four isolation valves and both check valves at Memory Court Lift Station.
7. Drained the Nicol and Roosevelt retention pond and cleaned the incoming and outgoing storm sewers to return the pond to a more functional storm water storage facility.
8. Drained, cleaned and inspected the interior of Cottage Avenue Water Tower.
9. Cleaned all nine Lake Ellyn/Riford road Vortex Separators.
10. Drained and cleaned all four lift station wet wells.
11. This year on the water distribution system we pulled routine bacteria samples at a rate of 30 per month, collected all required new construction bacteria samples and collected water main break samples as needed. On the two emergency back-up wells we performed monthly bacteria samples and quarterly tests for volatile organic compounds, synthetic organic compounds, inorganic chemicals, nitrates/nitrites and radionuclide.
12. Met all state and federal drinking water regulatory requirements.
13. Updated Water Atlas, flushed and lubed all 1,265 hydrants, and flushed all low flow dead end hydrants an additional two times.
14. Repaired 20 water main breaks.
15. Exercised 700 of the 1368 Water Distribution System main line valves. All valves have been exercised and inspected over the last two years as part of an initiative that began in 2012.
16. Televised eight miles of sanitary sewer main in house and prioritized the maintenance and reconstruction needs of these mains.
17. Cleaned 250 catch basins.
18. Responded to 70 sanitary sewer back up calls on residential lines and cleared 9 back-ups on Village owned sanitary mains.
19. Completed 313 work orders and responded to 317 requests.
20. Marked sanitary sewer, storm sewer and water main locates for 4,250 JULIE requests.
21. Installed a new trench drain system in the mechanics bays and rehabbed the catch basin trap in the wash bay.

22. 20 hydrants repaired, 7 water distribution main line valves repaired, 3 water service repairs, 25 B-box repairs, 4 B-boxes replaced, 20 storm sewer structures rebuilt, 45 storm sewer structure repairs, 2 culverts replaced, 3 sewer main repairs, 1 sewer cleanout installed, replaced 60 open pick manhole lids , 88 construction site restorations and 574 tons of construction site spoil loaded out.
23. Training includes classes in wastewater collection systems, water production plant operations, CPR certification, shoring, confined space entry, flagger training and NIMS/FEMA.

### **Division Goals for CY15**

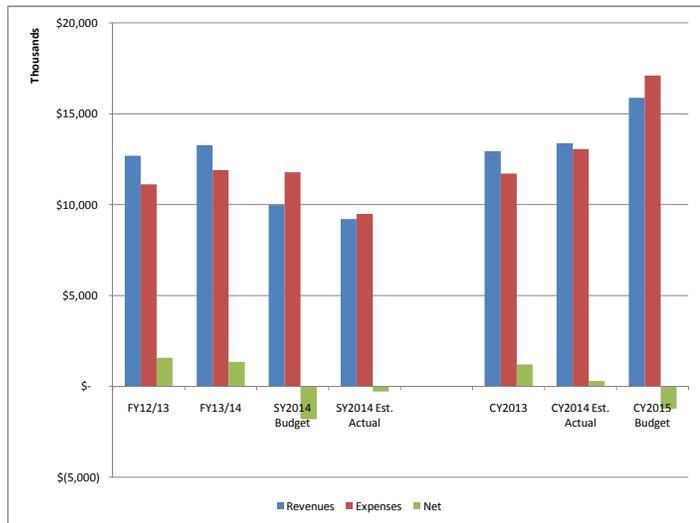
1. Reduce the amount of unaccounted water in the LMO report. This will reduce overall water costs to the Village.
2. Drain, clean and inspect both of our underground one million gallon distribution system reservoirs.
3. To improve water quality and flow characteristics we will ice pig 1000 feet of water main on Travers Avenue.
4. Perform a complete leak survey and water audit of our entire water distribution system.
5. Upgrade the SCADA communication and control by replacing original RTU's with new PLC's and upgrading software packages.
6. Exercise half of the total 1,368 water distribution valves so that every valve is exercised once every two years.
7. Clean and inspect 250 catch basins.
8. "In House" televising and cleaning of sanitary sewers will continue this year to reduce contractor expenses for sewer inspections. Our goal is to televise all sanitary sewer overflows for timely reports to the IEPA and 100% of all sanitary sewers that are pressure cleaned. The division plans to televise 15 miles of sanitary sewer and 1 mile of storm sewer. In addition, 2 miles of large diameter sanitary sewer will be televised by a contractor.
9. Clean the 9 storm sewer vortex separators in the Lake Ellyn / Riford Road storm sewer basin.
10. Continue training new and recently promoted employees.
11. Continue training to meet FEMA / NIMS requirements, and to train with DuPage Department of Homeland Security as scheduled.
12. Continue to monitor problematic sump pump discharge issues within Village Right of Way.
13. Introduce a cost share program for both problem sump pumps and rear yard flooding that meet pre-established criteria.

**WATER AND SANITARY SEWER FUND**

**Fund Summary**

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014	SY2014	Calendar	Calendar	Calendar
				8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget
<b><u>Water and Sanitary Sewer Revenues</u></b>								
410112	Special Service Area Tax (Lambert Farms)	\$ 96,967	\$ 96,966	\$ 97,000	\$ 97,000	\$ 96,966	\$ 97,000	\$ 97,000
440510	Metered Water Revenue	5,952,563	6,360,485	4,789,000	4,550,000	6,073,058	6,606,261	8,151,000
440520	Sanitary Sewer Revenue	5,574,106	5,378,607	4,077,000	3,615,000	5,319,686	5,281,032	6,229,000
440521	Illinois American Water (Sewer)	412,844	608,430	500,000	450,000	614,711	623,817	633,200
440522	DuPage County (Sewer)	472,147	501,523	390,000	320,000	570,036	487,001	515,000
440527	Utility Inspections	26,250	35,380	20,000	20,000	27,450	32,930	32,000
440529	Clearwater Inspections	25,100	28,850	16,000	18,000	28,200	25,600	26,000
449000	Connection Fees	73,037	150,837	50,000	85,000	115,050	134,287	120,000
460100	Interest Income	14,308	19,778	7,000	14,800	17,812	22,278	17,000
	Other Revenue	58,500	90,329	37,000	48,000	75,303	74,674	73,000
	<b>TOTAL REVENUES</b>	<b>\$ 12,705,822</b>	<b>\$ 13,271,185</b>	<b>\$ 9,983,000</b>	<b>\$ 9,217,800</b>	<b>\$ 12,938,272</b>	<b>\$ 13,384,880</b>	<b>\$ 15,893,200</b>
<b><u>Water and Sanitary Sewer Expenses</u></b>								
<b><u>Water Division</u></b>								
	Personnel Services	\$ 615,213	\$ 606,509	\$ 450,300	\$ 436,000	\$ 611,191	\$ 623,977	\$ 705,500
	Contractual Services	903,415	962,608	701,780	662,700	901,698	1,033,043	1,026,200
	Commodities	3,251,087	3,284,458	2,802,300	2,797,400	3,378,411	3,848,327	4,631,700
	Capital Outlay	806,581	1,333,104	2,533,070	966,000	1,304,755	1,073,566	3,161,200
	Subtotal Water Division	5,576,296	6,186,679	6,487,450	4,862,100	6,196,055	6,578,913	9,524,600
<b><u>Sanitary Sewer Division</u></b>								
	Personnel Services	479,200	570,665	415,300	436,800	545,993	609,542	594,400
	Contractual Services	3,959,146	4,140,218	3,076,771	3,037,310	4,120,826	4,452,225	4,504,652
	Commodities	12,790	13,013	12,300	12,975	12,916	16,466	14,000
	Capital Outlay	1,094,510	1,003,419	1,792,331	1,138,000	848,629	1,415,869	2,471,200
	Subtotal Sanitary Sewer Division	5,545,646	5,727,315	5,296,702	4,625,085	5,528,364	6,494,102	7,584,252
	<b>TOTAL EXPENSES</b>	<b>\$ 11,121,942</b>	<b>\$ 11,913,994</b>	<b>\$ 11,784,152</b>	<b>\$ 9,487,185</b>	<b>\$ 11,724,419</b>	<b>\$ 13,073,015</b>	<b>\$ 17,108,852</b>
	<b>FUND INCREASE (DECREASE)</b>	<b>\$ 1,583,880</b>	<b>\$ 1,357,191</b>	<b>\$ (1,801,152)</b>	<b>\$ (269,385)</b>	<b>\$ 1,213,853</b>	<b>\$ 311,865</b>	<b>\$ (1,215,652)</b>

<b>Available Cash Analysis (000's)</b>	
Available, May 1, 2014	\$ 7,728
Preliminary SY14 Inflow/(Outflow)	(269)
Budgeted CY15 Inflow/(Outflow)	(1,216)
Projected Available, December 31, 2015	<u>\$ 6,243</u>
Minimum Reserve Policy as of CY15	2,158
Projected Available over (under) policy as of 12-31-15	4,085



**WATER AND SANITARY SEWER FUND**  
**Revenues**

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	
<b><u>Water Revenues / Inflows (5010)</u></b>									
440510	Metered Water Revenue	\$ 5,952,563	\$ 6,360,485	\$ 4,789,000	\$ 4,550,000	\$ 6,073,058	\$ 6,606,261	\$ 8,151,000	1
440512	Sale of New Meters	31,075	55,645	20,000	29,000	44,260	47,220	49,000	
440515	Water Main Construction Reimb.	-	-	-	-	-	-	-	
440527	Utility Inspections	13,125	17,665	10,000	10,000	13,700	16,465	17,000	
449000	Water Connection Fees	43,937	100,515	30,000	60,000	80,050	89,965	80,000	
460100	Interest Income	7,154	9,889	3,500	7,400	8,906	11,139	9,000	
489000	Miscellaneous Revenue	25,981	30,002	13,500	15,000	27,824	21,941	20,000	
489100	Miscellaneous Over/Short	(1,345)	117	-	-	(1,373)	83	-	
	<b>TOTAL WATER REVENUES</b>	<b>6,072,490</b>	<b>6,574,318</b>	<b>4,866,000</b>	<b>4,671,400</b>	<b>6,246,425</b>	<b>6,793,074</b>	<b>8,326,000</b>	
<b><u>Sanitary Sewer Revenues / Inflows (5020)</u></b>									
410112	Special Service Area Tax (Lambert Farms)	96,967	96,966	97,000	97,000	96,966	97,000	97,000	2
440520	Metered Sewer Revenue	5,288,199	5,093,545	3,887,000	3,425,000	5,033,599	4,995,909	5,944,000	3
440521	Illinois American Water	412,844	608,430	500,000	450,000	614,711	623,817	633,200	4
440522	DuPage County	472,147	501,523	390,000	320,000	570,036	487,001	515,000	5
440524	Sewer Repair Reimbursement	285,907	285,062	190,000	190,000	286,087	285,123	285,000	6
440526	Sewer Permit Fees	29,100	49,322	20,000	25,000	35,000	44,322	40,000	
440527	Utility Inspections	13,125	17,715	10,000	10,000	13,750	16,465	15,000	
440529	Clearwater Inspections	25,100	28,850	16,000	18,000	28,200	25,600	26,000	
449000	Dev. Reimb/Water Connection Fee	-	1,000	-	1,000	1,000	1,000	-	
460100	Interest Income	7,154	9,889	3,500	7,400	8,906	11,139	8,000	
489000	Miscellaneous Revenue	3,300	4,430	3,500	3,000	4,070	4,280	4,000	
489100	Miscellaneous Over/Short	(511)	135	-	-	(478)	150	-	
	<b>TOTAL SEWER REVENUES</b>	<b>6,633,332</b>	<b>6,696,867</b>	<b>5,117,000</b>	<b>4,546,400</b>	<b>6,691,847</b>	<b>6,591,806</b>	<b>7,567,200</b>	
	<b>TOTAL WATER &amp; SEWER REVENUES</b>	<b>\$ 12,705,822</b>	<b>\$ 13,271,185</b>	<b>\$ 9,983,000</b>	<b>\$ 9,217,800</b>	<b>\$ 12,938,272</b>	<b>\$ 13,384,880</b>	<b>\$ 15,893,200</b>	

**WATER AND SANITARY SEWER FUND  
REVENUE BUDGET FOOTNOTES**

1. **Metered Water Revenue:** Projected revenues for metered water sales are based on estimated water purchased from the DuPage Water Commission of approximately 929 million gallons during Calendar Year 2015. We usually bill about 90% of the water we purchase (a portion of the water we purchase is unmetered or otherwise unaccounted for and is unbilled; examples include hydrant flushing, system leaks, meter accuracy). Based on this, we would expect to bill about 836 million gallons in CY15.

Year	Gallons billed	Rate	Revenue
CY15	836,000,000	\$9.75	\$8,151,000

In 2012, the Village reviewed the adopted water and sewer rates through 2015. These combined rates will grow by 9.5% each year, and will cover the additional costs of water and services, as well as make appropriate capital investments. As part of that plan, there will be a 15% increase in the Village’s water rate as of January 1, 2015. The Commission will continue to increase rates due to the loss of the Commission’s sales tax in 2016 and to incorporate large rate increases passed on by the City of Chicago. Approved (by the DWC) rate increases are as follows:

Schedule of water  
commodity rate increases

Date of Change	Rate per 1,000 Gal.	% Change
January 1, 2012	\$2.99	30%
January 1, 2013	\$3.59	20%
January 1, 2014	\$4.23	18%
January 1, 2015	\$4.95	17%

See Water Fund expenditure footnotes for additional details.

A summary of recent water rate adjustments is presented below:

Five year schedule of water rate changes

<u>Date of Change</u>	<u>Rate per 1,000 Gal.</u>	<u>% Change</u>
July 1, 2009	\$5.49	7.6%
June 1, 2010	\$6.04	10.0%
May 1, 2011	\$6.34	5.0%
January 1, 2012	\$6.42	1.3%
January 1, 2013	\$7.41	15%
January 1, 2014	\$8.50	15%
<u>Future rates:</u>		
January 1, 2015	\$9.75	15%

See the appendix for more historical rate information.

2. **Special Service Area Tax (Lambert Farms):** CY15 represents year 9 of a 20 year special service area which was established in 2006 to reimburse the Village for the construction of a new sanitary sewer system in the Lambert Farms subdivision which was previously served by private septic systems.
  
3. **Metered Sewer Revenue:** Projected revenues for sanitary sewer usage are based on estimated water purchased from the DuPage Water Commission of approximately 929 million gallons during CY15. We usually bill about 90% of the water we purchase (a portion of the water we purchase is unmetered or otherwise unaccounted for and is unbilled; examples include hydrant flushing, system leaks, meter accuracy). Based on this, we would expect to bill about 836 million gallons in CY15.

<b>Year</b>	<b>Gallons billed</b>	<b>Rate</b>	<b>Revenue</b>
CY15	836,000,000	\$7.11	\$5,944,000

In 2012, the Village reviewed the adopted water and sewer rates through 2015. These combined rates will grow by 9.5% each year, and will cover the additional costs of services, as well as make appropriate capital investments. As part of that plan, there will be a 3% increase in the Village’s sewer rate as of January 1, 2015. The proposed rate adjustment is needed to support operating cost increases, including payment to the Glenbard Wastewater Authority, and to support scheduled infrastructure improvements.

A summary of recent sewer rate adjustments is presented below:

Five year schedule of sewer rate changes

<u>Date of Change</u>	<u>Rate per 1,000 Gal.</u>	<u>% Change</u>
June 1, 2008	\$4.45	3.5%
June 1, 2010	\$4.90	10.0%
May 1, 2011	\$5.39	10.0%
January 1, 2012	\$6.42	19.1%
January 1, 2013	\$6.65	4.0%
January 1, 2014	\$6.90	4.0%
<u>Future rates:</u>		
January 1, 2015	\$7.11	3.0%

See the appendix for more historical rate information.

4. **Illinois American Water:** The Illinois American Water Company (formerly Citizens Utilities) is a privately owned utility company that serves an area south of Butterfield Road (such as the Valley View subdivision), and an area east of the river, north of Butterfield Road. Illinois American is a sanitary sewer customer of the Village of Glen Ellyn whose sewage is treated by, and represents about 9% of the total sewage flow treated by the Glenbard Wastewater Authority (GWA). Illinois American pays Glen Ellyn fees for sewage treatment at a rate based on the Wastewater Authority's operating budget and maintenance costs of the South Regional Interceptor which is the transmission line to the GWA.
5. **DuPage County:** There are some 500 unincorporated addresses north of Glen Ellyn which are on the DuPage County sanitary sewer collection and utility billing system but whose sanitary sewage is treated by the Glenbard Wastewater Authority. DuPage County remits amounts billed for sanitary sewer service to the Village on a bi-monthly basis.
6. **Sanitary Sewer Repair Reimbursement:** This account is designed to assist residents with a 50-50 share of repair costs to their private sanitary service lines under a street or within 10 feet of the edge of a street. Each village utility customer address with a sanitary sewer charge pays \$2 per month to fund this program. An additional flat charge of \$1 per month (\$100,000 annual) was added effective May 1, 2006 to assist the Village in completing "inflow and infiltration" reduction projects which will reduce the amount of storm water ("clear water") which enters the sanitary sewer system. This "clear water" increases sewage treatment costs, causes capacity problems at the Glenbard Wastewater Plant, and causes sewage back-ups into some homes during significant storm events.

**WATER AND SANITARY SEWER FUND**  
**Water Division**

**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	
<b>Water Expenses / Outflows (50100)</b>									
<b>Personnel Services</b>									
510100	Salaries - Pension	\$ 445,119	\$ 456,816	\$ 323,000	\$ 323,000	\$ 460,596	\$ 465,569	\$ 513,800	1
510120	Salaries - Non-pension	32,285	33,978	38,300	24,000	34,168	34,300	48,100	2
510200	Overtime	33,670	19,902	15,000	15,000	19,491	21,492	30,500	
510300	Temporary Help	11,670	4,184	7,000	7,000	4,145	7,039	12,100	3
510400	FICA	38,191	37,542	28,000	28,000	37,858	39,680	46,000	
510500	IMRF	54,278	54,087	39,000	39,000	54,933	55,897	55,000	
		615,213	606,509	450,300	436,000	611,191	623,977	705,500	
<b>Contractual Services</b>									
520305	Employee Recognition	142	477	500	500	529	555	500	
520600	Dues / Subscriptions	3,320	2,732	2,000	2,000	3,153	2,604	2,400	
520620	Employee Education	1,533	3,034	4,350	3,200	2,384	3,950	10,200	
520625	Travel	2,082	3,884	2,500	2,200	2,690	4,169	3,700	
520700	Professional Services / Legal	-	-	3,000	3,000	-	3,000	3,000	
520835	Banking Services	20,398	15,028	12,000	12,000	19,518	16,794	18,700	4
520860	Bad Debt Expense	-	-	-	-	-	-	-	
520900	Postage	9,960	16,695	14,000	14,000	9,329	21,566	14,000	
520970	Maintenance / Bldgs & Grounds	51,298	41,352	32,500	32,700	44,859	48,784	52,400	5
520975	Maintenance / Equipment	7,090	7,739	14,500	6,000	6,622	8,500	23,800	
520985	Maintenance / ROW	52,128	53,084	48,279	48,000	48,232	70,543	59,000	6
521015	Maintenance / Water Meters	46,956	63,948	40,000	60,000	46,997	85,255	68,000	7
521020	Maintenance / Hydrants	12,560	354	42,000	30,500	9,599	30,575	47,800	8
521025	Maintenance / Valves	3,234	2,611	7,500	5,400	2,214	6,260	10,000	
521050	Maintenance / Other	18,001	11,298	14,000	9,500	14,870	13,923	20,000	9
521055	Professional Services / Other	131,689	198,659	176,441	140,000	136,136	249,718	248,400	10
521065	JULIE	6,337	6,842	3,600	3,600	6,536	7,174	11,700	
521195	Telecommunications	3,860	5,191	3,600	3,100	4,622	5,027	6,400	
521200	Utilities	34,353	45,617	20,000	26,000	26,423	60,363	29,200	
590113	IFT / Facilities Maintenance	10,000	10,000	6,700	6,700	10,000	10,033	10,000	
590120	IFT / Service Charge	150,000	150,000	100,500	100,500	150,000	150,500	150,000	
590130	IFT / Service Charge (PW)	90,700	-	-	-	30,233	-	-	
590131	IFT / General Fund Engineering	18,700	-	-	-	6,233	-	-	
590132	IFT / PW Operations - General	10,000	-	-	-	3,333	-	-	
590600	IFT / Health Insurance	62,574	78,963	43,010	43,000	76,620	66,250	55,900	
590610	IFT / Insurance - General	35,600	52,300	28,000	28,000	46,733	45,433	55,000	
590650	IFT / Equipment Service (O&M)	63,800	53,000	42,800	42,800	56,600	60,467	66,100	
590655	IFT / Equipment Service (Replace)	57,100	64,800	40,000	40,000	62,233	61,600	60,000	
590910	IFT / Contribution to Recreation Fund	-	75,000	-	-	75,000	-	-	
		903,415	962,608	701,780	662,700	901,698	1,033,043	1,026,200	
<b>Commodities</b>									
530100	Office Supplies	1,994	1,959	1,600	1,600	2,146	2,186	2,200	
530105	Operating Supplies	5,290	8,262	5,300	8,000	6,550	11,568	7,000	
530225	Safety Supplies	3,177	3,549	3,925	3,000	3,931	4,076	4,000	
530440	Treatment Costs	-	2,349	7,000	2,400	2,349	2,400	8,000	
530445	Uniforms	5,553	2,856	2,475	2,400	4,281	3,015	2,700	
530500	Purchase of Water	3,235,073	3,265,483	2,782,000	2,780,000	3,359,154	3,825,082	4,607,800	11
		3,251,087	3,284,458	2,802,300	2,797,400	3,378,411	3,848,327	4,631,700	
<b>Capital Outlay</b>									
580100	Capital Projects	793,658	1,305,329	2,352,170	951,500	1,272,848	1,058,371	2,946,000	12
580110	Equipment	12,923	27,775	180,900	14,500	31,907	15,195	215,200	13
		806,581	1,333,104	2,533,070	966,000	1,304,755	1,073,566	3,161,200	
<b>TOTAL WATER EXPENSES</b>		<b>\$ 5,576,296</b>	<b>\$ 6,186,679</b>	<b>\$ 6,487,450</b>	<b>\$ 4,862,100</b>	<b>\$ 6,196,055</b>	<b>\$ 6,578,913</b>	<b>\$ 9,524,600</b>	
<b>Operating Expenses (less capital)</b>		<b>\$ 4,769,715</b>	<b>\$ 4,853,575</b>	<b>\$ 3,954,380</b>	<b>\$ 3,896,100</b>	<b>\$ 4,891,300</b>	<b>\$ 5,505,347</b>	<b>\$ 6,363,400</b>	

**WATER AND SANITARY SEWER FUND**  
**Water Division**

*Village of Glen Ellyn*  
**Calendar Year 2015 Budget**

<b>Object Code</b>	<b>Account Description</b>	<b>FY12/13 Actual</b>	<b>FY13/14 Actual</b>	<b>SY2014 8 Month Revised Budget</b>	<b>SY2014 8 Month Estimated Actual</b>	<b>Calendar Year 2013 Actual</b>	<b>Calendar Year 2014 Est. Actual</b>	<b>Calendar Year 2015 Budget</b>
<b>WATER RECAP</b>								
<b>Revenues</b>								
	Billed Revenues	\$ 5,952,563	\$ 6,360,485	\$ 4,789,000	\$ 4,550,000	\$ 6,073,058	\$ 6,606,261	\$ 8,151,000
	Non-Billed Revenues	<u>119,927</u>	<u>213,833</u>	<u>77,000</u>	<u>121,400</u>	<u>173,367</u>	<u>186,813</u>	<u>175,000</u>
		6,072,490	6,574,318	4,866,000	4,671,400	6,246,425	6,793,074	8,326,000
<b>Expenditures</b>								
	Operating Expenses	\$ 4,769,715	\$ 4,853,575	\$ 3,954,380	\$ 3,896,100	\$ 4,891,300	\$ 5,505,347	\$ 6,363,400
	Capital / Debt Expenses	<u>806,581</u>	<u>1,333,104</u>	<u>2,533,070</u>	<u>966,000</u>	<u>1,304,755</u>	<u>1,073,566</u>	<u>3,161,200</u>
	Total Expenses	<u>5,576,296</u>	<u>6,186,679</u>	<u>6,487,450</u>	<u>4,862,100</u>	<u>6,196,055</u>	<u>6,578,913</u>	<u>9,524,600</u>
	<b>Fund Increase / (Decrease)</b>	<b>\$ 496,194</b>	<b>\$ 387,639</b>	<b>\$ (1,621,450)</b>	<b>\$ (190,700)</b>	<b>\$ 50,370</b>	<b>\$ 214,161</b>	<b>\$ (1,198,600)</b>

**UTILITIES DIVISION – WATER FUND**  
**BUDGET FOOTNOTES**

1. **Salaries – FT:** Provides for (50%) of the eleven member Public Works Utilities Division staff that will be funded through the Water Fund budget and varying percentages of seven employees in the Admin/Engineering Division.
2. **Salaries – PT:** Provides for five part-time meter readers who read all 8,200 water meters in the Village each month and a part-time administrative assistant (33%).
3. **Temporary Help:** Provides for a percentage (50%) of three summer seasonal (12 week) employees and one extended seasonal for 24 weeks. Seasonal employees work on many aspects of Utilities operations including water distribution system and sewer collection system maintenance activities.
4. **Bank Charges:** Costs associated with the acceptance various forms of payment for the utility bill payments, including lockbox services, online check payments, online web payments, and credit cards.
5. **Maintenance / Buildings & Grounds:** Provides for annual landscape maintenance contract at the Cottage Avenue elevated tank site and the West Pressure Adjusting Stations. Also funds the Cottage Avenue maintenance contract and miscellaneous supplies and equipment to assure our water distribution facilities are maintained in a secure and in proper working order.
6. **Maintenance / ROW:** Provides for restoration of streets and parkways disturbed during water system repairs (concrete, asphalt, and landscaping material) including the water portion of the material hauling contract for spoil removal and stone delivery. As a result of excavations, Public Works hauls out approximately 1,200 cubic yards of spoil, and purchases 550 tons of gravel each year.
7. **Maintenance / Water Meters:** Provides for water meters, copper horns, and radio reads for new residential and commercial accounts and miscellaneous repair parts as needed. Radio-read units are typically installed when a new meter is required. The cost associated with this upgrade is recovered in the meter fee portion of the building permit for the home or business.
8. **Maintenance / Hydrants:** Provides funding to purchase parts and supplies to maintain and replace hydrants. On average, the Utilities Division replaces 8 hydrants per year in addition to those replaced as part of our extensive Capital Improvements Program. Also funds the second year of an MPI contract (working north to south) to sand blast and repaint all Village hydrants.
9. **Maintenance / Other:** Provides for all materials for water main and service line repairs including copper tubing, b-boxes, brass fittings, repair clamps, couplers and fittings.

10. **Professional Services / Other:** This item covers the cost of various types of services and studies provided by contractors and consultants including such typical and reoccurring expenditures including: water leak location assistance connected with suspected water main breaks; ongoing testing of large meters; village wide leak survey and water audit; emergency water main break repairs; editing and printing of the Illinois EPA mandated annual water quality Consumer Confidence Report; locating and exercising of 700 distribution valves in the system (numbering some 1,400); root pruning prior to excavating to minimize damage to adjacent tree root structures; traffic control device rental; chemical water analyses; bacterial water analyses and a percentage of the Cartegraph software annual contract. Also funds the cleaning and inspection of both underground reservoirs; electrical maintenance; maintenance to auxiliary electric generators; and outsourcing the printing and distribution of more than 100,000 water bills annually. Also funds a portion of the GIS Consortium costs.
11. **Purchase of Water:** The Village purchases its Lake Michigan water through the DuPage Water Commission. Water from the DWC is metered and billed to the Village monthly. The Water Commission sets the rates billed to municipal customers annually and establishes a commodity or “O&M” rate based on the number of gallons purchased and also assesses a monthly “fixed cost” charge to pay for bonds issued to construct the DWC distribution system. The CY15 budget will complete the fourth year of a four year rate increase from the DWC. From 1-01-15 through 12-31-15 it is estimated that the Village will purchase 929 million gallons at \$4.96 per 1,000 for \$4,607,800.
12. **Capital Projects:** This line item encompasses replacements or enhancements to the water supply and distribution systems. Please refer to the following Capital Projects Fund table for more expansive project descriptions.

<b>SY 14 Projected</b>	
<b>Project Description</b>	<b>Estimated Cost</b>
<b>a. CELL (Chidester-Elm-Lenox-Linden) Improvements Project (#13003) –</b> Construction and engineering costs for proposed water system improvements associated with the rehabilitation of four streets near Lake Ellyn Park. New water main was installed on Chidester, Elm and Lenox.	<b>\$675,000</b>
<b>b. Oak-Euclid-Forest-Alley Improvements (#13004) –</b> Final water system improvements costs for the project constructed in 2013 and closed-out in September 2014.	<b>\$63,000</b>
<b>c. 2013 Street Improvements (#13005) –</b> Final costs for water system upgrades associated with project close-out in 2014.	<b>\$35,000</b>
<b>d. Hawthorne Improvements (#12001) –</b> Close-out of this 2012 project consisting of a final contractor payout of \$5,000 and resident engineering services of \$5,000 for water-related improvements.	<b>\$10,000</b>

<p><b>e. Riford Road Reconstruction (#00505)</b> – Close-out expenditures associated with final payments to the construction engineer.</p>	<p><b>\$4,000</b></p>
<p><b>f. Miscellaneous Construction Engineering Expenses Associated with Project Close-outs</b> – Civiltech Engineering provided construction engineering services for a series of 2010 and 2011 projects that were completed except for the production of record drawings, final reports and, in the case of the Bryant – Thain’s Addition project, additional services rendered during construction. Projects and FY14 capital program expenditures included:</p> <ul style="list-style-type: none"> <li>□ 2010 Bryant-Thain’s Addition (#00904 – \$6,000)</li> <li>□ 2011 Sunset-Turner Project (#00902 – \$1,000)</li> </ul>	<p><b>\$7,000</b></p>
<p><b>g. Newton Water Tank Recoating</b> – Since 2008, the Village has partnered with Utility Service Company in a long-term arrangement for maintenance of the Cottage Avenue elevated tank. A similar arrangement was approved in 2013 for the Newton elevated tank located near the YMCA. Under the terms of the agreement, USC would immediately improve the facility by repairing failed interior and exterior coatings and install a tank mixer to improve cold weather operations. Costs shown include the second of five higher annual payments designed to spread out the payments for the work performed immediately.</p>	<p><b>\$136,000</b></p>
<p><b>h. Design Engineering</b> – Funding for water main design work for future projects:</p>	<p><b>0</b></p>
<p><b>1. Hill Avenue Utility Extensions (#00511)</b> – Expenditures to provide any consultations and minimal paperwork required by IEPA for the long-standing project to install water main on Hill Avenue between Cumnor and the East Branch of the DuPage River and areas to the immediate north.</p>	<p><b>\$1,000</b></p>
<p><b>2. North Park Boulevard Rehabilitation STP Project (#13001)</b> – Continued Phase I engineering expenses associated with water system work associated with the project to reconstruct Park between Roosevelt and Fairview and resurface the balance of the roadway to the railroad tracks.</p>	<p><b>\$3,000</b></p>
<p><b>3. Roosevelt Road Water Main Replacement (#13008)</b> – Preliminary engineering was initiated in the fall of 2012 to determine the scope, routing, scheduling and costs of water main replacements on IL Route 38 from the Wheaton border to Route 53.</p>	<p><b>\$2,000</b></p>
<p><b>4. CBD Underground Improvements Study</b> – Field work, investigations and analysis of the existing underground infrastructure in the Central Business District to identify deficiencies for rehabilitation in advance of roadway and streetscape improvements.</p>	<p><b>\$10,000</b></p>
<p><b>5. Glenwood-Arbor-Ridgewood Improvements (#14005)</b> – Fees for design of water improvements needed for substantial reconstruction of Glenwood between Greenfield and Turner; Glenwood between Hill and Hillside; Arbor</p>	<p><b>\$3,500</b></p>

Court; and Ridgewood between Brandon and Main.	
<b>6. Elm-Cottage-Geneva Connectors Improvements (#14004)</b> – Consultant expenditures to design water main improvements for project to resurface Elm between Western and Main and Euclid between Oak and Elm and rehabilitate Cottage between Western and Pleasant; Prairie between Oak and Elm; and sections of Prairie, Pleasant, Euclid and Highland between Elm and Geneva.	<b>\$2,000</b>
<b>Total for line item:</b>	<b>\$951,500</b>

<b>CY 15 Budget</b>	
<b>Project Description</b>	<b>Estimated Cost</b>
<b>a. Elm-Cottage-Geneva Connectors Improvements (#14004)</b> – Planned water system improvements in the project to rehabilitate about 1.1 miles of roadways include new water mains on Prairie between Oak and Elm and Pleasant between Elm and Geneva; a new fire hydrant at Elm and Geneva; and water service transfers on Cottage.	<b>\$355,000</b>
<b>b. Glenwood-Arbor-Ridgewood Improvements (#14005)</b> – Water mains will be replaced on Glenwood and Ridgewood as part of the project to rehabilitate 0.8 miles of roadways in the central part of the Village (Arbor Court does not have a water main).	<b>\$685,000</b>
<b>c. Route 53 Water Main Lining</b> – Design engineering and installation of a potable water lining in the 12-inch main on the south side of Route 53 between Spring and Surrey where two breaks were experienced in 2013.	<b>\$530,000</b>
<b>d. Roosevelt Road Water Main Replacement (#13008)</b> – Detailed design and initial year of a construction project to rehabilitate Roosevelt Road water mains between the Wheaton border and Route 53.	<b>\$1,000,000</b>
<b>e. Newton Water Tank Recoating</b> – Year three of five higher payments to Utility Service Company in a long-term arrangement for maintenance of the Newton Avenue elevated tank. The payments cover distributed costs for tank improvements and recoating performed in 2014.	<b>\$136,000</b>
<b>f. Cumnor Water Main Extension</b> – Associated with the Enclaves of Glen Oak Subdivision construction, the Village will contribute \$35,000 toward a water main extension along Cumnor Avenue north of Hill in lieu of an alternate route in order to provide potable water hook-up potential for corridor residents.	<b>\$35,000</b>

<b>g. Route 53 Culvert at Glen Crest Creek</b> – IDOT will be replacing an existing culvert on Route 53 north of Bemis Road in 2015. An existing Village water main on the east side of Route 53 requires relocation or will be retired.	<b>\$25,000</b>
<b>h. Reno Material Storage Bin Repairs</b> – Replacement of reinforced concrete wall on east end of bins.	<b>\$25,000</b>
<b>i. Newton Site Storage Facility</b> – A three bay storage building would be constructed at the Newton Avenue water production site (next to the YMCA) to replace an existing deteriorated shed and move valves, fittings, and castings from outside to inside. The anticipated \$50,000 cost will be split between the water and sanitary sewer budgets.	<b>\$25,000</b>
<b>j. Design Engineering</b> – Funding to accommodate design engineering for capital projects anticipated in the coming years. Please refer to the Capital Improvements footnotes section for more complete project descriptions.	<b>0</b>
<b>1. CBD Underground Improvements</b> – Detailed design of needed repairs and upgrades to the water distribution system in the Central Business District prior to downtown roadway and streetscape projects.	<b>\$50,000</b>
<b>2. North Park Boulevard Rehabilitation STP Project (#13001)</b> – Phase II engineering expenses for the detailed design of water system improvements in the project corridor.	<b>\$30,000</b>
<b>3. 2016 Street Improvements</b> – Engineering related to needed water system replacements and upgrades associated with planned 2016 street rehabilitation projects.	<b>\$50,000</b>
<b>Total for line item:</b>	<b>\$2,946,000</b>

**13. Equipment:**

**CY15 - \$215,200**

- ❑ \$150,000 for new SCADA control and telemetry to replace 24 year old RTU's and telemetry installed with the original SCADA system
- ❑ \$42,600 for replacement of six (6) meter reading devices
- ❑ \$9,000 for a new Stanley hydraulic hydrant valve assembly puller
- ❑ \$4,000 for 50% of a new hydraulic backhoe mounted tamper
- ❑ \$2,400 for replacement of vehicle #228's hydraulic dewatering pump
- ❑ \$2,500 for 50% of a new solar arrow board trailer
- ❑ \$2,500 for 50% of additional air shoring jacks to bolster existing shoring system
- ❑ \$1,400 for two new vehicle back up cameras
- ❑ \$800 for 50% of a new electric jack hammer

**WATER AND SANITARY SEWER FUND**  
**Sanitary Sewer Division**

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	
<b>Sewer Expenses / Outflows (50200)</b>									
<b>Personnel Services</b>									
510100	Salaries - Pension	\$ 359,362	\$ 450,278	\$ 323,000	\$ 323,000	\$ 432,008	\$ 459,252	\$ 456,500	1
510120	Salaries - Non-pension	6,058	7,018	5,300	5,300	6,549	7,540	8,100	
510200	Overtime	28,906	19,902	15,000	15,000	18,420	21,492	30,500	
510300	Temporary Help	11,670	4,184	7,000	7,000	4,145	7,039	12,100	2
510400	FICA	29,540	35,223	26,000	26,000	33,558	36,822	37,200	
510500	IMRF	43,664	54,060	39,000	60,500	51,313	77,397	50,000	
		479,200	570,665	415,300	436,800	545,993	609,542	594,400	
<b>Contractual Services</b>									
520600	Dues / Subscriptions	397	5,207	4,100	4,100	151	9,239	4,500	
520620	Employee Education	1,268	2,899	2,800	800	3,824	875	4,400	
520625	Travel	-	255	600	-	255	-	700	
520700	Professional Services / Legal	4,894	338	1,000	1,000	4,950	1,000	1,000	
520825	Audit Fees	-	-	1,500	1,500	-	1,500	-	
520835	Banking Services	20,272	14,753	6,000	11,000	19,155	15,757	18,700	3
520900	Postage	7,532	13,211	7,000	7,000	6,642	13,600	10,000	4
520970	Maintenance / Bldgs & Grounds	3,584	1,143	2,000	5,200	3,239	5,200	3,000	
520975	Maintenance / Equipment	13,914	3,908	9,000	4,600	9,061	4,640	17,800	
520985	Maintenance / ROW	44,201	24,258	45,977	46,000	26,440	51,867	48,500	5
521005	Maintenance / Storm Sewers	14,774	6,179	15,000	12,100	13,505	12,121	20,000	
521010	Maintenance / Sanitary Sewers	12,922	13,813	20,000	15,800	21,917	17,110	30,000	
521050	Maintenance / Other	-	157	-	-	157	-	-	
521055	Professional Services / Other	88,021	98,434	123,891	67,150	75,624	115,646	151,400	6
521130	Payment - Glenbard Wastewater	2,994,802	3,151,019	2,370,000	2,370,000	3,081,173	3,449,662	3,525,952	7
521140	Service Line Cost Share Program	35,418	41,064	35,000	50,000	35,633	77,069	50,000	8
521145	Overhead Sewer Program	5,488	65,809	35,000	50,000	46,003	72,794	50,000	9
521150	Sanitary Sewer Televising	37,499	50,474	37,393	34,250	83,194	37,266	-	10
521195	Telecommunications	3,091	4,264	4,100	2,900	3,691	4,536	6,400	
521200	Utilities	3,881	5,150	5,500	3,000	10,872	(1,122)	8,000	
550590	IEPA Loan (Lambert Farms)	107,945	107,945	54,000	54,000	107,945	107,972	108,000	11
590113	IFT / Facilities Maintenance	10,000	10,000	6,700	6,700	10,000	10,033	10,000	
590120	IFT / Service Charge	150,000	150,000	100,500	100,500	150,000	150,500	150,000	
590130	IFT / Service Charge (PW)	100,600	-	-	-	40,200	(6,667)	-	
590131	IFT / General Fund Engineering	18,700	-	-	-	6,233	-	-	
590132	IFT / PW Operations - General	-	10,000	6,700	6,700	-	16,700	10,000	
590600	IFT / Health Insurance	61,943	78,938	43,010	43,010	75,963	66,261	55,900	
590610	IFT / Insurance - General	33,800	58,600	24,600	24,600	50,333	44,133	45,500	
590650	IFT / Equipment Service (O&M)	61,100	54,700	40,000	40,000	56,833	68,233	61,700	
590655	IFT / Equipment Service (Repl.)	123,100	92,700	75,400	75,400	102,833	106,300	113,200	
590910	IFT / Contribution to Recreation Fund	-	75,000	-	-	75,000	-	-	
		3,959,146	4,140,218	3,076,771	3,037,310	4,120,826	4,452,225	4,504,652	
<b>Commodities</b>									
530100	Office Supplies	1,714	1,877	1,600	900	1,841	1,502	2,200	
530105	Operating Supplies	2,646	3,785	2,500	5,700	2,988	6,943	3,800	
530225	Safety Supplies	4,124	4,495	5,725	3,900	5,090	4,931	5,700	
530445	Uniforms	4,306	2,856	2,475	2,475	2,997	3,090	2,300	
		12,790	13,013	12,300	12,975	12,916	16,466	14,000	
<b>Capital Outlay</b>									
580100	Capital Projects	956,903	965,134	1,746,771	1,100,000	735,107	1,377,869	2,460,000	12
580110	Equipment	137,607	38,285	45,560	38,000	113,522	38,000	11,200	13
		1,094,510	1,003,419	1,792,331	1,138,000	848,629	1,415,869	2,471,200	
<b>TOTAL SEWER EXPENSES</b>		<b>\$ 5,545,646</b>	<b>\$ 5,727,315</b>	<b>\$ 5,296,702</b>	<b>\$ 4,625,085</b>	<b>\$ 5,528,364</b>	<b>\$ 6,494,102</b>	<b>\$ 7,584,252</b>	
<b>Operating Expenses (less capital)</b>		<b>\$ 4,343,191</b>	<b>\$ 4,615,951</b>	<b>\$ 3,450,371</b>	<b>\$ 3,433,085</b>	<b>\$ 4,571,790</b>	<b>\$ 4,970,261</b>	<b>\$ 5,005,052</b>	

**WATER AND SANITARY SEWER FUND**  
**Sanitary Sewer Division**

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
<b>SANITARY SEWER RECAP</b>								
<b>Revenues</b>								
	Billed Revenues	\$ 6,459,097	\$ 6,488,560	\$ 4,967,000	\$ 4,385,000	\$ 6,504,433	\$ 6,391,850	\$ 7,377,200
	Non-Billed Revenues	<u>174,235</u>	<u>208,307</u>	<u>150,000</u>	<u>160,400</u>	<u>187,414</u>	<u>199,956</u>	<u>190,000</u>
		6,633,332	6,696,867	5,117,000	4,545,400	6,691,847	6,591,806	7,567,200
<b>Expenditures</b>								
	Operating Expenses	\$ 4,343,191	\$ 4,615,951	\$ 3,450,371	\$ 3,433,085	\$ 4,571,790	\$ 4,970,261	\$ 5,005,052
	Capital / Debt Expenses	<u>1,202,455</u>	<u>1,111,364</u>	<u>1,846,331</u>	<u>1,192,000</u>	<u>956,574</u>	<u>1,523,841</u>	<u>2,579,200</u>
	Total Expenses	5,545,646	5,727,315	5,296,702	4,625,085	5,528,364	6,494,102	7,584,252
	<b>Fund Increase / (Decrease)</b>	<b><u>\$ 1,087,686</u></b>	<b><u>\$ 969,552</u></b>	<b><u>\$ (179,702)</u></b>	<b><u>\$ (79,685)</u></b>	<b><u>\$ 1,163,483</u></b>	<b><u>\$ 97,704</u></b>	<b><u>\$ (17,052)</u></b>

**UTILITIES DIVISION – SEWER FUND**  
**BUDGET FOOTNOTES**

1. **Salaries - pension:** Provides for (50%) of the eleven member Public Works Utilities Division staff that will be funded through the Water Fund budget and varying percentages of seven employees in the Admin/Engineering Division.
2. **Temporary Help:** Provides for a percentage (50%) of three summer seasonal employees that work for 12 weeks, and one extended season that works for 24 weeks. Seasonal employees work on many of the aspects of Utilities including performing maintenance on sewer structures, pipes, concrete, as well as catch basin and sanitary sewer cleaning.
3. **Bank Charges:** Costs associated with the acceptance various forms of payment for the utility bill payments, including lockbox services, online check payments, online web payments, and credit cards.
4. **Postage:** Costs associated with the monthly Village utility bills are now allocated to the Water (33.3%) and Sanitary Sewer (33.3%) Fund and the Residential Solid Waste Fund (33.3%).
5. **Maintenance / ROW:** Provides funding for restoration of streets and parkways disturbed during system repairs. This includes the Sewer portion of the concrete restoration contract, landscape materials, IEPA spoil testing, and the sewer portion of the Material Hauling Contract for spoil removal and stone delivery.
6. **Professional Services / Other:** Funds the cost of various types of services and studies provided by contractors and consultants: emergency repairs to sanitary sewer mains that are deeper than Public Works equipment can safely reach; root pruning prior to excavations; lift station maintenance by service contractors/vendors; electrical maintenance; maintenance to the 40 KW auxiliary electric generator; cleaning the 6 vortex separators at Lake Ellyn, 3 vortex separators on Riford Road and 4 Lift Stations; bacteria treatments to our sanitary sewer system and televising the Central Basin Trunk Sewers. Also includes funding to contract the outside printing and mailing of more than 100,000 utility bills annually. Also funds portions of the GIS Consortium costs and the Cartegraph software annual contract.
7. **Glenbard Wastewater Authority (GWA):** Funds treatment of wastewater generated by Glen Ellyn and portions of unincorporated Glen Ellyn served by the Illinois-American Water Company and DuPage County. Total plant flow at the GWA Bemis Road facility has averaged about 4.8 billion gallons of wastewater per year over the last three calendar years. For general treatment plant operations, the facility partners (Glen Ellyn and Lombard) share expenses based on flow contributions – about 48% of the plant flow is contributed by Glen Ellyn/IL-American/DuPage County.
8. **Service Line Maintenance:** Funding for an account designed to assist residents with a 50-50

share cost of repairs to sanitary service lines under Village streets and/or within 10' of the back of curb. Furthermore, this fund also provides for the following expenditures incurred by the Village's portion of the 50-50 share cost program: staff times for inspection and project specific record documentation, asphalt restoration, concrete restoration, and landscape restoration.

9. **Overhead Sewer Program**: Funding for a program that provides reimbursements to residents that install an overhead sewer or backflow prevention valve in order to protect their home from sanitary sewer backups. The individual grant amounts are 50% of the cost of the project or \$5,000, whichever is less.
10. **Sanitary Sewer Televising**: Funds annual contract sanitary sewer cleaning and televising of approximately three miles of sanitary sewer, of which the majority is in advance of future road projects. The contracted dollar amount for CY2015 has been reduced to zero due to in-house televising capabilities and the yearly in-house cleaning of 10 miles of sanitary sewer.
11. **IEPA Loan (Lambert Farms)**: Principal and interest payments for the 15-year IEPA loan received in 2006 to help construct a public sanitary sewer system in the Lambert Farms Subdivision. Residents of this area are paying a special service area property tax over a 20-year period in order to pay for construction expenses.
12. **Capital Projects**: This line item encompasses replacements or enhancements to the sanitary sewer collection and conveyance systems. Please refer to the following Capital Projects Fund table for more expansive project descriptions.

<b>FY 14 Projected</b>	
<b>Project Description</b>	<b>Estimated Cost</b>
<b>a. CELL (Chidester-Elm-Lenox-Linden) Improvements Project (#13003) –</b> Construction and engineering costs for proposed sanitary sewer improvements associated with the rehabilitation of four streets near Lake Ellyn Park.	<b>\$430,000</b>
<b>b. Oak-Euclid-Forest-Alley Improvements (#13004) –</b> Final sanitary sewer system improvements costs for the project constructed in 2013 and closed-out in September 2014.	<b>\$29,000</b>
<b>c. 2013 Street Improvements (#13005) –</b> Final costs for sanitary sewer system upgrades associated with project close-out in 2014.	<b>\$37,000</b>
<b>d. Manhole Rehabilitation (#14002) –</b> A project was performed in 2014 to rehabilitate nearly 100 sanitary sewer manholes with major defects. The scope of the work involved various repairs, with the majority of the structures receiving a cementitious lining. Costs included design and field engineering	<b>\$365,000</b>

(\$65,000) and contractor expenses (\$300,000).	
e. <b>Sewer Lining (#14002)</b> – Approximately 5,000 ft. of sanitary sewers will be lined, principally on roadways rehabilitated in 2014 timeframe.	<b>\$150,000</b>
f. <b>Hawthorne Improvements (#12001)</b> – Close-out of this 2012 project consisting of a final contractor payout of \$4,000 and resident engineering services of \$2,000 for sanitary sewer-related improvements.	<b>\$6,000</b>
g. <b>Riford Road Reconstruction (#00505)</b> – Close-out expenditures associated with final payments to the construction engineer (\$2,000) and 715 St. Charles Road resident (\$6,000).	<b>\$8,000</b>
h. <b>Miscellaneous Construction Engineering Expenses Associated with Project Close-outs</b> – Civiltech Engineering provided construction engineering services for a series of 2010 and 2011 projects that were completed except for the production of record drawings, final reports and, in the case of the Bryant – Thain’s Addition project, additional services rendered during construction. Projects and FY14 capital program expenditures included: <ul style="list-style-type: none"> <li>□ 2010 Bryant-Thain’s Addition (#00904 – \$6,000)</li> <li>□ 2011 Sunset-Turner Project (#00902 – \$1,000)</li> </ul>	<b>\$7,000</b>
i. <b>Design Engineering</b> – Funding for water main design work for future projects:	<b>0</b>
1. <b>Hill Avenue Utility Extensions (#00511)</b> – Expenditures to provide for consultant input and minimal paperwork required for a possible IEPA low interest loan for the long-standing project to install sanitary sewer on Hill Avenue between Cumnor and the East Branch of the DuPage River and areas to the immediate north.	<b>\$1,000</b>
2. <b>North Park Boulevard Rehabilitation STP Project (#13001)</b> – Continued Phase I engineering expenses associated with sanitary sewer system work associated with the project to reconstruct Park between Roosevelt and Fairview and resurface the balance of the roadway to the railroad tracks.	<b>\$3,000</b>
3. <b>SSES Follow-up / Clear Water Reduction Program</b> – The RJN Group performed dye-water flood tests at various locations throughout the Village to pinpoint needed repairs to reduce infiltration and inflow (I/I).	<b>\$35,000</b>
4. <b>CBD Underground Improvements Study</b> – Field work, investigations and analysis of the existing underground infrastructure in the Central Business District to identify deficiencies for rehabilitation in advance of roadway and streetscape improvements.	<b>\$25,000</b>

<b>5. Glenwood-Arbor-Ridgewood Improvements (#14005)</b> – Fees for design of sanitary sewer system improvements needed for substantial reconstruction on Glenwood, Arbor Ct. and Ridgewood.	<b>\$2,000</b>
<b>6. Elm-Cottage-Geneva Connectors Improvements (#14004)</b> – Consultant expenditures to design sanitary sewer main and service line improvements on Elm, Cottage, Prairie, Pleasant, Euclid and Highland.	<b>\$2,000</b>
<b>Total for line item:</b>	<b>\$1,100,000</b>

<b>CY 15 Budget</b>	
<b>Project Description</b>	<b>Estimated Cost</b>
<b>a. Elm-Cottage-Geneva Connectors Improvements (#14004)</b> – Planned sanitary sewer system improvements in the project to rehabilitate about 1.1 miles of roadways consisting of spot main repairs and sewer service upgrades on sections of Cottage and Prairie.	<b>\$370,000</b>
<b>b. Glenwood-Arbor-Ridgewood Improvements (#14005)</b> – Sanitary sewer services will be replaced on Glenwood and Ridgewood and spot repairs made on sewer mains as part of the project to rehabilitate 0.8 miles of roadways in the central part of the Village (Arbor Court does not have sanitary sewer). This project is deferred from its original 2014 construction date.	<b>\$565,000</b>
<b>c. Sewer Lining / SSES Follow-up</b> – Provides funding for the continuing program to rehabilitate pipes and manholes in the Village sanitary sewer system. The proposed program consists of: <ul style="list-style-type: none"> <li>❑ Sewer Lining (\$450,000)</li> <li>❑ Manhole Top Repairs / Frame &amp; Cover Replacements</li> <li>❑ Manhole Cementitious Lining</li> <li>❑ Sewer Pipe Repairs identified via Dye Testing or Video Reviews (\$100,000)</li> </ul>	<b>\$550,000</b>
<b>d. Memory Court Lift Station Rehabilitation</b> – Design and construction phase related expenses for the replacement of existing mechanical and electrical systems and other upgrades at the lift station serving residents of Indian and Memory Court.	<b>\$600,000</b>
<b>e. Cumnor Sanitary Sewer Extension</b> – The Enclaves of Glen Oak Subdivision will construct a water main along Cumnor Avenue north of Hill. While the	<b>\$200,000</b>

subdivision sanitary sewer will not be routed along Cumnor, Village staff would like to complement the proposed water main construction in that corridor with sanitary sewer. Some area residents have expressed keen interest in sanitary sewer and up to 14 properties would be able to be served. All expenses would be borne by the Village, but coordinated construction with the Enclaves project should yield some economies of scale and cause less disruption.	
<b>f. Reno Material Storage Bin Repairs</b> – Replacement of reinforced concrete wall on east end of bins.	<b>\$25,000</b>
<b>g. Newton Site Storage Facility</b> – A three bay storage building would be constructed at the Newton Avenue water production site (next to the YMCA) to replace an existing deteriorated shed and move valves, fittings, and castings from outside to inside. The anticipated \$50,000 cost will be split between the water and sanitary sewer budgets.	<b>\$25,000</b>
<b>h. Design Engineering</b> – Funding to accommodate design engineering for capital projects anticipated in the coming years. Please refer to the Capital Improvements footnotes section for more complete project descriptions.	<b>0</b>
<b>1. CBD Underground Improvements</b> – Detailed design of needed repairs and upgrades to the sanitary sewer system in the Central Business District prior to downtown roadway and streetscape projects.	<b>\$50,000</b>
<b>2. North Park Boulevard Rehabilitation STP Project (#13001)</b> – Phase II engineering expenses for the detailed design of sanitary sewer system improvements in the project corridor.	<b>\$25,000</b>
<b>3. 2016 Street Improvements</b> – Engineering related to needed sanitary sewer system replacements and upgrades associated with planned 2016 street rehabilitation projects.	<b>\$50,000</b>
<b>Total for line item:</b>	<b>\$2,460,000</b>

**13. Equipment:**

**CY15 - \$11,200**

- \$2,500 for additional new air shoring jacks to bolster our existing air shoring system.
- \$4,000 for 50% of a new backhoe mounted tamper
- \$800 for 50% of a new electric jack hammer
- \$2,500 for 50% of a new solar arrow board trailer
- \$1,400 for two new back up cameras

## **EQUIPMENT SERVICES DIVISION**

The Equipment Services Division is comprised of three fulltime A.S.E. (Automotive Service Excellence) Certified Master Technicians and one Part-time Fleet Assistant. The Equipment Services Superintendent supervises the Division and provides direction to personnel who are responsible for performing or providing oversight of the following functions, duties and activities:

1. Automotive repairs and maintenance of trucks, tractors, automobiles, fire apparatus, ambulances and other specialized equipment, for all Village departments (except Recreation), the Glenbard Wastewater Authority (GWA) and the Glen Ellyn Volunteer Fire Company. The majority of all repairs are performed in-house (with the exception of body work and warranty work performed by the authorized dealer). This includes about 172 vehicles (24 Police, 103 Public Works, 3 Planning and Development, 2 Facilities Maintenance, 26 for the Glenbard Wastewater Authority and 14 for the Fire Company).
2. Emergency twenty-four hour road service.
3. Fuel distribution, monitoring, and underground storage tank (UST) compliance.
4. Maintenance of the computerized fleet maintenance system that tracks all vehicle repairs and preventive maintenance histories as well as parts disbursements and inventories.
5. Preparation of detailed bid specifications for securing new vehicles and equipment; bid opening, tabulation and award.
6. Coordination of the legal disposition of all "out-of-service" Village-owned vehicles and equipment.
7. Acquisition of parts and processing all vendor invoices related to the Division.
8. Maintenance and servicing of all shop equipment and acquisition of approved new items.
9. Snow removal and ice control assistance, storm damage cleanup and emergency flood response, and other emergency operations with 24/7 capability.

Equipment Services is funded as an internal service fund with each operating division paying an inter-fund transfer amount to the Equipment Services Fund for services, parts and fuel based on the average prior 2-year's history. Equipment replacement cost is also charged with amounts paid annually to the Equipment Services Fund in order to accumulate the financial resources needed for orderly equipment replacement when it has reached the end of its economic and/or useful life. The depreciation account does not include vehicles from the Glenbard Wastewater Authority or the Glen Ellyn Volunteer Fire Company.

### **Equipment Services Accomplishments for SY14**

1. Equipment Services Technicians maintained their A.S.E. Master Certified status and re-certified in areas where required. All Equipment Service Technicians hold double Master Certifications in the Automobile and Medium/Heavy Duty Truck Classifications. One technician is EVT certified while another tech is also an A.S.E. master certified truck

equipment installer.

2. The Equipment Services Division received the ASE “Blue Seal of Excellence” award from the National Institute for Automotive Service Excellence for 2014. The program’s emphasis is to identify highly qualified repair facilities with a large percentage of ASE-certified professionals. This is the eighth consecutive year the division has been awarded this honor.
3. The Equipment Services Division continued to maintain a safe work environment and to follow industry standard safety procedures and Village safety policies. The Division has achieved over nine (9) years without a “lost time” accident.
4. The Equipment Services Division completed 4,410 repair requests in calendar year 2013.
5. The Equipment Service Division has continued its endeavor to provide a more efficient fleet of equipment and vehicles that will reduce air pollution and our dependence on foreign oil by utilizing renewable fuel sources. The entire fleet of diesel-powered vehicles and equipment runs on ultra-low sulphur diesel oil. The fleet also has a number of gasoline-powered vehicles that are capable of running on an alternative fuel known as E85, which is made up of 85% ethanol. This is made from corn and is also a renewable fuel source. In SY14 Equipment Services maintained four hybrid cars and SUVs. Hybrid vehicles utilize internal combustion engines coupled with electric generators/motors that drive vehicles with electric power. These vehicles are very fuel-efficient and provide zero-emissions when running on battery power only. The Equipment Service Division is committed to our goal of providing the Village with a “Green Fleet”.
6. The ESD wrote specifications for four new vehicle in-ground lifts and successfully went out to bid. Equipment Services coordinated and oversaw the installation of two in-ground car lifts and 2 in-ground truck lifts.
7. Equipment Services completed the first phase of converting the old unusable paint booth into a productive vehicle work bay.
8. The ESD completed the installation of back up camera systems into six (6) Public Works vehicles.
9. Equipment Services converted all the Public Works trailers from surge brakes to electric brake systems.
10. Equipment Services developed preventive maintenance (PM) checklists for all new vehicles placed into service.
11. Division personnel tore down old and setup two (2) new marked Police patrol cars and one (1) deputy chief’s command squad. Equipment removed from the old marked squad cars and subsequently installed in the new units included laptop computers complete with

mounting doc's, mobile printers, new audio/video systems, AVL systems, LED light bars, communication radios, vehicle partitions, sirens, radars, emergency lighting, trunk boxes, electronic weapon racks, a graphics package, and other equipment as required.

12. Equipment Services wrote specifications, advertised, and procured two (2) vehicles/equipment through the State of Illinois bidding process or through the competitive bidding process for the Glen Ellyn Public Works Department. Equipment Services personnel installed vehicle graphics, safety warning lighting, safety equipment, communication radios and any equipment necessary to satisfy the needs of the department on one (1) JULIE truck and one (1) loadall.
13. The ESD performed an annual inspection of vehicle fire extinguishers. Fire extinguishers were removed, inspected, serviced or replaced on all Village vehicles.
14. The ESD tore down and detailed "out of service" vehicles and equipment. Vehicles removed from service this year were sold through an on line auction.
15. The ESD completed the annual reconditioning of five v-box salt spreaders. This year's improvements included the installation of rear cameras. The salt spreaders were installed into multipurpose dump bodies utilizing the IMT crane. This allowed for the safe and efficient transfer of equipment from storage racks to vehicle beds.
16. The ESD completed an inventory usage analysis and removed all obsolete inventories. Inventory has been consolidated and restocked. The CFA fleet analysis program has been updated to reflect all changes.
17. Continued laboratory analysis of lubricants used in the fleet of the Glen Ellyn Police Department and the various departments of Public Works to lower the cost of preventive maintenance and decrease downtime.
18. ESD staff continued to perform facility related projects at the Reno Center.
19. Equipment Services implemented and followed the established standards for the quality of repairs performed in the department and the accountability of staff time.

### **Equipment Services Goals for FY15**

1. The Equipment Service Division will meet the needs of operators and departments in an environmentally friendly way and will provide service in an efficient fiscally responsible manner. Personnel will ensure that the Division operates in a user friendly way and will strive to promote team spirit.
2. Division personnel will continue to improve upon its preventive maintenance programs and through cost-effective measures, maintain the current level of services provided.

3. Preventive maintenance checklists will be periodically reviewed and adjusted according to long-term vehicle & equipment repair and maintenance histories.
4. Conduct research in conjunction and cooperation with all Village departments and divisions for which the acquisition of new or the replacement of existing vehicles and equipment are scheduled during the fiscal year to ensure that accurate and detailed bid specifications are properly prepared. As delivery of these vehicles and equipment occur, Division personnel will install all specialized equipment and perform any other tasks necessary to place these vehicles into service.
5. Perform the annual teardown of old and setup of new police squad cars.
6. Complete the conversion of the obsolete paint booth into a useable vehicle repair bay and police vehicle up fit bay.
7. Continue the installation of back up camera systems into Public Works vehicles.
8. Continue to ensure that the Division's facility is in full compliance with all environmental-related laws and mandates. Re-examine all practices and procedures to ensure that the Division continues to operate in full compliance with all laws and mandates and in an environmentally safe manner.
9. Mechanic training will continue with both fee-based and free training courses offered by the National Association of Fleet Administrators (NAFA), Elgin Sweeper Company, Navistar Company, Allison Transmission, Emergency (fire) Vehicle Technician (EVT), Municipal Fleet Managers Association, Inland Diesel, etc. Emphasis will focus on Division personnel studying for and taking EVT certification tests (fire equipment) during the course of the year as well as Automotive Service Excellence (ASE) certifications.
10. Continue to perform cost effective tasks and services in an efficient manner for our customers (e.g., other Village departments and divisions) routinely and as special needs arise.

**EQUIPMENT SERVICES FUND**

Village of Glen Ellyn  
Calendar Year 2015 Budget

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014 8 Month Revised Budget	¶ 8 Month Estimated Actual	Calendar Year 2013 Actual	Calendar Year 2014 Est. Actual	Calendar Year 2015 Budget
<b>Revenues / Inflows (6500)</b>								
440650	Glenbard Wastewater	\$ 39,200	\$ 38,500	\$ 27,300	\$ 27,300	\$ 38,733	\$ 40,133	\$ 42,100
440660	Glen Ellyn Park District	38,196	42,356	30,000	35,000	42,963	44,754	45,000 <span style="border: 1px solid black; padding: 0 2px;">1</span>
460100	Interest Income	8,782	8,985	3,300	5,000	8,682	8,390	5,000
489000	Miscellaneous Revenue	44,974	93,966	20,000	72,000	81,960	87,186	20,000 <span style="border: 1px solid black; padding: 0 2px;">2</span>
490654	IFT / PW - Adm/Eng	34,600	37,700	18,900	18,900	36,667	31,467	28,700
490656	IFT / PW - Forestry	567,700	621,100	139,300	139,300	603,300	346,333	211,900
490657	IFT / PW - Streets	-	-	310,100	310,100	-	310,100	471,500
490658	IFT / Facilities Maint.	30,300	32,600	18,700	18,700	-	29,567	28,600
490660	IFT / Police - Admin	394,748	424,200	92,300	92,300	414,383	233,700	141,000
490659	IFT / Police - Operations	-	-	152,000	152,000	-	152,000	232,100
490661	IFT / Police - Investigations	-	-	27,100	27,100	-	27,100	41,500
490662	IFT / Vol. Fire Company	279,700	273,000	97,900	97,900	275,233	188,900	107,500
490663	IFT / EMS	-	-	23,100	23,100	-	23,100	-
490664	IFT / Planning and Devel.	14,000	14,000	7,900	7,900	14,000	12,567	11,900
490668	IFT / Water	120,900	117,800	82,800	82,800	118,833	122,067	126,100
490670	IFT / Sewer	184,200	147,400	115,400	115,400	159,667	164,533	174,900
490672	IFT / Equipment Services	8,800	10,800	3,900	3,900	10,133	7,500	5,900
<b>TOTAL REVENUES</b>		<b>\$ 1,766,100</b>	<b>\$ 1,862,407</b>	<b>\$ 1,170,000</b>	<b>\$ 1,228,700</b>	<b>\$ 1,804,554</b>	<b>\$ 1,829,397</b>	<b>\$ 1,693,700</b>

**Expenses / Outflows (65000)**

**PERSONNEL SERVICES:**

510100	Salaries - Pension	\$ 240,638	\$ 247,701	\$ 176,000	\$ 176,000	\$ 245,063	\$ 252,660	\$ 248,600
510120	Salaries - Non-pension	4,498	5,641	11,200	6,000	5,641	6,000	21,300
510200	Overtime	23,738	22,933	10,000	10,000	24,134	17,182	10,000
510400	FICA	19,577	20,094	14,700	14,700	19,959	20,843	21,400
510500	IMRF	30,835	32,202	22,200	22,200	32,388	31,949	26,900
<b>Subtotal</b>		<b>319,286</b>	<b>328,571</b>	<b>234,100</b>	<b>228,900</b>	<b>327,185</b>	<b>328,634</b>	<b>328,200</b>

**CONTRACTUAL SERVICES:**

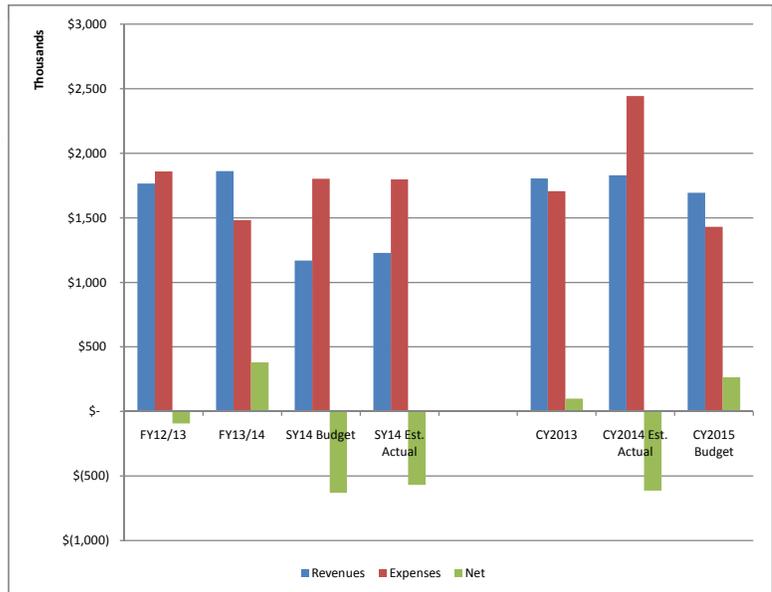
520600	Dues / Subscriptions	625	629	700	700	749	730	800
520620	Employee Education	545	2,290	2,000	2,000	2,025	2,720	2,400 <span style="border: 1px solid black; padding: 0 2px;">3</span>
520625	Travel	454	1,383	1,800	1,800	1,415	1,919	2,000
520970	Maint. / Bldgs & Grounds	6,779	10,944	9,000	9,000	8,170	15,514	71,000 <span style="border: 1px solid black; padding: 0 2px;">4</span>
521055	Prof. Services / Other	1,660	1,595	400	400	1,595	1,995	2,000
521120	Disposal Costs	710	-	1,000	1,000	372	1,000	1,500 <span style="border: 1px solid black; padding: 0 2px;">5</span>
521125	Leased Equipment	3,232	3,832	2,900	2,900	3,683	4,327	4,500 <span style="border: 1px solid black; padding: 0 2px;">6</span>
521180	Repairs (Contract, Labor)	35,831	34,760	26,700	26,700	34,930	38,209	40,000 <span style="border: 1px solid black; padding: 0 2px;">7</span>
521185	Repairs (Contract, Parts)	19,847	27,959	16,700	16,700	29,064	23,286	25,000 <span style="border: 1px solid black; padding: 0 2px;">8</span>
521195	Telecommunications	7,943	7,323	5,200	5,200	8,017	7,815	7,600 <span style="border: 1px solid black; padding: 0 2px;">9</span>
590113	IFT / Facilities Maint.	10,000	10,000	6,700	6,700	10,000	10,033	10,000
590130	Service Charge (PW)	13,200	13,200	8,800	8,800	13,200	13,200	13,200
590600	IFT / Health Insurance	50,912	51,517	36,530	36,530	55,364	50,728	57,400
590610	IFT / Liability Insurance	9,500	9,000	7,900	7,900	9,167	10,900	11,900
590650	IFT / Equipment Service (O&M)	3,200	4,100	3,000	3,000	3,800	4,367	4,600
590655	IFT / Equipment Service (Repl)	5,600	6,700	900	900	6,333	3,133	1,300
<b>Subtotal</b>		<b>170,038</b>	<b>185,232</b>	<b>130,230</b>	<b>130,230</b>	<b>187,884</b>	<b>189,876</b>	<b>255,200</b>

**EQUIPMENT SERVICES FUND**

Village of Glen Ellyn  
Calendar Year 2015 Budget

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014 8 Month Revised Budget	8 Month Estimated Actual	Calendar Year 2013 Actual	Calendar Year 2014 Est. Actual	Calendar Year 2015 Budget
<b>COMMODITIES:</b>								
530100	Office Supplies	1,133	1,467	1,000	1,000	1,251	1,286	1,500
530105	Operating Supplies	10,801	10,995	8,000	8,000	11,688	12,111	12,000
530225	Safety Supplies	1,122	981	1,025	1,025	501	1,963	1,200
530300	Gas & Oil	310,637	320,858	230,400	230,400	288,996	393,440	333,800 <sup>10</sup>
530305	License Plates	1,146	1,451	1,400	1,400	1,241	1,812	1,400
530310	Inventory Parts	86,942	87,455	60,000	60,000	93,836	90,514	90,000 <sup>11</sup>
530315	Tires	13,557	18,175	9,500	9,500	18,954	13,621	14,000
530445	Uniforms	1,696	1,813	1,575	1,575	1,767	1,707	1,600
	Operating Transfer - Fire SSA	-	-	542,000	542,000	-	542,000	-
		427,034	443,195	854,900	854,900	418,234	1,058,454	455,500
<b>CAPITAL OUTLAY:</b>								
570155	Vehicles	464,927	513,742	562,200	562,200	651,824	834,234	365,400 <sup>12</sup>
580110	Equipment	477,560	11,013	20,000	20,000	120,865	31,013	25,500 <sup>13</sup>
		942,487	524,755	582,200	582,200	772,689	865,247	390,900
	<b>TOTAL EXPENSES</b>	<b>\$ 1,858,845</b>	<b>\$ 1,481,753</b>	<b>\$ 1,801,430</b>	<b>\$ 1,796,230</b>	<b>\$ 1,705,992</b>	<b>\$ 2,442,211</b>	<b>\$ 1,429,800</b>
	<b>OPERATING EXPENSES</b> (excludes vehicle purchases & SSA Transfer)	\$ 1,393,918	\$ 968,011	\$ 1,239,230	\$ 1,234,030	\$ 1,054,168	\$ 1,065,977	\$ 1,064,400
	<b>FUND INCREASE (DECREASE)</b>	<b>\$ (92,745)</b>	<b>\$ 380,654</b>	<b>\$ (631,430)</b>	<b>\$ (567,530)</b>	<b>\$ 98,562</b>	<b>\$ (612,814)</b>	<b>\$ 263,900</b>

Available Cash Analysis (000's)	
Available, May 1, 2014	\$ 3,329
Preliminary SY14 Inflow/(Outflow)	(568)
Budgeted CY15 Inflow/(Outflow)	264
Projected Available, December 31, 2015	<u>\$ 3,025</u>



**EQUIPMENT SERVICES**  
**CY15 BUDGET FOOTNOTES**

1. **Glen Ellyn Park District:** The Park District purchases fuel for their fleet from the Village, including a markup of 15% per gallon to help pay for the Village gas pumps and underground fuel storage facilities. The Park District purchased 10,000 gallons of unleaded fuel and 1,100 gallons of diesel fuel in calendar year 2013.
2. **Miscellaneous Revenue:** This line item primarily receives net revenues generated from the sale of replaced Village vehicles and equipment at public auctions. The amount realized each year depends upon the high bids for the type and number of vehicles sent to auction minus a Conference fee of 15% or a 5% on-line internet auction fee. All vehicles and equipment sold in SY14 were sold on-line at a lower cost to the Village and thus resulted in a greater return on investment.
3. **Employee Education:** Provides for continuing education in the latest methods of diagnosing repairing computer controlled vehicle systems and engine controls. Certification as an Emergency Vehicle Technician (EVT) is also necessary to work on the unique equipment associated with fire apparatus. All Village technicians are currently ASE Certified Master Technicians.
4. **Maintenance of Building, Grounds & Equipment:** This account provides for testing and repair of the underground storage tanks, lines and monitor sensors; the repair of shop equipment; maintaining hydraulic vehicle lifts; maintaining fuel dispensing equipment; and servicing the north electric yard gate. It also provides for building essentials and minor repair or modifications to the Equipment Services section of the Public Works Reno Center. The existing obsolete paint booth is being converted into a useable vehicle repair bay and, a gate and operator will be installed at the south exit (Wilson) of the Reno Center storage yard.
5. **Disposal:** Provides for the disposal of waste products generated in the daily operation of the Equipment Services department. The waste stream includes used motor oil, oil absorbent, parts cleaning solvent and used oil and fuel filters. These items are classified as special waste and cannot be disposed of in landfills or recycled without special processing.
6. **Leased Equipment:** Provides for the rental/lease of various pieces of equipment for the garage (i.e. solvent tanks, floor mats, oxygen/gas tanks).
7. **Repairs/Contracted Labor:** Provides for labor associated with major and/or specialized repairs such as transmission rebuilding, wheel alignment, IDOT safety inspections, car washes, body work, and fire apparatus repairs by outside vendors.
8. **Repairs/Contracted Parts:** Provides for parts associated with major vehicle/equipment repairs completed by outside vendors.

9. **Telecommunications:** Provides for cellular and GPS (global positioning satellite) service associated with everyday operations and AVL (automatic vehicle location) systems installed in vehicles and equipment that are involved in front line Public Works operations. The AVL costs are \$300 a year for each of 20 vehicles.
  
10. **Gas & Oil:** Provides for the purchase of fuel and oil used by Glen Ellyn Village vehicles, Glenbard Wastewater Authority vehicles, the Glen Ellyn Volunteer Fire Company and the Glen Ellyn Park District. The total amount budgeted for fuel assumes: 70,000 gallons of unleaded gasoline at an average of \$3.20; 27,000 gallons of diesel fuel at an average of \$3.40; and \$18,000 for engine, transmission, hydraulic and differential oil based on current usage. The Village's cost for fuel is less than prevailing retail prices because the Village buys in bulk and is exempt from Federal gas taxes, which are \$0.183 per gallon of unleaded gasoline and \$0.243 per gallon of diesel fuel; and State sales taxes, which is 5% of the cost per gallon of unleaded gasoline and 6.25% of the cost of diesel fuel. The Village has one underground storage tank that has the capacity to store 15,000 gallons of unleaded gasoline and 10,000 gallons of diesel fuel.
  
11. **Inventory Parts:** Provides for the cost of replacement parts and shop supplies used to repair and maintain Village vehicles and equipment, Glen Ellyn Volunteer Fire Department vehicles and equipment, and GWA vehicles and equipment, when work is performed in-house by Village technicians.
  
12. **Capital Outlay-CY 15 Vehicle Purchases:**  
 Each Village department contributes annually toward the future replacement of vehicles assigned to it until the end of the vehicles' economically useful lives. This plan assures adequate funding and allows accurate forecasting of future budget requirements.

Equipment replacement is based on several factors:

- Cost to operate – maintenance and fuel costs
- Condition of vehicular systems – hydraulics, snow removal equipment, etc.
- Condition of vehicle – interior and exterior
- Does the vehicle do the job it was intended to do and is it cost effective?

Vehicles are normally replaced at the end of the depreciation period. However, some are kept past their expected useful lives due to low hours of use and/or good overall condition. Occasionally, some vehicles need to be replaced before they are fully depreciated due to unreliability or their inability to meet the needs of the department.

All equipment is purchased using advertised sealed competitive bidding, the State of Illinois Joint Equipment Purchase Program, or some other joint governmental purchasing consortia. Vehicles being replaced are sold at the first convenient DuPage Mayors and Managers Auction or through internet auctions.

**Vehicles scheduled for replacement in CY 15 are as follows:**

**VEHICLE #002: (PD)** A 2010 Ford Crown Victoria purchased through the State of Illinois bid process for \$26,100. This vehicle is on a three-year depreciation schedule, currently has over 75,000 miles on it and will have over 100,000 miles on it when the replacement vehicle is placed in service. Depreciation funds have been reserved in the amount of \$28,400 for the replacement of this vehicle. This vehicle is a police patrol unit. The replacement vehicle will be a Ford Police Utility Interceptor purchased through the State of Illinois Joint Purchasing Agreement. Projected replacement cost including an amount for equipment to outfit it as a police patrol vehicle is..... **\$35,000.**

**VEHICLE #008: (PD)** A 2010 Ford Crown Victoria purchased through the State of Illinois bid process for \$26,100. This vehicle is on a three-year depreciation schedule, currently has over 75,000 miles on it and will have over 100,000 miles on it when the replacement vehicle is placed in service. Depreciation funds have been reserved in the amount of \$28,400 for the replacement of this vehicle. This vehicle is a police patrol unit. The replacement vehicle will be a Ford Police Utility Interceptor purchased through the State of Illinois Joint Purchasing Agreement. Projected replacement cost including an amount for equipment to outfit it as a police patrol vehicle is..... **\$35,000.**

**VEHICLE #010: (PD)** A 2007 Harley-Davidson FLHPI is leased through Wildfire Harley-Davidson for \$1,800 per year. This vehicle is on a two-year lease schedule, which has been extended six years and now expires December 31, 2015. This vehicle is a police patrol unit, which is used for parades, special events, and public relations. The lease amount per year is .....**\$2,400.**

**VEHICLE #019:** A 2010 Ford Expedition purchased through the State of Illinois bid process for \$31,700. This vehicle is on a three-year depreciation schedule, currently has over 90,000 miles on it and will have over 110,000 miles on it when the replacement vehicle is placed in service. Depreciation funds have been reserved in the amount of \$34,600 for the replacement of this vehicle. This vehicle is a police patrol unit. The replacement vehicle will be a Ford Police Utility Interceptor purchased through the State of Illinois Joint Purchasing Agreement. Projected replacement cost including an amount for equipment to outfit it as a police vehicle is..... **\$35,000**

**VEHICLE #027:** A 2011 Ford Expedition purchased through the State of Illinois bid process for \$32,200. This vehicle is on a three-year depreciation schedule, currently has over 75,000 miles on it and will have over 100,000 miles on it when the replacement vehicle is placed in service. Depreciation funds have been reserved in the amount of \$35,100 for the replacement of this vehicle. This vehicle is an administrative vehicle used by the Chief of Police. The replacement vehicle will be a Ford Expedition purchased through the State of Illinois Joint Purchasing Agreement. Projected replacement cost including an amount for equipment to outfit it as a Police Chief's vehicle is. .... **\$35,000**

**VEHICLE #270: (PW)** A 2004 Ford F-450 four-wheel drive utility truck purchased through the State of Illinois Joint Purchasing Agreement for \$50,300. This vehicle is on a seven-year depreciation schedule and is 10 years old. It is fully depreciated and has over 4,500 hours. Depreciation funds have been reserved in the amount of \$64,400 for the replacement of this vehicle. Utilities Division uses this vehicle year round for main breaks, hydrant replacement, and other water related emergency and routine maintenance activities. The replacement vehicle will be purchased through the State of Illinois Joint Purchasing Agreement. Projected replacement cost.....**\$85,000.**

**VEHICLE #265: (PW)** A 1998 JCB Loadall 530 purchased through the State of Illinois bid process for \$61,000. This vehicle is on a fifteen-year depreciation schedule and is fully depreciated with over 3,000 hours. The Street/Forestry Division uses this equipment year round for street sign posts, tree planting, parkway restoration, loading and unloading material, and holiday decorations. The ESD uses this machine to perform seasonal equipment conversions on all village equipment. The replacement machine will be a JCB Loadall 531. Projected replacement cost.....**\$138,000.**

**The following vehicles and equipment are fully depreciated and funded, but they will not be replaced this year due to low mileage/hours and or the fact that they are in good overall condition.**

**VEHICLE #013- (PD)** A 2007 Toyota Prius

**VEHICLE #207- (PW)** A 2000 GMC K2500 Pick-up Truck (eliminated from fleet)

**VEHICLE #210- (PW)** A 2002 JCB 215 Backhoe

**VEHICLE #213- (PW)** A 1999 GMC K2500 Pick-up Truck (eliminated from fleet)

**VEHICLE #222- (PW)** A 2004 Ford Taurus

**VEHICLE #225- (PW)** A 2000 Ford F450 Crane Truck (eliminated from fleet)

**VEHICLE #300- (PW)** A 2007 Ford F250 ESD Service Truck

**VEHICLE #514- (PW)** A 1989 Ingersoll Rand Air Compressor

13. **Capital Outlay- Equipment:**

**Diagnostic Scanner & Software: (\$5,000)** Provides for the purchase of software to update the Snap-On Vantage graphing meter and Solus Engine Scanner to the 2011 model year. This is the most current software available to troubleshoot and diagnose light/medium duty vehicle problems. This also provides for International, Ford, and GM service information DVD discs and on-line service information subscriptions.

**Transmission Fluid Exchanger: (\$5,600)** Provides for the purchase of a transmission fluid flushing service and exchange machine. This machine will be used on all Village, Fire Company, and GWA vehicles and equipment.

**Antifreeze/Coolant Fluid Exchanger: (\$2,900)** Provides for the purchase of a cooling system antifreeze/coolant exchange machine. This machine will be used on all Village, Fire Company, and GWA vehicles and equipment.

**Floor Scrubber: (\$12,000)** Provides for the purchase of a floor sweeper/scrubber machine. This machine will be used to sweep, degrease, and scrub the ESD shop floors.

VILLAGE OF GLEN ELLYN  
CY 15 ANNUAL BUDGET  
PERSONNEL SCHEDULE

**PUBLIC WORKS DEPARTMENT - EQUIPMENT SERVICES**

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	FY10/11	FY11/12	FY12/13	FY13/14	SY 14	FY 15
			<u>Budgeted Employees</u>					
Equipment Services Superintendent	FT	N	1.00	-	-	1.00	1.00	1.00
Equipment Services Supervisor	FT	L	1.00	1.00	1.00	-	-	-
Equipment Mechanic II	FT	J	2.00	2.00	2.00	2.00	2.00	2.00
Administrative Assistant I /1	PT	E	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>
<b>TOTAL EMPLOYEES (Full-time Equivalents)</b>			<b><u>4.40</u></b>	<b><u>3.40</u></b>	<b><u>3.40</u></b>	<b><u>3.40</u></b>	<b><u>3.40</u></b>	<b><u>3.40</u></b>
Full-time Number of Positions			3	3	3	3	3	3
Part-time Number of Positions			1	1	1	1	1	1

/1 Previously titled Inventory Clerk

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

**EQUIPMENT SERVICES REPLACEMENT SCHEDULE**

Current year:		2014		Computes depreciation amounts for calendar year:										2015					
Dept.Division & Vehicle No.	Service Date	Vehicle Description	Vehicle Cost	Econ. Life	Dep Rate	Repl Cost	Yrs Left	Prior Contrib	Contrib. To Date	Remaining Contrib	2015	2016	2017	2018	2019	2020	2021-2029	Total Contrib	
<b>Public Works - Administration</b>																			
212	2008	2009 Ford Expedition	Director's vehicle	27,200	7	4%	34,816	2	28,185	31,501	6,631	3,316	3,316	0	0	0	0	34,816	
216	2007	2008 Ford Escape	Asst. Dir. Vehicle	23,000	7	4%	29,440	1	27,338	29,440	2,102	2,102	0	0	0	0	0	29,440	
222	2004	2004 Ford Taurus Wgn.	Engineer's wagon	17,300	7	4%	22,144	-2	22,144	22,144	0	0	0	0	0	0	0	22,144	
FUEL ISLAND	2012			18,000	20	0%	18,000	19	1,755	2,610	16,245	855	855	855	855	855	7,695	14,580	
				<b>85,500</b>			<b>104,400</b>		<b>79,422</b>	<b>85,695</b>	<b>24,978</b>	<b>6,273</b>	<b>4,171</b>	<b>855</b>	<b>855</b>	<b>855</b>	<b>855</b>	<b>7,695</b>	<b>100,980</b>
<b>Public Works - Streets / Forestry</b>																			
200	2005	2006 I.H. 7400	6 wheel dump	96,300	10	4%	134,820	2	116,701	125,761	18,119	9,060	9,060	0	0	0	0	134,820	
201	2004	2005 I.H. 7400	10 wheel dump	102,900	10	4%	151,860	1	144,393	151,860	7,467	7,467	0	0	0	0	0	151,860	
202	2009	2010 I.H. 7400	6 wheel dump	155,300	10	4%	217,420	6	105,604	124,240	111,816	18,636	18,636	18,636	18,636	18,636	18,636	217,420	
203	2012	2012 I.H. 7400	6 wheel dump	157,400	10	4%	220,360	9	41,868	61,700	178,492	19,832	19,832	19,832	19,832	19,832	19,832	220,360	
204	2009	2010 I.H. 7400	10 wheel dump	177,900	10	4%	249,060	6	120,972	142,320	128,088	21,348	21,348	21,348	21,348	21,348	21,348	249,060	
206	2012	Ford F550/Altec AT37G	42' aerial elect. truck	86,700	10	4%	121,380	9	23,062	33,986	98,318	10,924	10,924	10,924	10,924	10,924	10,924	121,380	
213	2012	2013 Snogo	Snow blower	92,600	15	3%	134,270	14	8,951	17,902	125,319	8,951	8,951	8,951	8,951	8,951	8,951	134,270	
221	2012	2008 Ford F150	Pickup truck	26,400	3	4%	29,568	2	16,427	22,998	13,141	6,571	6,571	0	0	0	0	29,568	
231	2008	2008 Ford F450	1 ton dump truck	56,900	7	4%	72,832	2	58,959	65,896	13,873	6,937	6,937	0	0	0	0	72,832	
232	2012	2014 Ford F350	1 ton dump truck	62,000	7	5%	83,700	6	11,957	23,914	71,743	11,957	11,957	11,957	11,957	11,957	11,957	83,700	
233	2012	2014 Ford F350	1 ton dump truck	61,000	7	5%	82,350	6	11,764	23,528	70,586	11,764	11,764	11,764	11,764	11,764	11,764	82,350	
238	2008	2008 Ford F350	1 ton dump truck	54,700	7	4%	70,016	2	56,679	63,348	13,337	6,669	6,669	0	0	0	0	70,016	
239	2005	2005 DynaPac CC142	Roller	37,150	15	3%	53,868	7	31,870	35,013	21,998	3,143	3,143	3,143	3,143	3,143	3,143	53,868	
241	2009	2009 Ford F350	1 ton dump truck	48,600	7	4%	62,208	3	42,213	48,878	19,995	6,665	6,665	6,665	0	0	0	62,208	
246	2005	2005 Case 721D	Front end loader	134,377	10	4%	188,128	2	163,146	175,637	24,982	12,491	12,491	0	0	0	0	188,128	
247	2005	2005 Vermeer SC60tx	Stump Grinder	35,000	10	4%	49,000	2	42,415	45,708	6,585	3,293	3,293	0	0	0	0	49,000	
248	2007	2008 Ford F350	Pickup truck	26,600	7	4%	34,048	1	31,616	34,048	2,432	2,432	0	0	0	0	0	34,048	
259	2012	2013 Elgin Pelican NP	Sweeper	180,500	7	5%	243,675	6	34,811	69,622	208,864	34,811	34,811	34,811	34,811	34,811	34,811	243,675	
250	2010	2011 Freightliner M2 106	60' Forestry bucket	135,747	10	4%	190,046	7	73,643	90,272	116,403	16,629	16,629	16,629	16,629	16,629	16,629	190,046	
251	2012	2012 I.H. 7400	6 wheel dump	157,400	10	4%	220,360	9	22,036	44,072	198,324	22,036	22,036	22,036	22,036	22,036	22,036	220,360	
253	2012	John Deere X749	Tractor w/broom etc.	20,900	5	4%	25,080	4	9,029	13,042	16,051	4,013	4,013	4,013	4,013	4,013	4,013	25,080	
254	2007	2008 Ford F350	Pickup truck	26,600	7	4%	34,048	1	31,616	34,048	2,432	2,432	0	0	0	0	0	34,048	
255	2008	2008 Ford F350	Sign Truck	44,600	7	4%	57,088	2	46,214	51,651	10,874	5,437	5,437	0	0	0	0	57,088	
260	2008	2008 Ford F350	1 ton dump truck	54,900	7	4%	70,272	2	56,887	63,580	13,385	6,693	6,693	0	0	0	0	70,272	
265	2013	2014 JCB	Loadall	138,000	15	4%	220,800	15	0	14,720	220,800	14,720	14,720	14,720	14,720	14,720	14,720	220,800	
510	2010	2011 Bandit 1890 XP	Brush Chipper	43,980	10	4%	61,572	7	23,859	29,247	37,713	5,388	5,388	5,388	5,388	5,388	5,388	61,572	
514	1989	Ingersol comp.	Compressor	0	1	3%	0	-23	0	0	0	0	0	0	0	0	0	0	
10-200	2009	Snow plow		11,700	10	4%	16,380	6	7,956	9,360	8,424	1,404	1,404	1,404	1,404	1,404	1,404	16,380	
10-201	2009	Snow plow		11,300	10	4%	15,820	6	7,684	9,040	8,136	1,356	1,356	1,356	1,356	1,356	1,356	15,820	
10-202	2009	Snow plow		11,300	10	4%	15,820	6	7,684	9,040	8,136	1,356	1,356	1,356	1,356	1,356	1,356	15,820	
10-203	2009	Snow plow		11,700	10	4%	16,380	6	7,956	9,360	8,424	1,404	1,404	1,404	1,404	1,404	1,404	16,380	
10-204	2009	Snow plow		12,000	10	4%	16,800	6	8,160	9,600	8,640	1,440	1,440	1,440	1,440	1,440	1,440	16,800	
10-251	2009	Snow plow		11,300	10	4%	15,820	6	7,684	9,040	8,136	1,356	1,356	1,356	1,356	1,356	1,356	15,820	
502	2005	2006 Landoll	Tilt Tag Trailer	9,200	15	3%	13,340	7	7,892	8,670	5,448	778	778	778	778	778	778	13,340	
509	1994	Rayco Stumper	Stump grinder	0		3%	0		0	0	0	0	0	0	0	0	0	0	
FUEL ISLAND	2012			165,000	20	0%	165,000	19	16,088	23,925	148,912	7,837	7,837	7,837	7,837	7,837	7,837	133,650	
				<b>2,457,954</b>			<b>3,353,188</b>		<b>1,397,796</b>	<b>1,695,024</b>	<b>1,955,392</b>	<b>297,228</b>	<b>284,897</b>	<b>227,749</b>	<b>221,084</b>	<b>217,071</b>	<b>217,071</b>	<b>458,943</b>	<b>3,321,838</b>
<b>Facilities Maintenance</b>																			
218	2010	2010 Ford Transit Conne	Van	20,400	10	4%	28,560	7	9,649	12,351	18,911	2,702	2,702	2,702	2,702	2,702	2,702	28,560	
223	2008	2008 Dodge Sprinter	Van	39,400	7	4%	50,432	2	42,115	46,274	8,317	4,159	4,159	0	0	0	0	50,432	
FUEL ISLAND	2012			10,000	20	0%	10,000	19	975	1,450	9,025	475	475	475	475	475	475	8,100	
				<b>69,992</b>			<b>88,992</b>		<b>52,739</b>	<b>60,074</b>	<b>36,253</b>	<b>7,335</b>	<b>7,335</b>	<b>3,177</b>	<b>3,177</b>	<b>3,177</b>	<b>3,177</b>	<b>6,977</b>	<b>87,000</b>

**EQUIPMENT SERVICES REPLACEMENT SCHEDULE**

Current year:		2014		Computes depreciation amounts for calendar year:							2015									
Dept.Division & Vehicle No.	Service Date	Vehicle Description	Vehicle Cost	Econ. Life	Dep Rate	Repl Cost	Yrs Left	Prior Contrib	Contrib. To Date	Remaining Contrib	2015	2016	2017	2018	2019	2020	2021-2029	Total Contrib		
<b>Police</b>																				
001	2012	2013 Ford Expedition	Sergeant vehicle	30,900	3	4%	34,608	2	11,536	23,072	23,072	11,536	11,536	0	0	0	0	34,608		
002	2010	2010 Ford Crown Vic	Patrol vehicle	26,100	3	3%	28,449	0	28,449	28,449	0	0	0	0	0	0	0	28,449		
003	2012	2012 Chevy Impala	Patrol vehicle	22,600	3	3%	24,634	2	13,685	19,160	10,949	5,475	5,475	0	0	0	0	24,634		
004	2013	2014 Ford Explorer	Patrol vehicle	32,000	3	3%	34,880	3	0	11,627	34,880	11,627	11,627	11,627	0	0	0	34,880		
005	2011	2011 Ford Expedition	Patrol vehicle	31,700	3	3%	34,553	1	28,795	34,553	5,758	5,758	0	0	0	0	0	34,553		
006	2013	2014 Ford Explorer	Patrol vehicle	32,000	3	3%	34,880	3	0	11,627	34,880	11,627	11,627	11,627	0	0	0	34,880		
007	2011	2012 Chevy Impala	Patrol vehicle	22,300	3	3%	24,307	1	20,256	24,307	4,051	4,051	0	0	0	0	0	24,307		
008	2010	2010 Ford Crown Vic.	Patrol vehicle	26,100	3	3%	28,449	0	28,449	28,449	0	0	0	0	0	0	0	28,449		
009	2012	2014 Ford Explorer	Patrol vehicle	32,000	3	3%	34,880	2	11,627	23,254	23,253	11,627	11,627	0	0	0	0	34,880		
010	2007	2007 Harley FLHPI	Patrol Motorcycle	1,800	6	0%	1,800	1	0	0	1,800	1,800	0	0	0	0	0	1,800		
011	2011	2011 Ford F150	CSO vehicle	28,750	3	3%	31,338	1	26,115	31,338	5,223	5,223	0	0	0	0	0	31,338		
012	2007	2007 Chevy Impala	Unmarked vehicle	21,800	9	3%	27,686	3	0	9,229	27,686	9,229	9,229	9,229	0	0	0	27,686		
013	2006	2007 Toyota Prius	Unmarked vehicle	23,900	7	4%	30,592	0	30,592	30,592	0	0	0	0	0	0	0	30,592		
014	2010	2010 Dodge Grand Caravan	Unmarked vehicle	20,500	7	4%	26,240	4	14,245	17,244	11,995	2,999	2,999	2,999	2,999	0	0	26,240		
016	2008	2008 Ford Escape	Unmarked vehicle	17,300	7	4%	22,144	2	17,926	20,035	4,218	2,109	2,109	0	0	0	0	22,144		
018	2012	2012 Ford Expedition	Patrol vehicle	32,700	3	3%	35,643	2	19,802	27,723	15,841	7,921	7,921	0	0	0	0	35,643		
019	2010	2010 Ford Expedition	Patrol vehicle	31,700	3	3%	34,553	0	34,553	34,553	0	0	0	0	0	0	0	34,553		
020	2008	2008 Ford Escape	CSO vehicle	21,300	7	4%	27,264	2	22,071	24,668	5,193	2,597	2,597	0	0	0	0	27,264		
022	2008	2008 Chevy Impala	Unmarked vehicle	22,400	7	3%	27,104	2	21,941	24,523	5,163	2,582	2,582	0	0	0	0	27,104		
025	2010	2010 Ford Explorer	Dpty Chief vehicle	27,550	7	3%	33,336	4	20,896	24,006	12,440	3,110	3,110	3,110	3,110	0	0	33,336		
026	2013	2014 Ford Explorer	Dpty Chief vehicle	32,000	7	3%	38,720	7	0	5,531	38,720	5,531	5,531	5,531	5,531	5,531	5,531	38,720		
027	2011	2011 Ford Expedition	Chief's vehicle	32,200	3	3%	35,098	1	29,249	35,098	5,849	5,849	0	0	0	0	0	35,098		
FUEL ISLAND	2012			444,000	20	0%	444,000	19	43,290	64,380	400,710	21,090	21,090	21,090	21,090	21,090	189,810	359,640		
				<b>1,013,600</b>			<b>1,095,157</b>		<b>423,477</b>	<b>553,414</b>	<b>671,680</b>	<b>131,737</b>	<b>109,057</b>	<b>65,212</b>	<b>32,730</b>	<b>26,621</b>	<b>26,621</b>	<b>195,341</b>	<b>1,010,797</b>	
<b>Fire Company</b>																				
1M61	2009	2008 Ford E-450	Medtec Ambulance	115,800	5	11%	179,490	1	161,541	179,490	17,949	17,949	0	0	0	0	0	179,490		
1M62	2009	2008 Ford E-450	Medtec Ambulance	115,800	5	11%	179,490	1	161,541	179,490	17,949	17,949	0	0	0	0	0	179,490		
1A62	2010	2007 Ford Expedition	Ast. Chief Squad	8,036	1	0%	8,036	-2	8,036	8,036	0	0	0	0	0	0	0	8,036		
FUEL ISLAND	2012			139,000	20	0%	139,000	19	13,553	20,155	125,447	6,602	6,602	6,602	6,602	6,602	59,422	112,590		
				<b>378,636</b>			<b>506,016</b>		<b>344,671</b>	<b>387,171</b>	<b>161,345</b>	<b>42,500</b>	<b>6,602</b>	<b>6,602</b>	<b>6,602</b>	<b>6,602</b>	<b>59,422</b>	<b>479,606</b>		
<b>Planning &amp; Development</b>																				
217	2007	2007 Toyota Prius	Inspector	21,300	7	4%	27,264	1	25,317	27,264	1,947	1,947	0	0	0	0	0	27,264		
211	2008	2009 Ford Escape	Inspector	16,800	7	4%	21,504	2	17,408	19,456	4,096	2,048	2,048	0	0	0	0	21,504		
220	2008	2009 Ford Escape	Inspector	16,800	7	4%	21,504	2	17,408	19,456	4,096	2,048	2,048	0	0	0	0	21,504		
FUEL ISLAND	2012			8,000	20	0%	8,000	19	780	1,160	7,220	380	380	380	380	380	380	6,480		
				<b>62,900</b>			<b>78,272</b>		<b>60,913</b>	<b>67,336</b>	<b>17,359</b>	<b>6,423</b>	<b>4,476</b>	<b>380</b>	<b>380</b>	<b>380</b>	<b>380</b>	<b>3,420</b>	<b>76,752</b>	
<b>TOTAL GENERAL FUND</b>				<b>4,068,390</b>			<b>5,226,025</b>		<b>2,359,018</b>	<b>2,848,714</b>	<b>2,867,007</b>	<b>491,496</b>	<b>416,537</b>	<b>303,975</b>	<b>264,828</b>	<b>254,706</b>	<b>254,706</b>	<b>711,991</b>	<b>5,077,065</b>	
<b>Parking Fund</b>																				
207	2000	sold		24,000	7	3%	29,040	-6	29,040	29,040	0	0	0	0	0	0	0	29,040		
				<b>24,000</b>			<b>29,040</b>		<b>29,040</b>	<b>29,040</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29,040</b>	

**EQUIPMENT SERVICES REPLACEMENT SCHEDULE**

Current year:		2014	Computes depreciation amounts for calendar year:										2015						
Dept.Division & Vehicle No.	Service Date	Vehicle Description	Vehicle Cost	Econ. Life	Dep Rate	Repl Cost	Yrs Left	Prior Contrib	Contrib. To Date	Remaining Contrib	2015	2016	2017	2018	2019	2020	2021-2029	Total Contrib	
<b>Water Fund</b>																			
205	2003	2004 IH 7400	10 wheel dump	66,182	12	4%	97,949	2	86,768	92,359	11,181	5,591	5,591	0	0	0	0	97,949	
208	2007	2008 Ford Escape	Util. Supt. Vehicle	23,300	7	4%	29,824	1	27,694	29,824	2,130	2,130	0	0	0	0	0	29,824	
209	2010	JCB 3CX15	Backhoe	94,606	10	4%	132,448	7	51,324	62,913	81,124	11,589	11,589	11,589	11,589	11,589	11,589	132,448	
224	2013	2014 Ford Transit Conne	JULIE truck	36,000	7	3%	43,560	7	0	6,223	43,560	6,223	6,223	6,223	6,223	6,223	6,223	43,560	
226	2008	2008 Ford F350	Pickup truck	26,600	7	4%	34,048	2	27,563	30,806	6,485	3,243	3,243	0	0	0	0	34,048	
227	2008	2008 Ford F350	Pickup truck	27,700	7	4%	35,456	2	28,702	32,079	6,754	3,377	3,377	0	0	0	0	35,456	
228	2009	2009 Ford F550	Crane/utility truck	88,300	7	4%	113,024	3	76,695	88,805	36,329	12,110	12,110	12,110	0	0	0	113,024	
229	2009	2009 Ford E250	Van	18,600	7	4%	23,808	3	16,155	18,706	7,653	2,551	2,551	0	0	0	0	23,808	
270	2004	2004 Ford F450	Utility vehicle	50,300	7	4%	64,384	-2	64,384	64,384	0	0	0	0	0	0	0	64,384	
271	2007	2008 Ford F350	Pickup truck	26,600	7	4%	34,048	1	31,616	34,048	2,432	2,432	0	0	0	0	0	34,048	
515	1999	Sullivan comp.	Compressor	11,882	15	3%	17,229	1	16,674	17,229	555	555	0	0	0	0	0	17,229	
FUEL ISLAND	2012			70,000	20	0%	70,000	19	6,825	10,150	63,175	3,325	3,325	3,325	3,325	3,325	3,325	56,700	
				<b>540,070</b>					<b>695,779</b>		<b>434,400</b>	<b>487,525</b>	<b>261,379</b>	<b>53,125</b>	<b>48,008</b>	<b>35,798</b>	<b>21,137</b>	<b>682,479</b>	
<b>Sewer Fund</b>																			
210	2002	JCB Backhoe	Backhoe	57,389	10	4%	80,345	-1	80,345	80,345	0	0	0	0	0	0	0	80,345	
214	2012	2014 Caterpillar 938K	Front end loader	180,200	15	7%	369,410	14	24,627	49,254	344,783	24,627	24,627	24,627	24,627	24,627	24,627	369,410	
230	2005	2006 IH 7400 Vactor	Vactor 2110	231,200	10	3%	300,560	2	260,485	280,523	40,075	20,038	20,038	0	0	0	0	300,560	
234	2006	2006 IH 7400 Dump	10 wheel dump	76,797	10	4%	107,516	3	83,325	91,389	24,191	8,064	8,064	8,064	0	0	0	107,516	
242	2010	2010 IH 4300 Vactor	Vactor Ramjet	174,985	10	4%	244,979	7	94,930	116,366	150,049	21,436	21,436	21,436	21,436	21,436	21,436	244,979	
243	2008	2008 Ford F450	1 ton dump truck	42,540	7	4%	54,451	2	44,800	49,266	10,371	5,186	5,186	0	0	0	0	54,451	
244	2008	2008 Ford F450	1 ton dump truck	40,900	7	4%	52,352	2	42,381	47,367	9,971	4,986	4,986	0	0	0	0	52,352	
245	2008	2008 Dodge Caravan	Inspector vehicle	19,400	7	4%	24,832	2	20,102	22,467	4,730	2,365	2,365	0	0	0	0	24,832	
252	2008	2008 JCB 190 II	Skid steer	37,800	10	4%	52,920	5	32,528	36,606	20,392	4,078	4,078	4,078	4,078	4,078	0	52,920	
FUEL ISLAND	2012			74,000	20	0%	74,000	19	7,215	10,730	66,785	3,515	3,515	3,515	3,515	3,515	3,515	59,940	
				<b>935,211</b>			<b>1,361,365</b>		<b>690,018</b>	<b>784,312</b>	<b>671,347</b>	<b>94,294</b>	<b>94,294</b>	<b>61,720</b>	<b>53,656</b>	<b>53,656</b>	<b>49,578</b>	<b>1,347,305</b>	
<b>Equipment Services Fund</b>																			
300	2006	2007 Ford 250	Service truck	32,375	7	3%	39,174	0	39,174	39,174	0	0	0	0	0	0	0	39,174	
FUEL ISLAND	2012			23,000	20	0%	23,000	19	2,243	3,335	20,757	1,092	1,092	1,092	1,092	1,092	1,092	18,630	
				<b>55,375</b>			<b>62,174</b>		<b>41,417</b>	<b>42,509</b>	<b>20,757</b>	<b>1,092</b>	<b>1,092</b>	<b>1,092</b>	<b>1,092</b>	<b>1,092</b>	<b>1,092</b>	<b>57,804</b>	
<b>TOTAL - ALL FUNDS</b>				5,623,046			<b>7,374,382</b>		3,553,893	<b>4,192,100</b>	3,820,489	<b>640,007</b>	559,931	402,585	340,714	330,592	326,514	1,019,650	7,193,693

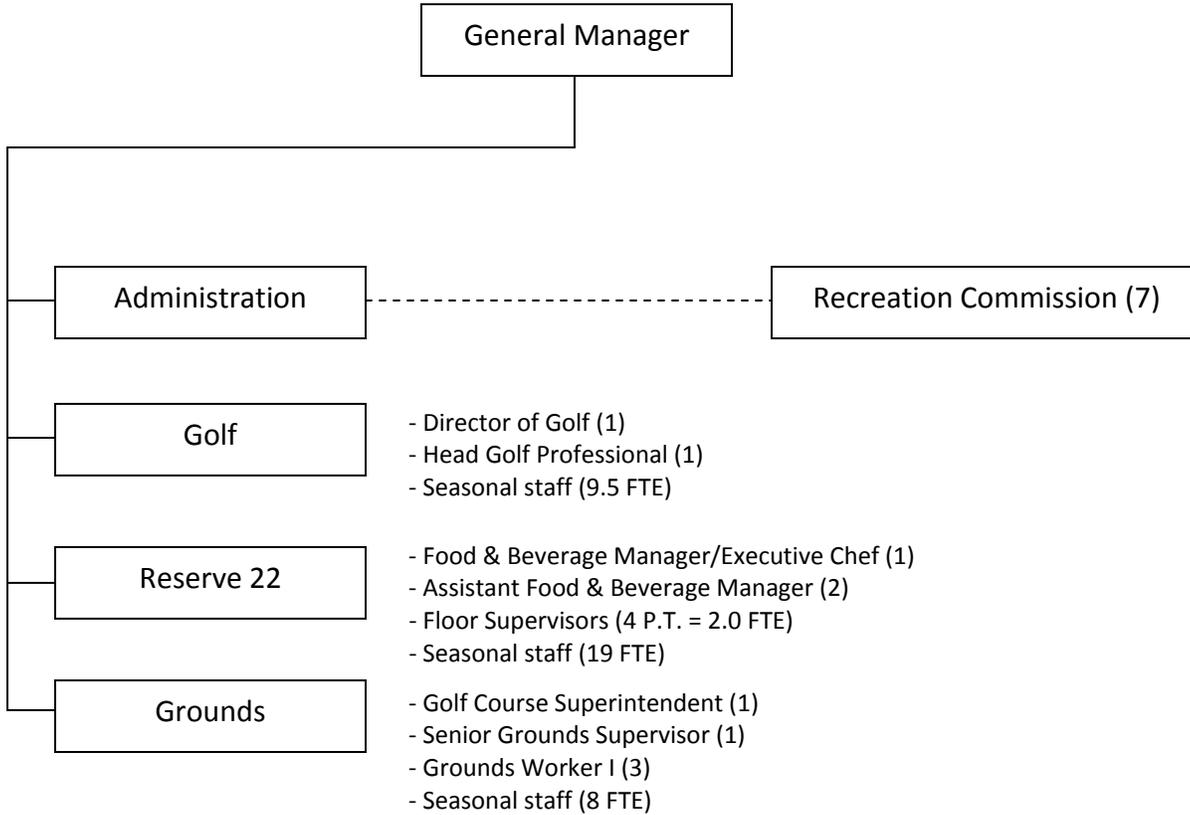


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# VILLAGE LINKS/RESERVE 22 CALENDAR YEAR 2015



<u>Calendar Year 2015 Budget</u>	Employee	
	<u>Count</u>	<u>FTE</u>
Full Time Personnel	11	11.00
Part-Time Personnel	<u>141</u>	<u>38.50</u>
Total Employees / FTEs	<u>152</u>	<u>49.50</u>
<i>(FTE = Full-Time Equivalent)</i>		

<u>Budgeted Full-Time Employees</u>	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>SY14</u>	<u>CY15</u>
Administration	2	1	1	1	1	1	1	1	1	1
Grounds	8	5	4	4	3	3	2	2	5	5
Golf	3	3	3	3	3	3	3	3	3	2
Reserve 22	1	1	1	1	1	1	1	2	2	3
Total FT	<u>14</u>	<u>10</u>	<u>9</u>	<u>9</u>	<u>8</u>	<u>8</u>	<u>7</u>	<u>8</u>	<u>11</u>	<u>11</u>

## VILLAGE LINKS / RESERVE 22 - BUDGET

### Facilities

The Village Links / RESERVE 22 operates 4 facilities on 280 acres. These facilities are incorporated into a sophisticated storm water detention system that detains 30% of Glen Ellyn's stormwater and is a primary reason that the Village developed and operates these properties.

<b>27-Hole Golf Course</b>	
Village Links of Glen Ellyn	240 acres
<b>Passive Use Parks</b>	
Panfish Park	18 acres
Lambert Lake Nature Preserve	22 acres
Co-Op Park	1 acre

Village Green park (35 acres of athletic fields) is owned by the Village. Since 2003, it is operated by the Glen Ellyn Park District under a rolling 25 year lease. The Village Green does not impact this budget.

### Budget Organization

The Village Links / RESERVE 22 has 3 operating divisions: Grounds, Golf, and Food Service. The budget is divided into 9 accounting sections. Segregating expenditures by revenue center and by managerial responsibility allows us to monitor the financial performance of each revenue center and maintain managerial accountability for each line item.

<b>Grounds Division</b>	
Division Head: Golf Course Superintendent	
<u>Responsible for Budget Sections:</u>	
55 710 -	Golf Course Grounds
55 740 -	Parks Maintenance
55 7x5 -	Mechanical Maintenance for equipment and buildings in all Divisions
<b>Golf Division</b>	
Division Head: Director of Golf	
<u>Responsible for Budget Sections:</u>	
55 720 -	Golf Services
55 750 -	Pro Shop Merchandise
55 780 -	Motorized Carts
<b>Food Service Division</b>	
Division Head: Executive Chef / Food & Beverage Director	
<u>Responsible for Budget Sections:</u>	
55 730 -	Food Service

Administration, 55 700, includes line items not specific to an individual operating division, along with all capital expenditures and debt service.

### Financial Overview

No tax dollars are used to maintain or operate Recreation Department facilities. The Recreation Department operates solely on golf course fees. Residents pay golf green fees at roughly a 40% discount off market prices.

Golf Course profits are used to subsidize resident use of the golf course, park maintenance and the maintenance and operation of the storm water detention system.

Financial Goals - Our financial goal is to be as profitable as possible. More specifically, our short term goal is to generate enough revenue to cover operating expenses, \$650,000 a year in debt service, \$150,000 a year in capital replacement, and maintain adequate cash reserves to buffer against the whims of a weather dependent seasonal business.

Another major goal is to provide significant resident green fee discounts. In 2014, residents will receive roughly \$400,000 in discounts.

Debt Service - The fund is scheduled to make a \$340,000 annual debt service payment to retire bonds issued to fund the 2004 golf course renovation. The final debt service payment for that bond issue is due in 2023.

The fund is scheduled to make a \$310,000 annual debt service payment to retire bonds issued to fund the 2013 expansion of the driving range and clubhouse. The final debt service payment for that bond issue is due in 2033.

The golf course has generated sufficient profits during every full year of operation to fully cover all debt service. 2014 was the first full year of operation with the expanded clubhouse. It is likely that the profits will not initially fully cover the \$650,000 annual debt service. Cash reserves of more than \$1,000,000 are available to cover any short falls, until profitability increases enough to fully cover the additional debt service. The cash reserves were accumulated from prior year profits.

Profit - \$4,400,000 in profits have been earned in the nine years since the 2004 golf course renovation. Those profits were used to make \$3,350,000 in debt service payments, reinvest \$850,000 in routine capital equipment replacement, and boost cash for the recently completed driving range and clubhouse expansion.

Revenue - Nationwide demand for golf weakened after September 11, 2001, and fell even more sharply following the recent recession.

The number of golf rounds played at the Village Links and resulting revenues have varied widely in recent years, with weather being the main variable.

Future golf revenues are uncertain. Golf demand is stagnant. Revenues are held down by significant price competition stemming from an excessive number of golf courses operating in the market. It is not likely that very many of those golf courses will close. Most public courses in the market are non-for-profit and many are subsidized by tax dollars.

The expanded food and beverage business will generate additional revenue, but much of this new revenue will be offset by increased expenses. The track record of golf course food service operations in DuPage County is uneven, with virtually every golf course clubhouse requiring tax dollars to cover debt service.

Expenses - Cost containment efforts started in 2002 helped lower operating expenses from \$3,100,000 in 2000, to \$2,700,000 in 2012. This reduction in operating expense has kept the golf course profitable in spite of declining revenues.

2014 has been a good first full year of operations. Despite some unusual challenges, the last 12 months has produced \$663,390 in operating profits, which is more than \$50,000 better than the \$613,190 for the first 12 months in the new facility. While golf has remained relatively flat for the period, Food and Beverage operations has shown a steady increase in both revenues and profitability. We are incorporating tight cost control practices for Reserve 22, which will lead to maximization of profitability.

Summary - The Village Links is well positioned. The course is popular and has an active clientele. The physical plant and equipment are in generally solid condition and the facility improvements added in 2013 have been well received by our Guests.

### **Storm Water Detention System**

The Village Links is a golf course and a storm water detention system. Built in 1966 and expanded in 1973, the storm water detention system consists of twenty-four interconnected ponds: one pond at Lambert Lake, two at Panfish Park and twenty-one on the golf course.

Rain water entering the system at the northwest portion of the system flows from pond to pond via a series of underground storm drain pipes for more than a mile before leaving the golf course for the DuPage River.

The storm water is slowed as it moves from pond to pond. Silt debris washed from streets and sidewalks settles in the ponds before it can pollute downstream rivers. The water stored in the detention ponds is used to irrigate the golf course. The golf course turf filters the mildly polluted storm run off water, cleaning it before it replenishes the aquifers below.

Since 1966, Village Links revenues have paid for the maintenance and operation of the storm water detention system. During the 2004 golf course renovation, \$350,000 was spent on the storm water detention system, including pond expansion, silt removal, pipe replacement, and shoreline stabilization. In 2013, the capacity of the storm water detention system was increased to accommodate the expanded clubhouse. A pond was expanded, several acres of property were lowered, and new lake connector pipes were added at a cost of \$200,000.

Shoreline Stabilization - The storm water detention system has 6.4 miles of shoreline. Wave erosion causes the lake banks to fall into the water, increasing the water surface and reducing the water depth. Shoreline stabilization efforts initiated in the 1970's and 2000's have been effective.

Shoreline - Village Links Ponds	- 4.9 miles
Shoreline - Panfish Park Ponds	- 1.0 miles
Shoreline - Lambert Lake	- .5 mile
Total Shoreline	6.4 miles

Silt Removal - Silt removal is a potentially significant expense over the next 20 years. Disposal of detention pond silt is expensive because concentrations of metals and fuels dropped onto roads by vehicles require that it be treated as a hazardous material.

Drain Pipe Replacement - Many of the original corrugated metal pipes that connect the golf course ponds were replaced in 2003. The new drain pipes (concrete or composite plastic) should last indefinitely.

Control Structure Replacement - Three concrete control structures are in fair condition for their age and will not be prohibitively expensive to replace in another 25-35 years.

## **2014 REVIEW**

2013 was dominated by construction and disruption. The mess and inconvenience of construction turned off many of our customers and had a negative impact on patronage. Additionally, the driving range and restaurant were closed for the first seven months of the year. The combination of the inconvenience and lack of some services, coupled with poor weather early in the year, held down rounds played and revenue. This makes it impracticable to conduct any comparative analysis against 2014.

### **Grounds (Golf Course Maintenance)**

When facing the possibility of having to severely cut back the scope or quality of the recently completed clubhouse expansion, our grounds staff assumed responsibility for significant parts of the project. They did everything from installing drainage and irrigation, to grassing acres of turf, to installing all of the kitchen equipment. About 20% of the project was done in house at a savings of more than \$400,000.

With the construction projects behind us, golf course staff returned it's main focus to the golf course. The weather cooperated nicely, and the conditions were excellent for most of the season. Many golf courses came out of the harsh winter of 2013 with substantial turf loss. Most of the turf lost was poa annua, a mostly unwanted, but aggressive and stubborn variety which is very difficult to control. Village Links staff has been very aggressive since 2004 in trying to control the amount of poa annua invading our tees and greens. Our maintenance practices, along with a little luck, left the Village Links with very little turf loss.

### **Golf**

Rounds of golf rebounded slightly and are up for the year, but relatively flat for "normal" years. Golf programming, in the form of nightly golf leagues, junior and adult lesson programs, and a variety of public events keeps the Village Links as one of the busiest in the area.

Since we began accepting golf outings in 2008, our business and reputation have grown at a steady rate. In 2014, we hosted 72 golf outings, the most ever. However, most of the outings contained fewer participants, as groups struggled to fill their events. While overall revenue was down from prior years, dollars per round increased, giving us optimism for the future.

Golf Staff introduced PGA Jr. League golf in 2014. The summer league attracted 60 participants, and provided over \$10,000 in additional revenue, notable in green fees and driving range. 48 more junior golfers signed up for the abbreviated fall league. This new endeavor provided not only additional revenue, but also helps us to create future golfers.

The Driving Range posted very good increases in August and September, and appears to have been a good investment in the 2013 expansion project. Revenues have surpassed even 2012 figures by almost 9%.

### **Pro Shop**

Pro Shop sales posted a net increase of \$35,000 in 2014 over 2013. In 2013, the Pro Shop did not offer much in the way of sales, due to using it as a make-shift Food and Beverage operation during construction.

Revenues from Pro Shop sales have little impact on the bottom line, as there is a high variable cost associated with the sale of merchandise. It is very difficult to compete with the big box stores, who can offer a wider variety at more attractive prices. We are beginning an inventory reduction plan, which will focus on carrying mostly products with a higher turn rate, such as gloves, balls, and apparel, and reduce products with a long shelf presence, like golf clubs and other equipment.

### **Food and Beverage**

With the full Food and Beverage operation of Reserve 22 not opening until August 2013, there is no meaningful gauge to compare to prior year until August. We gained momentum in the last half of 2013, posting a \$38,000 profit with \$743,000 in revenue. August and September revenues for 2014 show a 32% and 31% increase, respectively, over prior year. In the first 12 months of operation, Reserve 22 earned a \$130,000 operating profit (8.1%) on \$1,614,000 in sales. During the last 12 months, October 2013 through September 2014, operating profits were \$148,000 (8.7%) on \$1,706,000 in revenues. We are confident we can raise our profitability percentages for the remaining 3 months of 2014, with much improved inventory control, and cost control procedures. For Calendar Year 2014, through September, we have retained operating profits of \$237,400 on revenues of \$1,461,000, or a 16.2% net.

Much progress was made in spite of internal challenges. In June we turned over 2 key positions, General Manager, and Food and Beverage Director. Consultants were brought in for the short term, and provided much appreciated guidance. With the Food and Beverage operation reduced to one full time person, remaining full time staff from both the Golf and Grounds divisions pitched in, helping with organization and operations, keeping the visual disruption to our Guests to a minimum.

## **Debt Service**

In 2002, the Recreation Fund borrowed \$4,500,000 through a 20 year general obligation bond issue to help finance the golf course renovation. In November 2010, a bond refinancing was conducted to restructure this debt and take advantage of lower interest rates. Interest rates for this bond issue are 2% initially and top out at 3.9%. Annual principal and interest payments remain unchanged at about \$340,000. The bulk of the savings, about \$225,000, will be realized at the end of the issue, with a reduced final payment on January 1, 2023.

In October 2012, the Recreation Fund borrowed an additional \$5,000,000 through a second 20 year general obligation bond issue, to help finance the new restaurant, bar, banquet room and driving range. Interest rates for this bond issue are 2% initially and top out at 2.5%. Annual principal and interest payments are about \$310,000. The final payment on this bond issue will be made on January 1, 2033.

## **PREVIEW 2015**

It will be a challenge to cover the debt service that funded these improvements with revenues generated from the facility. Every publicly owned golf course clubhouse built in the last 25 years in DuPage County has been supported with tax dollars. We are committed to retiring all of the related debt service with Village Links and RESERVE 22 profits. It is expected that it could take a few years for the business to mature so we can take full advantage of all of the opportunities of the newly configured Village Links. In the meantime, golf course cash reserves will ensure that debt payments are made without the use of tax monies.

Golf profitability will continue to be the key factor in the financial success of the Village Links. Green Fees, Cart Fees, and Driving Range revenues will generate the bulk of the gross profits necessary to cover the outstanding debt service.

Food Service is playing a much larger role than in the past. Food Service revenues are expected to be nearly quadruple what they were before the expansion. Food Service should generate a significant amount of the gross profits required to cover the debt service.

The Village Links faces diverse competition from area golf courses. Many courses, desperate to generate cash flow, are offering green fees below their break even point. Less drastic changes are expected from courses owned by local governments, many of whom subsidize golf like they do swimming pools and skating rinks. Some governments are getting out of the golf business, bringing in management companies that lower costs and/or services to the commodity level. At the other end of the spectrum, private clubs are dropping guest fees, member dues and outing fees to compete with high end public courses.

The Village Links remains an excellent golf value due to superior course conditions and layout. Successful programming strategies and green fee specials outside of prime time help keep the course busier than most others in the area.

## **Primary Initiatives for 2015**

### **Marketing**

With a newly remodeled facility, with many products to offer, it will be increasingly important for Village Links and RESERVE 22 to maintain a presence in as many marketing channels as possible. Village Links and RESERVE 22 have committed \$100,000 to these efforts, and have retained the services of two proven firms. Legendary Marketing will focus on a website designed to collect data from viewers, as well as being a consistent promotional tool, while maintaining an active clientele in social media, such as Facebook, Twitter, and Instagram. Rule 29 will also work with Legendary, in assuring a consistent online presence, as well as printed brochures, advertisements, and on site branding strategies.

By 2015, we should have complete, permanent signage promoting our facility at our main entrance, and also on the northwest corner of the property, at Taft Avenue and Lambert Road.

It will be important for us to monitor the effectiveness of all our marketing efforts, and spend our dollars wisely. Once we have established our presence, we will be able to reduce the amount of money spent annually.

## Grounds

We must continue to be a great value in golf, by offering consistently superior playing conditions, as demanded by the golfing public. This must continue to be done efficiently, as revenues will dictate the amount of resources available to maintain the optimal conditions. Our full time staff members are trained in all areas of golf course and grounds maintenance, and having 5 full-time members will ensure continuity and consistency.

## Golf

Programmed Golf - We will continue to offer an exceptional amount of programmed golf at the Village Links in 2015, including leagues, tournaments and instructional schools and classes. The upkeep of these events is crucial in guaranteeing a consistent revenue flow. We will also look for new revenue streams, such as FootGolf, introduced at the end of 2014, to increase profitability.

Course Maximization - We will continue to try to squeeze more golfers onto the course. The Golf Division has the job of scheduling the proper number of tee times, filling the tee times, getting the customers in those tee times started on time, and helping them move around the course in a reasonable amount of time. This is particularly crucial when we book smaller outing groups, who choose a shotgun start. The challenge is that over the years, with the increased distance golf balls are travelling, golf course capacity has been reduced. While we have historically teed off 8 groups per hour, it is difficult now to tee off 7 groups per hour.

Online Tee Times - Providing our guests 24/7 access to online tee times will be a popular addition. The use of this system is growing at a slow, but steady, rate. Our goal is to maximize the ease in which golfers can book our course. The electronic tee time system will help us automate communication with guests who have made tee time reservations.

Golf Outings - We must continue to increase the size and number of golf outings held in 2015. Marketing efforts conducted in 2014 and over the winter months will help us to maximize production. We will continue to look for ways to raise the revenues, by looking to offer more value added services. We will continue to build a reputation in the area as conducting professional, well run events. We must be conscious of the number of outings we book each year, so as not to alienate our regular customers and resident golfers, while maximizing profits.

## Food & Beverage - RESERVE 22

Our new facility will offer a variety of products to maximize revenues. We must continue to regard RESERVE 22 as a destination restaurant, that does not rely primarily on golfer traffic for its profits.

Staffing - We look to fine tune staffing levels to match seasonal sales volume and lower our labor cost as a percentage of revenue. Hiring the right people in key positions will assure us of providing outstanding service levels. We will be challenged by the prohibitive costs of IMRF pension program, and Affordable Care Act.

Bar & Restaurant - We will continue to operate RESERVE 22 as a major bar and restaurant destination for lunch and dinner. We offer popular TV sports packages in the bar and live entertainment on weekends.

Banquet Room - The 150 guest banquet room is available for golf outing banquets and non-golf private parties. This room is also used for overflow dining when available, including Friday Night Fish Frys and Sunday Brunches. Special brunches are planned for Easter, Mother's Day and Father's Day. One key factor in our success will be to make good use of our Banquet Rooms and Meeting Rooms. Keeping those spaces productive will increase our profit percentages, as parties and meetings generally carry a lower overall variable cost as a percentage.

Board Room - The Board Room is available for groups of 8-20 that combine meetings with golf and a meal or for stand alone breakfast/lunch/dinner meetings.

## Storm Water Management

This budget provides \$34,800 to maintain three village Parks: Lambert Lake Nature Preserve, Co-Op Park and Panfish Park. These parks are part of the Village Links storm water detention system. Included in the maintenance of Panfish Park is maintenance of walkways that run through the Waters Edge Condominium Association and connect to the park.

Throughout the years, Village Links revenues have paid for over \$1,000,000 in park maintenance. Staff will continue to collaborate with the Public Works Department to maintain these parks, and make improvements as necessary.

## Capital Projects

Our goal is to earmark \$150,000 annually for routine capital projects and equipment replacement. In 2015, \$150,000 is budgeted in capital expenditures. Included is \$40,000 for new entrance signage that will reflect that Reserve 22 is located at the Village Links.

While we have extended some equipment beyond its useful life, our equipment and physical plant are in acceptable condition. If revenues permit, it will take most of the coming decade to get our equipment replacement program back on schedule.

## Emerald Ash Borer

The presence of the Emerald Ash Borer (EAB) in adjoining neighborhoods virtually ensures that it will eventually attack the Village Links' 450 ash trees. In 2008, we preventively injected about 200 ash trees with the insecticide Pointer® (active ingredient imidacloprid), at a cost of \$8,000. We were disappointed with the amount of labor required for this preventive treatment, prompting a switch to a curative strategy.

Over the past five years we have spent \$17.78 per ash tree to address the EAB threat.

EAB is moving slowly. We have not had to remove any ash trees due to EAB infestation. Because we scout the property for plant pests virtually every day in season, we expect we would notice an EAB outbreak before it becomes irreversible. We expect that we can hold off protecting trees until the EAB is present on our property. We are monitoring the development of new controls; presently there are several insecticides that control the EAB.

## IMRF - Retirement Fund Contributions

The employer portion of retirement fund contributions budgeted for 2015 is \$150,090, 9.6% of total wages.

## Personnel Costs

The Affordable Care Act is a significant factor that is prompting us to increase the number of full-time positions in 2015, with a comparable decrease in seasonal/part-time employment.

We will continue to attempt to minimize our exposure to State unemployment benefit claims. We cannot control those costs, but we can influence them through a variety of means including helping seasonal staff find other employment in the off season.

Proposed increases to the minimum wage will impact our cost for hourly employees. This will have a significant impact on Food and Beverage. It will have a lesser impact Grounds and Golf.

## 2015 GOALS

We have six Major Goals for 2015.

**1 - Pace of Play** - Have play move at a faster pace at the Village Links than at any comparable public golf course in the Chicago market. Improve customer awareness of their pace of play and our efforts to assist them on both the 18 and 9 hole courses.

**2 - Course Conditions** - Maintain the 18-hole course in superior condition. Maintain greens that are smoother and faster than those at most public golf courses.

**3 - Revenue Growth** - Rebuild golf revenues.

**4 - Build the New Food Service Business** - Build the new restaurant, bar and banquet business into a destination that generates \$2,000,000 in annual revenue.

**5 - Constrain Expenditures** - Constrain expenditures to match revenues, without customers noticing the cutbacks.

**6 - Generate Profit** - Generate a gross profit to cover \$650,000 in debt service and \$150,000 in capital replacement.

**Key Performance Indicators** - We track the following Key Performance Indicators. Target performance levels are identified.

Total Revenue - \$5,000,000 .

Rounds Played - 72,000

Golf Revenue (Green Fees, Motor Carts, & Driving Range, & Pro Shop) - \$3,000,000

Food Service - \$2,000,000

Controllable Food Service Expenses - Wages for seasonal / part time employees is 26-27% of revenue. The cost of products for resale, including dry goods, beer / wine, food, and beverages, is a combined 33% of revenue.

Keep Pace - 80% of golfers Keep Pace

On Time - Be on time (within 7 minutes) for 90% of all rounds.

Stimpmeter (weekly) - Average 10.0, minimum 9.0 feet April 15 - November (9-hole course 1.0 foot slower).

### Maintenance Interval Frequencies

Maintenance is programmed at the following frequencies, stated in number of days between maintenance occurrences. These Maintenance Interval Frequencies (MIF) define the base standards of condition for our facilities.

<b>Maintenance Interval Frequencies</b> stated in # of days between task performance		
	Spring / Fall	Summer
<b>Greens</b>		
Mow Greens	1	1
Groom	7	14
Lightly Topdress	10	10
Mow Surrounds	3-4	2-3
Mow Long Collars	2-3	2
<b>Tees</b>		
Mow Tees	3-4	2-3
Mow Tee Surrounds	3-4	3-4
Seed Divots	7	7
<b>Fairways</b>		
Mow Fairways	2	2
Mow Par 3 Fairways	2-3	2-3
Seed Divots	21	14
<b>Roughs</b>		
Mow Intermediate Roughs	3-4	3-4
Mow Roughs	7	7
Trim Roughs	7	7
Trim Clubhouse Lawns	7	7
<b>Bunkers</b>		
Rake - mechanical	1	1
Rake - manual		
Trim Edge	21	21
Edge	45	45
<b>Miscellaneous</b>		
Change Cups	1	1
Pick Up Litter	1	1
Seed Driving Range Tee	1-2	1-2
Mow Driving Range Tee	3-4	2-3
Mark Water Hazards	10	10
Trim around Trees	30	30
Trim Lake Banks	30	30
Trim Willow Trees	42	42
Sweep Cart paths	30	21
Edge Yardage Plates	21	21
Mow Parks (Spring)	7	7
Mow Parks	7	7

**VILLAGE LINKS/RESERVE 22**  
**Summary**

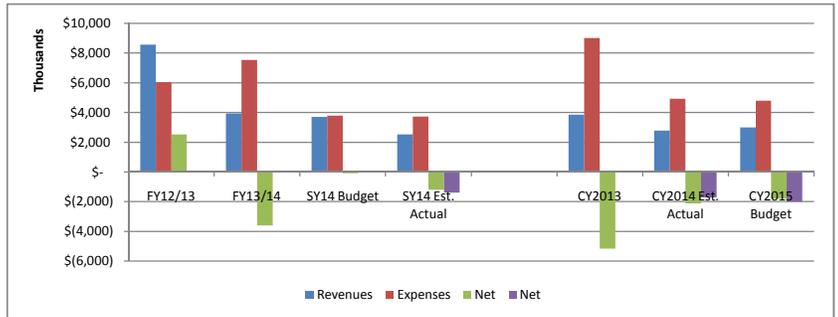
Village of Glen Ellyn  
 Calendar Year 2015 Budget

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
<b>Golf Revenues / Inflows (5500)</b>								
410400	Sales Tax	\$ 54,741	\$ 103,173	\$ 118,000	\$ 124,000	\$ 77,012	\$ 152,038	\$ 179,000
430200	State Grant Revenue	-	-	-	-	-	-	-
440550	Green Fees	1,677,590	1,587,834	1,525,000	1,586,000	1,569,807	1,697,138	1,800,000
440552	Food Service	516,871	1,147,236	1,300,000	-	828,812	-	-
440554	Pro Shop Sales	155,976	140,828	128,300	135,000	134,187	155,229	176,000
440555	Motor Carts	424,640	401,929	368,000	400,000	369,917	424,624	440,000
440556	Driving Range	178,820	120,287	180,000	210,000	93,339	236,948	265,000
440557	Resident Cards	27,820	34,685	10,000	14,000	29,020	36,915	38,000
440558	Parks	10,000	10,000	10,000	10,000	10,000	10,000	-
440600	Health Plan EE Contribution	229	-	-	-	13	-	-
460100	Investment Income	14,559	7,832	3,300	3,000	12,812	4,425	5,000
480480	Bond Proceeds	5,005,000	-	-	-	-	-	-
480455	Bond Premium	78,287	-	-	-	-	-	-
489000	Miscellaneous Revenue	74,608	82,441	63,000	48,000	76,399	73,084	88,000
489100	Miscellaneous -Over/Short	142	(954)	-	-	(818)	(99)	-
490800	Operating Transfer In	350,000	300,000	-	-	650,000	-	-
	<b>TOTAL GOLF REVENUES</b>	<b>\$ 8,569,283</b>	<b>\$ 3,935,291</b>	<b>\$ 3,705,600</b>	<b>\$ 2,530,000</b>	<b>\$ 3,850,500</b>	<b>\$ 2,790,302</b>	<b>\$ 2,991,000</b>
<b>Food Service Revenues / Inflows (5500)</b>								
441100	Food	\$ -	\$ -	\$ -	\$ 750,000	\$ -	\$ 938,130	\$ 1,100,000
441101	Liquor	-	-	-	115,000	-	149,241	172,000
441102	Beer	-	-	-	320,000	-	376,077	428,000
441103	Wine	-	-	-	110,000	-	145,716	170,000
441104	Beverages	-	-	-	80,000	-	93,681	107,000
441105	Café	-	-	-	10,000	-	11,742	14,000
441106	Room Charges	-	-	-	3,175	-	3,175	3,300
441107	Service Fees	-	-	-	5,679	-	5,679	5,700
441108	Paid Tips	-	-	-	-	-	-	-
	<b>TOTAL FOOD SERVICE REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,393,854</b>	<b>\$ -</b>	<b>\$ 1,723,441</b>	<b>\$ 2,000,000</b>
	<b>TOTAL RECREATION FUND REVENUES</b>	<b>\$ 8,569,283</b>	<b>\$ 3,935,291</b>	<b>\$ 3,705,600</b>	<b>\$ 3,923,854</b>	<b>\$ 3,850,500</b>	<b>\$ 4,513,743</b>	<b>\$ 4,991,000</b>
<b>Expenses/Outflows</b>								
55700	Administration	\$ 502,113	\$ 451,294	\$ 443,440	\$ 435,048	\$ 432,668	\$ 570,270	\$ 545,733
55710	Golf Course Maintenance	649,528	694,263	596,400	556,300	677,144	698,561	814,600
55720	Golf Services	627,294	641,353	465,600	519,458	648,081	644,672	651,500
55730	Food Services	477,579	1,135,481	1,160,300	1,175,517	833,297	1,512,675	1,607,600
55740	Parks Maintenance	26,564	14,126	22,500	22,400	17,323	24,127	22,730
55750	Pro Shop	193,530	163,065	118,700	83,962	165,958	203,684	166,670
55780	Motorized Carts	41,138	41,713	35,000	33,596	40,711	34,598	44,100
	Mechanical Maintenance	124,304	128,541	94,800	104,700	126,842	153,789	134,400
	<i>Total Operating Expenses</i>	2,642,050	3,269,836	2,936,740	2,930,981	2,942,024	3,842,376	3,987,333
	Debt Service	337,418	643,070	643,070	647,946	643,070	647,946	647,896
	Capital Outlay	3,056,227	3,627,751	210,965	150,000	5,420,343	427,488	159,300
	<b>TOTAL EXPENSES</b>	<b>\$ 6,035,695</b>	<b>\$ 7,540,657</b>	<b>\$ 3,790,775</b>	<b>\$ 3,728,927</b>	<b>\$ 9,005,437</b>	<b>\$ 4,917,810</b>	<b>\$ 4,794,529</b>
	<b>FUND INCREASE (DECREASE)</b>	<b>\$ 2,533,588</b>	<b>\$ (3,605,366)</b>	<b>\$ (85,175)</b>	<b>\$ 194,927</b>	<b>\$ (5,154,937)</b>	<b>\$ (404,067)</b>	<b>\$ 196,471</b>

**VILLAGE LINKS/RESERVE 22**  
**Summary**

*Village of Glen Ellyn*  
**Calendar Year 2015 Budget**

Available Cash Analysis (000's)		
Available, May 1, 2014	\$	1,222
Preliminary SY14 Inflow/(Outflow)	\$	195
Budgeted CY15 Inflow/(Outflow)	\$	196
Projected Available, December 31, 2015	\$	1,613
Cash Reserve required at December 31, 2015 (28% of CY2015 Operating Budget)	\$	1,116
Amount over (under) required reserve	\$	497



**BUDGET FOOTNOTES**  
**VILLAGE LINKS/RESERVE 22 – REVENUES**

1. **Green Fees Revenue** reflects an expected increase in programmed and golf outing rounds. The marketing budget to do this will increase by \$20,000.

2. **Miscellaneous Revenue:**

Includes the following revenue items:

Hand Cart Rental	\$22,000
Club Repairs	5,000
Handicaps	22,000
Locker Rental	7,000
Club Rental	8,000
Junior Golf Lessons	9,000
Adult Group Golf Lessons	7,000
Permanent Time Registration	<u>8,000</u>
Total	<u>\$88,000</u>

3. **Food Services Revenue** reflects an expected increase due to an aggressive marketing program, with additions of a new road sign, social media, and print advertising.

**VILLAGE LINKS/RESERVE 22**

**Administration**

(55700)

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
<b>Personnel Services</b>								
510100	Salaries	\$ 123,909	\$ 121,909	\$ 86,200	\$ 95,700	\$ 121,909	\$ 133,211	\$ 104,958
510400	FICA	8,589	8,799	6,600	7,273	8,790	10,107	8,029
510500	IMRF	14,990	14,994	11,200	11,975	15,164	16,471	11,346
	<b>Subtotal</b>	<b>147,488</b>	<b>145,702</b>	<b>104,000</b>	<b>114,948</b>	<b>145,863</b>	<b>159,789</b>	<b>124,333</b>
<b>Contractual Services</b>								
520600	Dues / Subscriptions	2,422	1,785	6,500	4,400	2,042	5,455	5,000
520620	Employee Education	-	-	-	-	-	-	-
520840	Bond Issuance Costs	82,884	-	-	-	11,169	-	-
520855	Paying Agent Fee	-	-	700	-	-	-	-
520875	Liability Insurance Deductible	-	752	-	-	752	-	-
520890	Health Insurance/Seasonal	-	-	-	-	-	-	-
520955	Sales Taxes-Links	57,775	91,685	118,000	127,000	70,264	149,627	179,000
521055	Professional Services	50	-	-	21,000	50	21,000	-
590120	Accounting Service Charge	60,000	60,000	40,200	49,500	60,000	69,500	80,000
590600	IFT / Health Insurance	95,499	99,620	117,840	77,000	87,557	107,295	93,100
590610	IFT / Insurance - General	51,000	47,200	36,200	36,200	48,467	51,933	56,300
	IFT / Transfer to Corporate Reserve	-	-	14,000	-	-	-	-
	<b>Subtotal</b>	<b>349,630</b>	<b>301,042</b>	<b>333,440</b>	<b>315,100</b>	<b>280,301</b>	<b>404,810</b>	<b>413,400</b>
<b>Commodities</b>								
530100	Office Supplies	4,995	4,550	6,000	5,000	6,504	5,671	8,000
	<b>Subtotal</b>	<b>4,995</b>	<b>4,550</b>	<b>6,000</b>	<b>5,000</b>	<b>6,504</b>	<b>5,671</b>	<b>8,000</b>
<b>Debt</b>								
551000	2010 Refunding Bonds Princ.	250,000	250,000	250,000	260,000	250,000	260,000	265,000
551005	2010 Refunding Bonds Int.	87,418	82,418	82,418	77,418	82,418	77,418	71,568
551130	2012 Clubhouse Bonds Principal	-	185,000	185,000	210,000	185,000	210,000	215,000
551135	2012 Clubhouse Bonds Interest	-	125,652	125,652	100,528	125,652	100,528	96,328
	<b>Subtotal</b>	<b>337,418</b>	<b>643,070</b>	<b>643,070</b>	<b>647,946</b>	<b>643,070</b>	<b>647,946</b>	<b>647,896</b>
<b>Capital Outlay</b>								
570100	Buildings	164,531	18,335	25,965	-	33,023	229	-
570135	Land Improvements	54,889	-	-	-	8,020	-	-
570155	Vehicles	23,499	-	-	-	-	-	-
580100	Capital Improvements	2,675,229	3,322,777	-	-	5,044,874	267,102	-
580110	Equipment	138,079	286,639	185,000	150,000	334,426	160,157	159,300
	<b>Subtotal</b>	<b>3,056,227</b>	<b>3,627,751</b>	<b>210,965</b>	<b>150,000</b>	<b>5,420,343</b>	<b>427,488</b>	<b>159,300</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 3,895,758</b>	<b>\$ 4,722,115</b>	<b>\$ 1,297,475</b>	<b>\$ 1,232,994</b>	<b>\$ 6,496,081</b>	<b>\$ 1,645,704</b>	<b>\$ 1,352,929</b>

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**BUDGET FOOTNOTES**  
**VILLAGE LINKS/RESERVE 22 – ADMINISTRATION DIVISION**

Between 2002 and 2013, the Recreation Department had a hiring freeze in effect for all full-time positions. In that time, through attrition we reduced the number of full-time staff from fifteen to seven. The only position that we filled from the outside during this period was Food Service Manager.

In 2013, we added a full-time Executive Chef to expand our culinary expertise with the opening of the new restaurant. That gave us two full-time staff in Food Services.

In 2014, we added a full-time Sous Chef in Food Services and three full-time Grounds workers.

In 2015, we expect to add a third full-time staff member in Food Services. This will coincide with a progressive increase in Food Service revenues to \$2,000,000 next year.

The Administration Division consists of the office of the Recreation Director and general expenses that support the operating divisions. This includes the expense of processing invoices for payment, payroll, Resident Cards and VIP Cards. This division prepares newsletters, flyers, signs and brochures. All department insurance expenses (with the exception of Liquor Liability, which is in Food Services) and all capital expenditures are in this division.

1. **Accounting Service Charge** – This charge is to cover general accounts payable, payroll, and other general accounting services performed by the Finance Department on behalf of the Recreation Department. A portion of personnel costs for the Business Office Coordinator is included here.
2. **IFT/Health insurance** – The number of full-time positions eligible for the health insurance benefit has increased. In 2013, an Executive Chef was added. In 2014, the Executive Chef was promoted to Food and Beverage Director (replacing the Food and Beverage Director who had resigned), and a Sous Chef was added. Also, in 2014, three grounds workers were added to full-time staff. We plan to add a full-time Assistant Manager in Food Services, increasing the number of eligible full-time employees to eleven.
3. **Debt Service Payments** - The first General Obligation Bond Issue was sold in 2003 to finance the golf course renovation. The 20-year bond issue for \$4,580,000 carried an average annual interest cost of 4.25%. The bond repayment schedule calls for annual principal and interest payments of about \$340,000. The total amount of all principal and interest payments to retire the bonds is \$6,830,000. The final payment is scheduled for January 1, 2023. In November 2010, a bond refunding was done to take advantage of lower interest rates. This refunding will save \$255,000 in interest over the life of the remaining debt. Most of the interest savings will be realized in 2023. General Obligation Bonds were issued to obtain the most favorable interest rate, with the full cost of retiring the bonds to be borne by the Recreation Fund.

**BUDGET FOOTNOTES**  
**VILLAGE LINKS/RESERVE 22 – ADMINISTRATION DIVISION**

The second General Obligation Bond Issue was sold in 2012 to finance the 2012 Facility Improvement Project. The 20-year bond issue for \$5,000,000 carries an average interest rate of 2.1% and an average annual debt service of \$310,000. The final debt service payment will be made in 2032.

All bond payments are funded from Village Links/Reserve 22 revenues. No property taxes are used.

**4. Equipment -**

	QTY	ITEM	CY15 BUDGET	
New	1	Entrance Sign	\$50,000	1
Replacement	1	Pro Core 1298 Fairways	40,000	2
Replacement	1	Fairway Sprayer	37,000	3
Replacement	1	Pro Core 648 Greens	24,000	4
Replacement	1	Flail Mower	7,000	5
Replacement	1	Rotor	1,300	6
		Total	\$159,300	

1. New sign to identify existence of Reserve 22.
2. Routine replacement of a worn fairway aerator.
3. Routine replacement of a worn fairway sprayer used to apply fungicides, fertilizers, and chemicals.
4. Routine replacement of a worn greens aerator.
5. Routine replacement of a worn mower.
6. Routine replacement of a rotor.

**VILLAGE LINKS/RESERVE 22**

**Golf Course Maintenance**  
(55710)

*Village of Glen Ellyn*  
**Calendar Year 2015 Budget**

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014	SY2014	Calendar	Calendar	Calendar	
				8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget	
<b>Golf Course Maintenance (55710)</b>									
<b>Personnel Services</b>									
510100	Salaries	\$ 114,447	\$ 111,372	\$ 110,700	\$ 110,700	\$ 110,657	\$ 145,399	\$ 273,500	1
510200	Overtime	-	10,125	1,000	1,000	10,094	1,031	1,000	
510300	Salaries - part time	214,504	246,141	200,000	200,000	240,074	220,666	150,000	1
510400	FICA	24,806	27,747	23,800	23,800	27,228	27,950	32,500	
510500	IMRF	31,535	35,612	30,100	30,100	34,920	36,686	43,200	
	<b>Subtotal</b>	<b>385,292</b>	<b>430,997</b>	<b>365,600</b>	<b>365,600</b>	<b>422,973</b>	<b>431,732</b>	<b>500,200</b>	
<b>Contractual Services</b>									
520620	Employee Education	360	295	3,000	-	375	110	3,000	
520625	Travel	-	-	-	-	-	-	-	
520630	State Unemployment Claims	28,070	21,580	36,000	11,000	22,537	13,472	36,000	
520970	Maintenance-Bldg & Grounds	5,912	6,346	3,500	4,200	3,384	9,124	5,000	
520980	Maintenance-Drain & Irrig	24,154	4,167	4,000	3,600	20,483	3,600	6,000	2
521055	Professional Services-Other	1,800	-	1,900	2,400	-	2,400	1,900	3
521195	Telecommunications	3,814	4,633	2,400	2,600	4,648	4,176	3,000	
521200	Utilities	20,457	35,191	25,000	16,000	21,926	34,234	38,000	4
	<b>Subtotal</b>	<b>84,567</b>	<b>72,212</b>	<b>75,800</b>	<b>39,800</b>	<b>73,353</b>	<b>67,116</b>	<b>92,900</b>	
<b>Commodities</b>									
530105	Operating Supplies	18,254	28,925	16,500	16,500	27,920	23,461	20,000	5
530300	Gas & Oil	30,751	34,128	24,000	20,000	34,840	24,027	30,000	
530415	Fertilizer	25,582	26,827	30,000	28,700	29,839	28,700	50,000	6
530425	Landscape Supplies	11,452	23,807	16,500	16,700	18,718	22,780	25,000	7
530435	Sod, Seed, Sand & Gravel	15,219	15,810	16,500	18,000	18,739	19,864	25,000	8
530440	Treatment Costs & Pesticides	75,895	60,216	50,000	50,000	49,482	79,393	70,000	9
530445	Uniforms	2,516	1,341	1,500	1,000	1,280	1,488	1,500	
	<b>Subtotal</b>	<b>179,669</b>	<b>191,054</b>	<b>155,000</b>	<b>150,900</b>	<b>180,818</b>	<b>199,713</b>	<b>221,500</b>	
	<b>TOTAL - Golf Course Grounds</b>	<b>\$ 649,528</b>	<b>\$ 694,263</b>	<b>\$ 596,400</b>	<b>\$ 556,300</b>	<b>\$ 677,144</b>	<b>\$ 698,561</b>	<b>\$ 814,600</b>	

**BUDGET FOOTNOTES**  
**VILLAGE LINKS/RESERVE 22 – GOLF COURSE MAINTENANCE**

*This Division is responsible for maintaining the 240-acre Village Links golf course, including the clubhouse site, practice facilities, parking lots, storm water detention system and fences.*

1. **Salaries** - In 2014, three seasonal grounds workers were reclassified as full-time employees. As a result, Salaries is increasing, and Salaries – part time is being reduced. This reclassification will reflect in several divisions, including Grounds Maintenance, Stormwater Management, and all Mechanical Maintenance divisions.
2. **Maintenance – Drainage & Irrigation** - Includes drain tile, irrigation parts (sprinklers, controllers, pipe, wire), and rental of air compressor to drain the system in the fall.
3. **Professional Services – Other** - Includes laboratory testing of soils, topdressing and irrigation water, and consultation services with the United States Golf Association.
4. **Utilities** - Includes heat and electricity for the maintenance building, and electricity to operate the irrigation system.
5. **Operating Supplies** - Includes bunker rakes; green and tee equipment: golf flags and flagsticks, cups, tee markers, benches, ball washers, trash containers; miscellaneous supplies: paints, stains, soaps, detergents, etc. Provides for the cost of leasing special equipment used on projects.
6. **Fertilizer** - Includes fertilizer for greens, tees, driving range tees, fairways, and roughs. The cost of fertilizer is tied closely to the cost of petroleum and remains quite volatile.
7. **Landscape Supplies** - Includes materials used in the planting and care of all landscaping and trees at the golf course. This includes new trees and shrubs, annual flowers, spring bulbs, contract tree trimming, and materials (mulch, decorative stone, soil amendments, timbers, fabric, etc.).
8. **Sod, Seed, Sand & Gravel** - Includes seed, sod, bunker sand, greens topdressing and driving range tee soil. We topdress greens with sand to improve putting conditions and control thatch. We add sand to bunkers to maintain playability.
9. **Treatment Costs & Pesticides** - Includes insecticides, wetting agents, herbicides, plant growth regulators, fungicides, plastic spray and miscellaneous specialized pesticides. The actual expense level in this line item can vary greatly, depending on weather conditions and pest activity. We continue to rely more on post patent products that are priced more competitively. We will continue to experiment with reducing the frequency of some applications, taking advantage of disease resistance inherent in the bentgrass varieties on the 18-hole course.

**VILLAGE LINKS/RESERVE 22**

**Golf Services**

(55720)

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	
<b>Golf Services (55720)</b>									
<b>Personnel Services</b>									
510100	Salaries	\$ 198,270	\$ 193,489	\$ 149,500	\$ 126,200	\$ 192,270	\$ 186,589	\$ 148,000	1
510200	Overtime	899	1,784	-	4,700	1,784	4,700	2,000	
510300	Salaries - part time	161,306	176,210	111,700	160,000	178,060	170,732	180,000	1
510400	FICA	26,784	27,682	20,500	22,108	27,683	27,339	25,900	
510500	IMRF	30,185	30,673	30,500	20,850	30,279	28,952	30,600	
	<b>Subtotal</b>	<b>417,444</b>	<b>429,838</b>	<b>312,200</b>	<b>333,858</b>	<b>430,076</b>	<b>418,312</b>	<b>386,500</b>	
<b>Contractual Services</b>									
520600	Dues / Subscriptions	3,736	3,590	3,600	3,600	3,590	3,600	4,000	
520620	Employee Education	1,018	2,300	1,500	2,100	1,318	4,100	1,500	
520625	Travel	-	-	-	-	-	-	1,500	
520630	State Unemployment Claims	8,439	13,904	12,000	8,000	16,904	9,905	14,000	
520810	Credit Card Fees	50,276	54,558	31,200	45,000	48,616	54,640	54,000	
520900	Postage	3,609	2,610	3,000	4,500	3,711	4,641	4,500	
520903	Marketing	-	4,995	-	19,500	-	24,495	45,000	2
520905	Printing	5,023	9,435	6,000	4,500	10,184	6,055	9,000	3
520940	Club Repair	4,326	1,425	2,100	4,000	1,491	4,039	3,000	4
520950	Handicaps Fees	20,320	19,160	20,000	17,700	19,200	17,700	20,000	5
521195	Telecommunications	8,724	7,543	3,300	6,700	5,435	10,049	10,000	
521200	Utilities	23,213	20,807	16,700	20,000	21,427	28,483	25,000	
	<b>Subtotal</b>	<b>128,684</b>	<b>140,327</b>	<b>99,400</b>	<b>135,600</b>	<b>131,876</b>	<b>167,707</b>	<b>191,500</b>	
<b>Commodities</b>									
530105	Operating Supplies	79,678	68,554	51,000	50,000	82,007	58,653	70,000	6
530445	Uniforms	1,488	2,634	3,000	-	4,122	-	3,500	
	<b>Subtotal</b>	<b>81,166</b>	<b>71,188</b>	<b>54,000</b>	<b>50,000</b>	<b>86,129</b>	<b>58,653</b>	<b>73,500</b>	
	<b>TOTAL - Golf Services</b>	<b>\$ 627,294</b>	<b>\$ 641,353</b>	<b>\$ 465,600</b>	<b>\$ 519,458</b>	<b>\$ 648,081</b>	<b>\$ 644,672</b>	<b>\$ 651,500</b>	

**BUDGET FOOTNOTES**  
**VILLAGE LINKS/RESERVE 22 – GOLF SERVICES**

*This Division schedules play, sells green fees, and monitors play of the golf courses. It also operates the driving range, sells resident cards, lockers, handicaps, club repairs, and conducts golf events and instruction programs.*

1. **Salaries** - With the appointment of Director of Golf to Interim General Manager, the Head Golf Professional and 1<sup>st</sup> Assistant Golf Professional will be promoted to Interim Director of Golf and Interim Head Golf Professional, respectively. The 1<sup>st</sup> Assistant Golf Professional position is anticipated to not be replaced, reducing the number of full-time positions to two. The seasonal employees and supervisors will be expected to handle some of the workload, which will slightly increase Salaries – part time.
2. **Marketing** – New marketing efforts with retention of two marketing firms: (1) Legendary Marketing will focus on website, social media, and e-mail marketing; and (2) Rule 29 will focus on social media, e-mail, print, brochures, and on-site promotions, as well as provide some interior design work. Initial outlay of funds will be aggressive with the plan to decrease expenditures after the initial discovery process. These costs will be shared with the Food Services Division.
3. **Printing** - Includes cost of printing newsletters, brochures, stationery, envelopes and score cards.
4. **Club Repair** - Club repair revenue exceeds expense and is reported in Miscellaneous Revenue 5500-489000.
5. **Handicaps Fees** - We provide golf handicaps as a service to our customers. We collect a fee from each handicap customer that covers the handicap fee charged to us by the Chicago District Golf Association. Handicap revenue is reported in Miscellaneous Revenue 5500-489000.
6. **Operating Supplies** - Includes driving range balls and baskets. Includes score card pencils, janitorial supplies, rest room supplies, and office supplies. Includes rental of equipment for special events (tents, tables, chairs, linens, etc.).

**VILLAGE LINKS/RESERVE 22**

**Reserve 22**

(55730)

*Village of Glen Ellyn  
Calendar Year 2015 Budget*

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014	SY2014	Calendar	Calendar	Calendar	
				8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget	
<b>Reserve 22 Division (55730)</b>									
<b>Personnel Services</b>									
510100	Salaries	\$ 68,061	\$ 117,261	\$ 90,700	\$ 83,000	\$ 97,476	\$ 123,111	\$ 156,200	1
510200	Overtime	-	10,264	1,000	15,000	10,199	15,065	3,000	
510300	Salaries - part time	159,008	351,378	366,000	390,000	249,406	492,905	480,000	1
510400	FICA	19,168	46,159	35,000	37,332	33,976	51,035	48,900	
510500	IMRF	9,900	18,328	35,600	15,000	14,804	20,930	28,500	
	<b>Subtotal</b>	<b>256,137</b>	<b>543,390</b>	<b>528,300</b>	<b>540,332</b>	<b>405,861</b>	<b>703,046</b>	<b>716,600</b>	
<b>Contractual Services</b>									
520600	Dues / Subscriptions	3,525	1,135	3,500	600	1,135	1,125	3,500	
520615	Recruiting and Testing	419	-	-	3,500	419	3,500	-	
520620	Employee Education	156	320	500	250	320	250	600	
520630	State Unemployment Claims	2,871	11,115	-	35	9,335	3,560	-	
520810	Credit Card Fees	3,491	3,789	19,100	5,000	3,376	5,670	30,000	2
520875	Liability Insurance Deductible	968	967	2,600	-	968	967	4,000	
520903	Advertising/Promotion	-	21,150	33,300	30,000	19,825	31,325	45,000	3
520904	Entertainment	-	15,500	26,700	15,000	6,850	23,650	30,000	4
520905	Printing	-	-	-	-	-	-	-	
521195	Telecommunications	1,599	1,631	1,000	1,800	1,629	2,371	1,700	
521200	Utilities	7,620	21,423	20,000	29,000	8,682	41,741	30,000	
	<b>Subtotal</b>	<b>20,649</b>	<b>77,030</b>	<b>106,700</b>	<b>85,185</b>	<b>52,539</b>	<b>114,159</b>	<b>144,800</b>	
<b>Commodities</b>									
530105	Operating Supplies	11,279	60,721	52,000	58,000	48,666	71,837	70,000	5
530400	Beer	40,929	76,570	91,900	88,000	64,075	101,750	119,800	6
530401	Wine	-	33,825	36,400	40,000	22,064	51,761	61,200	7
530402	Spirits	2,794	27,978	26,400	21,000	18,615	30,363	41,200	8
530405	Beverages/Resale	29,393	35,839	50,100	29,000	31,489	35,341	28,000	9
530410	Dry Goods	6,089	7,715	10,400	11,000	6,241	12,662	16,000	
530420	Food/Resale	109,879	254,045	241,200	285,000	172,603	369,532	385,000	10
530445	Uniforms	430	6,566	4,500	3,000	3,518	3,048	4,000	
530446	Linens and Rentals	-	11,802	12,400	15,000	7,626	19,176	21,000	11
	<b>Subtotal</b>	<b>200,793</b>	<b>515,061</b>	<b>525,300</b>	<b>550,000</b>	<b>374,897</b>	<b>695,470</b>	<b>746,200</b>	
	<b>TOTAL EXPENDITURES</b>	<b>\$ 477,579</b>	<b>\$ 1,135,481</b>	<b>\$ 1,160,300</b>	<b>\$ 1,175,517</b>	<b>\$ 833,297</b>	<b>\$ 1,512,675</b>	<b>\$ 1,607,600</b>	<b>12</b>

**BUDGET FOOTNOTES**  
**VILLAGE LINKS/RESERVE 22 – RESERVE 22**

*This Division offers food and beverage service at Reserve 22, at the Halfway House, through an on-course beverage cart, and through vending machines.*

1. **Salaries** – With the promotion of the Executive Chef to Director of Food and Beverage, Sous Chef, and planned addition of an Assistant Manager, Salaries will increase and Salaries – part time should be reduced. Floor supervisors, a banquet captain, and banquet sales positions are planned to be hired, but mostly on a part-time, commissioned basis. The introduction of Obama health care will make continuity and consistency of staff a real challenge. Total payroll costs are expected to be 35-36% of revenues.
2. **Credit Card Fees** – Credit card processing fees will increase with the expected growth in revenues.
3. **Advertising/Promotion** – New marketing efforts with retention of two marketing firms: (1) Legendary Marketing will focus on website, social media, and e-mail marketing; and (2) Rule 29 will focus on social media, e-mail, print, brochures, and on-site promotions, as well as provide some interior design work. Initial outlay of funds will be aggressive, with the plan to decrease expenditures after the initial discovery process. These costs will be shared with the Golf Services Division.
4. **Entertainment** - Live entertainment will be provided in the Reserve 22 bar on weekends.
5. **Operating Supplies** – Includes tableware, glassware, kitchenware, janitorial and sanitation supplies.
6. **Beer** – beer costs are expected to be approximately 25-28% of revenues.
7. **Wine** – wine costs are expected to be approximately 33-36% of revenues.
8. **Spirits** – liquor costs are expected to be approximately 22-24% of revenues.
9. **Beverages/Resale** – non-alcoholic beverage costs are expected to be approximately 24-26% of revenues.
10. **Food/Resale** – food costs are expected to be approximately 32-35% of revenues.
11. **Linens and Rentals** – Includes all linens for banquets, aprons, chef clothes, and dish rags.
12. **Total Expenditures** – Target for total cost of sales is 80%, while constantly refining our cost control procedures to decrease this percentage.

**VILLAGE LINKS/RESERVE 22**

**Stormwater Management**

(55740)

Village of Glen Ellyn

Calendar Year 2015 Budget

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014	SY2014	Calendar Year 2013 Actual	Calendar Year 2014 Est. Actual	Calendar Year 2015 Budget	
				8 Month Revised Budget	8 Month Estimated Actual				
<b>Stormwater Management (55740)</b>									
<b>Personnel Services</b>									
510100	Salaries	\$ 2,260	\$ 2,274	\$ 4,900	\$ 4,600	\$ 2,260	\$ 5,309	\$ 3,200	1
510300	Salaries - part time	20,092	9,630	13,000	13,000	12,296	13,738	16,200	1
510400	FICA	1,702	902	1,400	1,400	1,105	1,508	1,484	
510500	IMRF	2,031	1,320	1,700	1,900	1,662	2,072	346	
	<b>Subtotal</b>	26,085	14,126	21,000	20,900	17,323	22,627	21,230	
<b>Commodities</b>									
530105	Operating Supplies	479	-	-	-	-	-	-	
530435	Sod, Seed, Sand, Gravel	-	-	1,500	1,500	-	1,500	1,500	
	<b>Subtotal</b>	479	-	1,500	1,500	-	1,500	1,500	
<b>TOTAL - Stormwater Management</b>		<b>\$ 26,564</b>	<b>\$ 14,126</b>	<b>\$ 22,500</b>	<b>\$ 22,400</b>	<b>\$ 17,323</b>	<b>\$ 24,127</b>	<b>\$ 22,730</b>	

**BUDGET FOOTNOTES**  
**VILLAGE LINKS/RESERVE 22 – STORMWATER MANAGEMENT (55740)**

*This Division performs all grounds maintenance for Panfish Park, Lambert Lake, and Co-Op Park.*

1. **Salaries** - In 2014, three seasonal grounds workers were reclassified as full-time employees. As a result, Salaries is increasing, and Salaries – part-time is being reduced. This reclassification will reflect in several divisions, including Grounds Maintenance, Stormwater Management, and all Mechanical Maintenance divisions. In addition, the increased cost is due to a more intense maintenance schedule for improving the appearance of the three parks, primarily Panfish Park.

**VILLAGE LINKS/RESERVE 22**

**Pro Shop Merchandise**

(55750)

*Village of Glen Ellyn  
Calendar Year 2015 Budget*

<b>Object Code</b>	<b>Account Description</b>	<b>FY12/13 Actual</b>	<b>FY13/14 Actual</b>	<b>SY2014 8 Month Revised Budget</b>	<b>SY2014 8 Month Estimated Actual</b>	<b>Calendar Year 2013 Actual</b>	<b>Calendar Year 2014 Est. Actual</b>	<b>Calendar Year 2015 Budget</b>	
<b>Pro Shop Merchandise (55750)</b>									
<b>Personnel Services</b>									
510100	Salaries	\$ 42,354	\$ 42,622	\$ 11,600	\$ 10,945	\$ 42,354	\$ 55,654	\$ 16,710	1
510400	FICA	3,112	3,130	900	820	3,109	4,089	1,270	
510500	IMRF	4,989	5,110	1,200	1,320	5,410	6,964	2,090	
	<b>Subtotal</b>	<b>50,455</b>	<b>50,862</b>	<b>13,700</b>	<b>13,085</b>	<b>50,873</b>	<b>66,707</b>	<b>20,070</b>	
<b>Contractual Services</b>									
520810	Credit Card Fees	4,888	5,304	1,800	5,700	4,727	5,664	6,000	
520900	Postage	-	14	-	-	-	-	-	
520945	Products/Resale	134,768	98,226	99,400	61,577	105,005	121,400	133,000	2
521195	Telecommunications	1,947	2,273	1,500	1,600	2,132	2,969	2,600	
	<b>Subtotal</b>	<b>141,603</b>	<b>105,817</b>	<b>102,700</b>	<b>68,877</b>	<b>111,864</b>	<b>130,033</b>	<b>141,600</b>	
<b>Commodities</b>									
530105	Operating Supplies	1,472	6,386	2,300	2,000	3,221	6,944	5,000	
	<b>Subtotal</b>	<b>1,472</b>	<b>6,386</b>	<b>2,300</b>	<b>2,000</b>	<b>3,221</b>	<b>6,944</b>	<b>5,000</b>	
	<b>TOTAL - Pro Shop</b>	<b>\$ 193,530</b>	<b>\$ 163,065</b>	<b>\$ 118,700</b>	<b>\$ 83,962</b>	<b>\$ 165,958</b>	<b>\$ 203,684</b>	<b>\$ 166,670</b>	

**BUDGET FOOTNOTES**  
**VILLAGE LINKS/RESERVE 22 – PRO SHOP (55750)**

*This Division operates a retail golf equipment and apparel business.*

1. **Salaries** - Golf operations staff is decreased to two full-time positions. We intend to significantly decrease inventory to include mostly high turnover merchandise, requiring less time spent merchandising and more time spent managing and supervising golf operations and selling golf outings.
  
2. **Products/Resale** - The cost of goods sold of Pro Shop merchandise is about 76%.

**VILLAGE LINKS/RESERVE 22**

**Motorized Carts  
(55780)**

*Village of Glen Ellyn  
Calendar Year 2015 Budget*

<u>Object Code</u>	<u>Account Description</u>	<u>FY12/13 Actual</u>	<u>FY13/14 Actual</u>	<u>SY2014 8 Month Revised Budget</u>	<u>SY2014 8 Month Estimated Actual</u>	<u>Calendar Year 2013 Actual</u>	<u>Calendar Year 2014 Est. Actual</u>	<u>Calendar Year 2015 Budget</u>
<b>Motorized Carts (55780)</b>								
<b>Personnel Services</b>								
510300	Salaries - part time	\$ 28,125	\$ 27,472	\$ 19,500	\$ 21,000	\$ 27,137	\$ 21,335	\$ 28,000
510400	FICA	2,152	2,102	1,500	1,596	2,076	1,622	2,100
510500	IMRF	17	-	-	-	-	-	-
	<b>Subtotal</b>	<u>30,294</u>	<u>29,574</u>	<u>21,000</u>	<u>22,596</u>	<u>29,213</u>	<u>22,957</u>	<u>30,100</u>
<b>Commodities</b>								
530300	Gas and Oil	<u>10,844</u>	<u>12,139</u>	<u>14,000</u>	<u>11,000</u>	<u>11,498</u>	<u>11,641</u>	<u>14,000</u>
	<b>Subtotal</b>	<u>10,844</u>	<u>12,139</u>	<u>14,000</u>	<u>11,000</u>	<u>11,498</u>	<u>11,641</u>	<u>14,000</u>
	<b>TOTAL - Motorized Carts</b>	<u>\$ 41,138</u>	<u>\$ 41,713</u>	<u>\$ 35,000</u>	<u>\$ 33,596</u>	<u>\$ 40,711</u>	<u>\$ 34,598</u>	<u>\$ 44,100</u>

This Division rents and services the motorized golf cart fleet (87 carts).

**VILLAGE LINKS/RESERVE 22**  
**Mechanical Maintenance Summary**  
(557X5)

Village of Glen Ellyn  
Calendar Year 2015 Budget

<b>Object Code</b>	<b>Account Description</b>	<b>FY12/13 Actual</b>	<b>FY13/14 Actual</b>	<b>SY2014 8 Month Revised Budget</b>	<b>SY2014 8 Month Estimated Actual</b>	<b>Calendar Year 2013 Actual</b>	<b>Calendar Year 2014 Est. Actual</b>	<b>Calendar Year 2015 Budget</b>	
<b>Mechanical Maintenance (557X5)</b>									
<b>Personnel Services</b>									
510100	Salaries	\$ 34,660	\$ 34,865	\$ 54,400	\$ 54,400	\$ 34,660	\$ 65,269	\$ 72,000	1
510200	Overtime	-	-	-	-	-	-	-	
510300	Salaries - part time	29,806	32,162	-	4,000	33,643	15,346	10,000	1
510400	FICA	4,788	4,978	4,200	4,600	5,076	6,254	5,900	
510500	IMRF	7,695	8,120	7,100	7,700	8,395	10,322	10,200	
	<b>Subtotal</b>	<u>76,949</u>	<u>80,125</u>	<u>65,700</u>	<u>70,700</u>	<u>81,774</u>	<u>97,191</u>	<u>98,100</u>	
<b>Contractual Services</b>									
520970	Maintenance-Bldg & Grounds	940	3,834	5,300	9,300	3,380	10,500	5,500	
520975	Maintenance-Equipment	40,824	37,659	21,300	20,800	35,219	39,206	27,300	
	<b>Subtotal</b>	<u>41,764</u>	<u>41,493</u>	<u>26,600</u>	<u>30,100</u>	<u>38,599</u>	<u>49,706</u>	<u>32,800</u>	
<b>Commodities</b>									
530105	Operating Supplies	5,122	6,923	2,100	3,500	6,419	6,492	3,000	
530445	Uniforms	469	-	400	400	50	400	500	
	<b>Subtotal</b>	<u>5,591</u>	<u>6,923</u>	<u>2,500</u>	<u>3,900</u>	<u>6,469</u>	<u>6,892</u>	<u>3,500</u>	
	<b>TOTAL - Mech Maintenance</b>	<u>\$ 124,304</u>	<u>\$ 128,541</u>	<u>\$ 94,800</u>	<u>\$ 104,700</u>	<u>\$ 126,842</u>	<u>\$ 153,789</u>	<u>\$ 134,400</u>	

**VILLAGE LINKS/RESERVE 22**  
**Mechanical Maintenance Detail**

*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	
<b>55705 - Administration</b>									
<b>Contractual Services</b>									
520975	Maintenance-Equipment	\$ -	\$ -	\$ 1,000	\$ 500	\$ -	\$ 500	\$ 1,000	
<b>Total - Admin</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 1,000</b>	
<b>55715 - Grounds Maintenance</b>									
<b>Personnel Services</b>									
510100	Salaries	\$ 24,544	\$ 24,688	\$ 40,600	\$ 40,600	\$ 24,544	\$ 48,296	\$ 42,900	1
510200	Overtime	-	-	-	-	-	-	-	
510300	Salaries - part time	27,016	31,623	-	4,000	31,880	14,859	10,000	1
510400	FICA	3,840	4,199	3,100	3,500	4,208	4,886	3,600	
510500	IMRF	6,171	6,851	5,300	5,900	6,960	8,099	6,500	
<b>Subtotal</b>		<b>61,571</b>	<b>67,361</b>	<b>49,000</b>	<b>54,000</b>	<b>67,592</b>	<b>76,140</b>	<b>63,000</b>	
<b>Contractual Services</b>									
520970	Maintenance-Building & Grounds	84	1,117	1,800	1,800	672	2,245	2,000	
520975	Maintenance-Equipment	27,307	28,577	15,000	15,000	23,157	29,431	20,000	
<b>Subtotal</b>		<b>27,391</b>	<b>29,694</b>	<b>16,800</b>	<b>16,800</b>	<b>23,829</b>	<b>31,676</b>	<b>22,000</b>	
<b>Commodities</b>									
530105	Operating Supplies	5,053	6,225	2,100	3,500	5,652	6,492	3,000	
530445	Uniforms	469	-	400	400	50	400	500	
<b>Subtotal</b>		<b>5,522</b>	<b>6,225</b>	<b>2,500</b>	<b>3,900</b>	<b>5,702</b>	<b>6,892</b>	<b>3,500</b>	
<b>Total - Grounds</b>		<b>\$ 94,484</b>	<b>\$ 103,280</b>	<b>\$ 68,300</b>	<b>\$ 74,700</b>	<b>\$ 97,123</b>	<b>\$ 114,708</b>	<b>\$ 88,500</b>	

**VILLAGE LINKS/RESERVE 22**  
**Mechanical Maintenance Detail**

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	
<b>55725 - Golf Services</b>									
<b>Personnel Services</b>									
510100	Salaries	\$ 2,260	\$ 2,274	\$ 2,300	\$ 2,300	\$ 2,260	\$ 3,009	\$ 4,700	1
510300	Salaries - part time	1,711	104	-	-	1,711	104	-	1
510400	FICA	296	174	200	200	296	260	400	
510500	IMRF	481	283	300	300	489	394	600	
	<b>Subtotal</b>	<b>4,748</b>	<b>2,835</b>	<b>2,800</b>	<b>2,800</b>	<b>4,756</b>	<b>3,767</b>	<b>5,700</b>	
<b>Contractual Services</b>									
520970	Maintenance-Building & Grounds	746	2,122	1,500	1,500	2,390	1,978	1,500	
520975	Maintenance-Equipment	4,196	2,521	1,500	1,500	4,545	2,531	2,500	
	<b>Subtotal</b>	<b>4,942</b>	<b>4,643</b>	<b>3,000</b>	<b>3,000</b>	<b>6,935</b>	<b>4,509</b>	<b>4,000</b>	
<b>Commodities</b>									
530105	Operating Supplies	69	698	-	-	767	-	-	
	<b>Total - Golf</b>	<b>\$ 9,759</b>	<b>\$ 8,176</b>	<b>\$ 5,800</b>	<b>\$ 5,800</b>	<b>\$ 12,458</b>	<b>\$ 8,276</b>	<b>\$ 9,700</b>	

<b>55735 - Food Services</b>									
<b>Personnel Services</b>									
510100	Salaries	\$ 4,321	\$ 4,347	\$ 6,400	\$ 6,400	\$ 4,321	\$ 7,755	\$ 15,600	1
510300	Salaries - part time	82	435	-	-	52	383	-	1
510400	FICA	320	348	500	500	317	628	1,200	
510500	IMRF	512	567	800	800	524	1,002	2,000	
	<b>Subtotal</b>	<b>5,235</b>	<b>5,697</b>	<b>7,700</b>	<b>7,700</b>	<b>5,214</b>	<b>9,768</b>	<b>18,800</b>	
<b>Contractual Services</b>									
520970	Maintenance-Building & Grounds	110	595	2,000	6,000	318	6,277	2,000	
520975	Maintenance-Equipment	6,948	5,741	2,500	2,500	7,199	4,942	2,500	
	<b>Subtotal</b>	<b>7,058</b>	<b>6,336</b>	<b>4,500</b>	<b>8,500</b>	<b>7,517</b>	<b>11,219</b>	<b>4,500</b>	
	<b>Total - Food</b>	<b>\$ 12,293</b>	<b>\$ 12,033</b>	<b>\$ 12,200</b>	<b>\$ 16,200</b>	<b>\$ 12,731</b>	<b>\$ 20,987</b>	<b>\$ 23,300</b>	

**VILLAGE LINKS/RESERVE 22**  
**Mechanical Maintenance Detail**

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
<b>55755 - Pro Shop</b>								
<b>Contractual Services</b>								
520975	Maintenance-Equipment	\$ 500	\$ 502	\$ 300	\$ 300	\$ -	\$ 802	\$ 300
<b>Total - Pro Shop</b>		<b>\$ 500</b>	<b>\$ 502</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ 802</b>	<b>\$ 300</b>
<b>55785 - Motorized Carts</b>								
<b>Personnel Services</b>								
510100	Salaries	\$ 3,535	\$ 3,556	\$ 5,100	\$ 5,100	\$ 3,535	\$ 6,209	\$ 8,800
510300	Salaries - part time	997	-	-	-	-	-	-
510400	FICA	332	257	400	400	255	480	700
510500	IMRF	531	419	700	700	422	827	1,100
<b>Subtotal</b>		<b>5,395</b>	<b>4,232</b>	<b>6,200</b>	<b>6,200</b>	<b>4,212</b>	<b>7,516</b>	<b>10,600</b>
<b>Contractual Services</b>								
520975	Maintenance-Equipment	1,873	318	1,000	1,000	318	1,000	1,000
<b>Subtotal</b>		<b>1,873</b>	<b>318</b>	<b>1,000</b>	<b>1,000</b>	<b>318</b>	<b>1,000</b>	<b>1,000</b>
<b>Commodities</b>								
530105	Operating Supplies	-	-	-	-	-	-	-
<b>Subtotal</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total - Carts</b>		<b>\$ 7,268</b>	<b>\$ 4,550</b>	<b>\$ 7,200</b>	<b>\$ 7,200</b>	<b>\$ 4,530</b>	<b>\$ 8,516</b>	<b>\$ 11,600</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 124,304</b>	<b>\$ 128,541</b>	<b>\$ 94,800</b>	<b>\$ 104,700</b>	<b>\$ 126,842</b>	<b>\$ 153,789</b>	<b>\$ 134,400</b>

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**BUDGET FOOTNOTES**  
**VILLAGE LINKS/RESERVE 22 – MECHANICAL MAINTENANCE (557X5)**

*This is a summary of Mechanical Maintenance expenditures for the maintenance of Equipment and Buildings.*

1. **Salaries** - In 2014, three seasonal grounds workers were reclassified as full-time employees. As a result, Salaries is increasing, and Salaries – part time is being reduced. This reclassification will reflect in several divisions, including Grounds Maintenance, Stormwater Management, and all Mechanical Maintenance divisions.

VILLAGE OF GLEN ELLYN  
CY 15 ANNUAL BUDGET  
PERSONNEL SCHEDULE

**VILLAGE LINKS/RESERVE 22**

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY11/12 Budgeted Employees</u>	<u>FY12/13 Budgeted Employees</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>CY 15 Budgeted Employees</u>
<b>Administration</b>							
General Manager	FT	S	1.0	1.0	1.0	1.0	1.0
<b>Grounds</b>							
Golf Course Superintendent	FT	O	1.0	1.0	1.0	1.0	1.0
Assistant Golf Course Superintendent	FT	I	1.0	1.0	1.0	1.0	1.0
Grounds Worker I	FT	A-3	-	-	-	3.0	3.0
Horticulturist	FT		1.0	-	-	-	-
Seasonal Staff	PT	N/A	10.5	10.1	11.1	9.0	8.0
<b>Golf</b>							
Assistant Recreation Director	FT	P	1.0	1.0	1.0	1.0	-
Director of Golf	FT		-	-	-	-	-
Head Golf Professional	FT	K	1.0	1.0	1.0	1.0	1.0
First Assistant Golf Professional	FT	H	1.0	1.0	1.0	1.0	1.0
Seasonal Staff	PT	N/A	8.3	8.5	10.4	9.5	9.5
<b>Reserve 22</b>							
Food & Beverage Manager	FT	L	1.0	1.0	1.0	1.0	-
Executive Chef / Dir. Of Food & Bev	FT	H	-	-	1.0	1.0	1.0
Assistant Food & Beverage Manager	FT	A-2	-	-	-	-	2.0
Floor Supervisors	PT	A-1	-	-	-	-	2.0
Seasonal Staff /1	PT	N/A	10.3	10.4	15.0	20.0	19.0
<b>TOTAL EMPLOYEES (Full-time Equivalents)</b>			<b><u>37.1</u></b>	<b><u>36.0</u></b>	<b><u>44.5</u></b>	<b><u>49.5</u></b>	<b><u>49.5</u></b>
Full-time Number of Positions			8	7	8	11	11
Part-time Number of Positions /1			100	100	120	150	141

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

/1 Part-time FTE count is being recalculated to reflect the new part-time/seasonal staffing needs of the new restaurant (Reserve 22) operations.

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# CAPITAL PROGRAM SUMMARY

The infrastructure built and maintained by the Village provides backbone or grid for the community to operate. This infrastructure is created through the planning and execution of a capital projects program, which includes design, construction, and significant maintenance of streets, water and sanitary infrastructure, storm and water sewers, street lights, public facilities, and sidewalks. Capital projects give rise to large, tangible Village assets. Municipal governments need to identify long-term capital needs and create an effective plan in which to maintain and enhance infrastructure.

## CAPITAL PROGRAM GOALS

Capital planning and budgeting is a continual process for the Village. Successful project completion relies upon the execution of the goals that the Village has targeted. This coming year, the Village plans to execute the following goals:

- Implement a plan to address unfunded and/or unscheduled capital projects including village facilities (including the police station), central business district over/underpass, downtown street and streetscape, fire station #1, and a downtown parking structure.
- Execute the short year Calendar Year 2015 capital budget.

## 10-YEAR CAPITAL PLAN

In November 2012, the Village updated its 10-year capital improvements plan to detail the investment into its infrastructure over the next 10 years. This plan was presented to the Village Board at the November 19, 2012 board workshop and detailed the anticipated investment for all of the Village funds. At a Village Board Workshop on July 21, 2014, a proposed revision to the 10-year capital improvement plan was presented to the Village Board. This revision included deferring reconstruction of curb-less roadways in favor of only resurfacing those roads to provide funds for major unfunded/unscheduled capital projects including a police station, stormwater improvements, a central business district parking structure and central business district roadway and streetscape improvements. As part of the discussions for the Calendar Year 2015 budget, the Village can determine if and how to implement this revised plan. The 10-year Capital Plan addresses the following funds:

- Capital Projects Fund – for the design, construction, and significant maintenance of streets, storm sewers, and sidewalks within the Village.
- Facilities Maintenance Reserve Fund – for capital replacement and enhancement of Village buildings, including staff facilities, fire stations, and properties purchased for Glen Ellyn History Park.
- Motor Fuel Tax Fund – for capital projects which meet the narrow parameters established by state statute.
- General Fund – for information technology replacement and enhancement as well as incidental capital equipment purchased by Village General Fund departments.
- Water & Sewer Fund – for replacement and enhancement of the Village’s Water & Sewer infrastructure.
- Parking Fund – for significant maintenance and construction/reconstruction of the Village parking lots.
- Recreation Fund – for capital replacement and enhancement of the Village Links golf course, clubhouse, and fleet, as well as any improvements necessary to Panfish Park, Lambert Lake Nature Preserve, and Co-Op Park.

An important component in the 10-year capital plan is the identification of unfunded and unscheduled projects. Identification of these projects helps begin or continue the process of prioritizing these projects with other Village needs.

## 5-YEAR CAPITAL IMPROVEMENT PLAN

Each year as part of the budget process, the Village updates its 5-year capital improvement plan (CIP). This 5 year plan also includes all funds of the Village. The 10 year capital plan provides the blueprint to assemble the 5 year plan. Modifications are then made to reflect changes in priority, scope, timing, and availability of financial resources and staff to complete the projects. The Village budget for the current year is then honed to the 5-year CIP, and those projects included in the upcoming budget year are approved conceptually by the Village Board through the Budget Approval process.

Village of Glen Ellyn  
**5-Year Capital Improvement Plan (CY15)**  
**ALL FUNDS**

Governmental Funds*						
	SPENT TO-DATE	CY2015 BUDGET	CY2016 FORECAST	CY2017 FORECAST	CY2018 FORECAST	CY2019 FORECAST
<b>Capital Fund</b>						
<b>Revenues - Capital Projects Fund</b>		\$ 6,624,000	\$ 6,720,444	\$ 6,871,133	\$ 7,028,286	\$ 7,192,132
Minor capital investment/other expenditures	5,000	5,000	5,000	5,000	5,000	5,000
Pavement Preservation Program	227,250	400,000	400,000	400,000	400,000	400,000
<b>Non-Roadway Construction Projects:</b>						
Lake Ellyn Improvements	64,000	455,000	-	-	-	-
Nicoll Way Land Bridge Repairs	150,000	-	-	-	-	-
Hill Avenue Bridge	5,000	25,000	175,000	-	-	-
Reno Center (Salt Storage and Other Improvements)	-	50,000	-	-	-	-
Street Lighting Improvements - Rte 38 / LED Initiative	20,000	250,000	120,000	-	-	-
Street Lighting Improvements - CBD	-	85,000	-	-	-	-
Other Projects: Stormwater, Traffic, etc.	20,500	1,790,000	65,000	300,000	300,000	300,000
Streetscape and Signage	55,000	25,000	-	-	-	-
Special Engineering Projects						
Taylor Pedestrian Underpass		150,000	-	-	-	-
Pedestrian Tunnel in CBD-Feasibility Study	70,000	-	-	-	-	-
Viaduct / Underpass in CBD-Feasibility Study		-	-	-	-	-
Bike Plan	-	-	-	-	-	-
Sidewalk Program	107,000	345,000	75,000	75,000	75,000	75,000
<b>Roadway Rehabilitation Program</b>						
Project Closeouts	631,000	-	-	-	-	-
2014 Street Resurfacing	955,000	-	-	-	-	-
2014 Chidester-Elm-Lenox-Linden	2,715,000	-	-	-	-	-
Taft Avenue Payment (Fresh Market)	793,000	-	-	-	-	-
Crescent Boulevard Reconstruction	236,500	1,265,000	-	-	-	-
Elm-Geneva Connectors-Cottage	17,500	1,650,000	-	-	-	-
Glenwood-Arbor-Ridgewood	10,000	2,070,000	-	-	-	-
2015 Street Resurfacing		300,000	-	-	-	-
Engineering for Future Projects	18,000	390,000	-	-	-	-
Future Street Projects - includes new annexation areas	-	-	4,405,000	3,235,000	1,530,000	6,715,000
CBD Roadway and Streetscape	-	250,000	-	-	-	-
IFT / General Fund Engineering	154,000	232,600	237,000	242,000	247,000	252,000
<b>Total Improvements - Capital Projects Fund</b>	<b>\$ 6,253,750</b>	<b>\$ 9,737,600</b>	<b>\$ 5,482,000</b>	<b>\$ 4,257,000</b>	<b>\$ 2,557,000</b>	<b>\$ 7,747,000</b>
<b>Change in Fund Balance, Capital Projects Fund</b>		<b>\$ (3,113,600)</b>	<b>\$ 1,238,444</b>	<b>\$ 2,614,133</b>	<b>\$ 4,471,286</b>	<b>\$ (554,868)</b>
Capital Projects Fund Balance, Beginning of Year		\$ 4,360,000	\$ 1,246,400	\$ 2,484,844	\$ 5,098,977	\$ 9,570,263
Capital Projects Fund Balance, End of Year		\$ 1,246,400	\$ 2,484,844	\$ 5,098,977	\$ 9,570,263	\$ 9,015,395
<b>Facilities Maintenance Reserve Fund</b>						
<b>Revenues - Facilities Maintenance Reserve Fund</b>		\$ 150,000	\$ 177,500	\$ 202,500	\$ 202,500	\$ 202,500
<b>Facilities Maintenance Plan:</b>						
Civic Center Rehabilitations	ongoing	\$ 42,000	\$ 199,323	\$ 6,453	\$ 44,881	\$ 135,391
Fire Station Rehabilitations	ongoing	\$ 200,180	\$ 69,130	\$ 42,977	\$ 63,773	\$ 53,294
Fire Station #1 (#61)-Major Renovation/New	-	-	-	-	-	-
Reno Center Rehabilitations	ongoing	\$ 53,010	\$ 123,293	\$ 26,779	\$ 35,226	-
Stacy's Museum and History Center	ongoing	\$ 26,486	\$ 3,553	\$ 69,182	\$ 5,741	\$ 8,738
Downtown Electronic Sign	-	\$ 100,000	-	-	-	-
Village Rental Properties	ongoing	-	-	-	-	-
<b>Subtotal - Facilities Maintenance Plan</b>		<b>\$ 421,676</b>	<b>\$ 395,299</b>	<b>\$ 145,391</b>	<b>\$ 149,622</b>	<b>\$ 197,423</b>
<b>Space Needs Analysis:</b>						
Civic Center Space Needs	\$ 45,174	\$ 150,000	-	-	-	-
Police Station-Major Renovation/New	-	-	-	-	-	-
<b>Subtotal: Space Needs Analysis</b>		<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Improvements: Facilities Maintenance Reserve Fund</b>		<b>\$ 571,676</b>	<b>\$ 395,299</b>	<b>\$ 145,391</b>	<b>\$ 149,622</b>	<b>\$ 197,423</b>
<b>Change in Fund Balance, FMR Fund</b>		<b>\$ (421,676)</b>	<b>\$ (217,799)</b>	<b>\$ 57,109</b>	<b>\$ 52,878</b>	<b>\$ 5,077</b>
FMR Fund Balance, Beginning of Year		\$ 795,000	\$ 373,324	\$ 155,525	\$ 212,633	\$ 265,511
FMR Fund Balance, End of Year		\$ 373,324	\$ 155,525	\$ 212,633	\$ 265,511	\$ 270,588

Village of Glen Ellyn  
**5-Year Capital Improvement Plan (CY15)**  
**ALL FUNDS**

Governmental Funds (continued)*						
	SPENT TO-DATE	CY2015 BUDGET	CY2016 FORECAST	CY2017 FORECAST	CY2018 FORECAST	CY2019 FORECAST
<b>Motor Fuel Tax Fund</b>						
<b>Capital Revenues - Motor Fuel Tax Fund</b>		\$ 68,200	\$ 69,564	\$ 70,955	\$ 72,374	\$ 73,822
Reno Center Expansion - Salt Storage Facility	65,500	\$ 650,000	\$ -	\$ -	\$ -	\$ -
<b>Change in Capital Fund Balance, MFT Fund</b>		\$ (581,800)	\$ 69,564	\$ 70,955	\$ 72,374	\$ 73,822
<b>MFT Capital Fund Balance, Beginning of Year</b>		\$ 612,000	\$ 30,200	\$ 99,764	\$ 170,719	\$ 243,094
<b>MFT Capital Fund Balance, End of Year</b>		\$ 30,200	\$ 99,764	\$ 170,719	\$ 243,094	\$ 316,916
<b>Information Technology Plan:</b>						
Office Suite Replacement	\$ -	\$ 38,000	\$ -	\$ -	\$ -	\$ -
Email Server Replacement	-	-	-	-	15,000	-
SQL Server Replacement	-	-	-	-	-	-
Document Imaging Server	-	7,500	-	-	-	-
Finance Server (MUNIS)	-	-	8,000	-	-	-
Village Domain Controller Replacement	-	-	-	12,000	-	-
PD domain Controller Replacement	-	-	-	-	8,000	-
Ironport (Email Spam/Virus Filter)	-	-	5,000	-	-	-
Email Archiver	-	-	-	-	-	8,000
Backup Server Replacement	-	12,000	-	-	-	-
Communication Equipment	-	1,805	-	-	-	-
PC Replacements	ongoing	25,500	26,000	26,000	26,000	26,000
<b>Subtotal: Information Technology Plan</b>		<b>\$ 84,805</b>	<b>\$ 39,000</b>	<b>\$ 38,000</b>	<b>\$ 49,000</b>	<b>\$ 34,000</b>
<b>Total Governmental Capital Improvements</b>		<b>\$ 11,044,081</b>	<b>\$ 5,916,299</b>	<b>\$ 4,440,391</b>	<b>\$ 2,755,622</b>	<b>\$ 7,978,423</b>
<i>Total Project Unscheduled/Unbudgeted</i>						

\* This schedule is project based and excludes the purchases of vehicles and equipment; totals may not tie to the Summary of Budgeted Capital Investment.

Enterprise Funds*						
<b>Water &amp; Sanitary Sewer Fund</b>						
<b>Capital Revenues - Water &amp; Sewer Fund</b>		\$ 3,181,000	\$ 3,213,000	\$ 3,245,000	\$ 3,277,450	\$ 3,310,225
<b>Water Projects:</b>						
Street Program - subject to change - projects are itemized, if known						
2014 Chidester-Elm-Lenox-Linden	\$ 675,000	\$ -	\$ -	\$ -	\$ -	\$ -
CBD Underground Improvements	\$ 10,000	\$ 50,000				
Elm-Geneva Connectors-Cottage	2,000	355,000	-	-	-	-
Glenwood-Arbor-Ridgewood	3,500	685,000				
Project Closeouts	119,000					
Engineering for Future Projects	3,000	80,000	-	-	-	-
Future Street Projects	-	-	1,260,000	700,000	155,000	1,925,000
<b>Non-Roadway Projects:</b>						
Standalone Main Replacements:						
Roosevelt Road Water Main	2,000	1,000,000	1,000,000	-	-	-
Route 53 Water Main Lining	-	530,000	-	-	-	-
Hill Avenue Water Main (Cumnor Extensions in CY15)	1,000	35,000	-	-	-	-
<b>Other Projects:</b>						
Newton & Cottage Water Tank Recoating	136,000	136,000	136,000	136,000	-	-
Wilson & Newton Pumping Station Rehab	-	-	700,000	700,000	-	-
WPAS & NPAS Rehabilitation	-	-	-	-	-	-
Standby Well Rehabilitation	-	-	-	-	-	-
Route 53 Culvert Main Retirement / Relocation		25,000				
Reno Center / Newton Site Improvements		50,000				
<b>Subtotal - Water Projects</b>	<b>\$ 951,500</b>	<b>\$ 2,946,000</b>	<b>\$ 3,096,000</b>	<b>\$ 1,536,000</b>	<b>\$ 155,000</b>	<b>\$ 1,925,000</b>
<b>Sewer Projects:</b>						
Street Program - subject to change - projects are itemized, if known						
2014 Chidester-Elm-Lenox-Linden	\$ 430,000	\$ -	\$ -	\$ -	\$ -	\$ -
CBD Underground Improvements	\$ 25,000	\$ 50,000				
2014 Elm-Geneva Connectors-Cottage	2,000	370,000	-	-	-	-
Glenwood-Arbor-Ridgewood	2,000	565,000				
Project Closeouts	87,000					
Engineering for Future Projects	3,000	75,000	-	-	-	-
Future Street Projects	-	-	835,000	555,000	155,000	890,000

Village of Glen Ellyn  
**5-Year Capital Improvement Plan (CY15)**  
**ALL FUNDS**

**Enterprise Funds (continued)\***

	SPENT TO-DATE	CY2015 BUDGET	CY2016 FORECAST	CY2017 FORECAST	CY2018 FORECAST	CY2019 FORECAST
<b>Water &amp; Sanitary Sewer Fund</b>						
<b>Non-Roadway Projects:</b>						
I/I Reduction (Lining + Repairs)	515,000	550,000	580,000	610,000	640,000	670,000
SSES Follow-up Engineering and Projects	35,000	-	-	-	-	-
Hill Avenue Sanitary Sewer (Cumnor Extension in CY15)	1,000	200,000	-	-	-	-
Lift Station Rehab						
Memory Court	-	600,000	-	-	-	-
Surrey	-	-	-	450,000	-	-
South Park	-	-	-	-	-	-
Orchard Place	-	-	-	-	-	-
Reno Center / Newton Site Improvements	-	50,000	-	-	-	-
<b>Subtotal - Sewer Projects</b>	<b>\$ 1,100,000</b>	<b>\$ 2,460,000</b>	<b>\$ 1,415,000</b>	<b>\$ 1,615,000</b>	<b>\$ 795,000</b>	<b>\$ 1,560,000</b>
<b>Total Improvements - Water &amp; Sewer Fund</b>		<b>\$ 5,406,000</b>	<b>\$ 4,511,000</b>	<b>\$ 3,151,000</b>	<b>\$ 950,000</b>	<b>\$ 3,485,000</b>
<b>Change in Capital Fund Balance, Water &amp; Sewer Fund</b>		<b>\$ (2,225,000)</b>	<b>\$ (1,298,000)</b>	<b>\$ 94,000</b>	<b>\$ 2,327,450</b>	<b>\$ (174,776)</b>
<b>Water &amp; Sewer Capital Fund Balance, Beginning of Year</b>		<b>\$ 5,301,000</b>	<b>\$ 3,076,000</b>	<b>\$ 1,778,000</b>	<b>\$ 1,872,000</b>	<b>\$ 4,199,450</b>
<b>Water &amp; Sewer Capital Fund Balance, End of Year</b>		<b>\$ 3,076,000</b>	<b>\$ 1,778,000</b>	<b>\$ 1,872,000</b>	<b>\$ 4,199,450</b>	<b>\$ 4,024,675</b>

<b>Parking Fund</b>						
Surface Parking Lots - Train Station South Lots	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -
Surface Parking Lots - Duane/Lorraine - resurfacing only	-	-	-	-	-	-
General Parking Lot Maintenance	ongoing	95,000	20,000	13,500	88,000	35,000
<b>Downtown Parking Structure(s)</b>	-	-	-	-	-	-
<b>Total Improvements - Parking Fund</b>	<b>\$ 90,000</b>	<b>\$ 95,000</b>	<b>\$ 20,000</b>	<b>\$ 13,500</b>	<b>\$ 88,000</b>	<b>\$ 35,000</b>

<b>Village Links/Reserve 22 Fund</b>						
Golf Cart Fleet (87) Replacement w/trade-in		\$ -	\$ -	\$ -	\$ 150,000	\$ -
Equipment		109,300	79,000	114,000	137,000	131,000
Vehicles		-	27,000	-	-	-
Entrance Sign		50,000	-	-	-	-
Bathroom renovation		-	75,000	-	-	-
<b>Total Improvements - Village Links/Reserve 22 Fund</b>		<b>\$ 159,300</b>	<b>\$ 181,000</b>	<b>\$ 114,000</b>	<b>\$ 287,000</b>	<b>\$ 131,000</b>

<b>Total Enterprise Capital Improvements</b>		<b>\$ 5,660,300</b>	<b>\$ 4,712,000</b>	<b>\$ 3,278,500</b>	<b>\$ 1,325,000</b>	<b>\$ 3,651,000</b>
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<b>Grants</b>						
North Park Boulevard and Main Street LAFO's		\$ -	\$ -	\$ 1,335,000	\$ -	\$ -
Crescent Reconstruction-Park to Lake		1,600,000	-	-	-	-
Crescent Boulevard - Park to Lake - ITEP (Enhancement)		73,340	-	-	-	-
CMAQ Crosswalk Improvements-53/Pershing; Nicoll/Rvlt; Lambert/Rvlt.		-	190,000	-	-	-
Duane/Lorraine Lot - County WQIP (\$53,340)		-	-	-	-	-
Newton Storm Sewer - DCEO Grant		45,000	-	-	-	-
<b>Total Grants</b>		<b>\$ 1,718,340</b>	<b>\$ 190,000</b>	<b>\$ 1,335,000</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Summary:</b>						
<b>Total Governmental Capital Improvements</b>		<b>\$ 11,044,081</b>	<b>\$ 5,916,299</b>	<b>\$ 4,440,391</b>	<b>\$ 2,755,622</b>	<b>\$ 7,978,423</b>
<b>Total Enterprise Capital Improvements</b>		<b>\$ 5,660,300</b>	<b>\$ 4,712,000</b>	<b>\$ 3,278,500</b>	<b>\$ 1,325,000</b>	<b>\$ 3,651,000</b>
<b>Associated grant revenue</b>		<b>\$ (1,718,340)</b>	<b>\$ (190,000)</b>	<b>\$ (1,335,000)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Village Investment in Capital</b>		<b>\$ 14,986,041</b>	<b>\$ 10,438,299</b>	<b>\$ 6,383,891</b>	<b>\$ 4,080,622</b>	<b>\$ 11,629,423</b>

**Total Project Unscheduled/Unbudgeted**

\* This schedule is project based and excludes the purchases of vehicles and equipment; totals may not tie to the Summary of Budgeted Capital Investment.

\*\*Revenues are included for those funds that have dedicated capital revenue streams.

## **CAPITAL PROJECTS FUND**

### **FUND SUMMARY**

The Capital Projects Fund is used primarily for the design, construction, and significant maintenance of streets, storm sewers and sidewalks within the Village. Funding is primarily obtained through taxes on the use of natural gas, electricity and telecommunications services. A real estate transfer tax was added in December of 2000 in connection with a 20 year street and storm sewer improvement plan. Beginning in FY09/10, the use of a portion of the Village property tax has been allocated to continue our investment in public infrastructure assets and to provide a stable revenue source into the future.

Other revenues include a stormwater “fee in lieu” which is collected on developments that add impervious surface area and are unable to provide adequate on-site detention of storm-water runoff. These impact fees are to be used to fund storm sewer system improvements in the Village. The Capital Projects Fund also generates some additional revenues through the periodic sale of unneeded Village-owned land / rights of way and applies these funds toward future Village property purchases, where desirable.

**Calendar Year 2015 Budget Summary** The Capital Projects Fund budget includes a full complement of projects and initiatives which continue our strong emphasis on reinvestment in the maintenance of the public infrastructure. Most of these programs also have a significant impact our Water and Sanitary Sewer Fund as we generally address many of these infrastructure components in concert, to optimize efficiency and minimize cost.

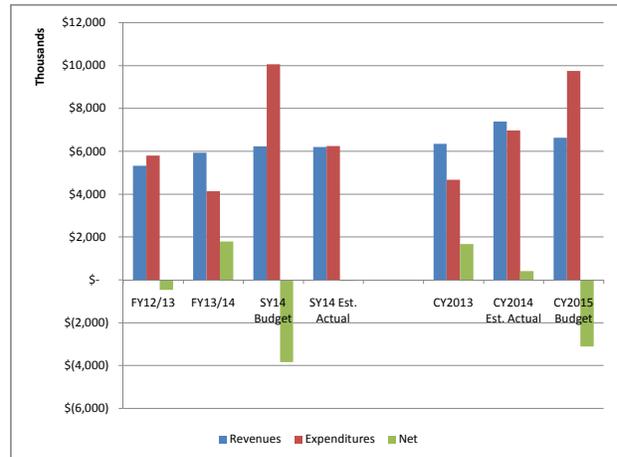
**CAPITAL PROJECTS FUND**

Village of Glen Ellyn  
Calendar Year 2015 Budget

Object Code	Account Description	FY12/13 Actual	FY13/14 Actual	SY2014 Revised Budget	SY2014 8 Month Estimated Actual	Calendar Year 2013 Actual	Calendar Year 2014 Est. Actual	Calendar Year 2015 Budget	
<b>Revenues / Inflows (4000)</b>									
410100	Property Tax	\$ 1,582,869	\$ 2,739,501	\$ 3,430,000	\$ 3,430,000	\$ 2,731,992	\$ 3,438,744	\$ 3,468,000	1
410500	Telecommunications Tax	1,196,598	1,067,945	715,000	641,000	1,099,246	992,718	1,000,000	2
410510	Electricity Use Tax	1,030,561	1,015,350	660,000	650,000	1,000,171	1,004,680	1,000,000	3
410520	Natural Gas Use Tax	304,867	372,047	120,000	110,000	317,665	363,397	325,000	4
410600	Real Estate Transfer Tax	628,774	657,959	500,000	422,000	632,935	583,325	625,000	5
430100	Grant Revenue	-	-	-	45,000	-	45,000	190,000	6
430150	Community Devel. Block Grant	502,689	-	-	64,900	502,689	64,900	-	
460100	Interest Income	7,541	11,571	6,500	10,100	9,890	14,002	10,000	
480420	Vacation of Right of Way	800	500	-	-	300	-	-	
489000	Miscellaneous Revenue	73,022	62,537	4,000	30,000	54,475	89,351	6,000	
490800	Operating Transfer - Corp Reserve	-	-	793,000	793,000	-	793,000	-	7
<b>TOTAL REVENUES</b>		<b>\$ 5,327,721</b>	<b>\$ 5,927,410</b>	<b>\$ 6,228,500</b>	<b>\$ 6,196,000</b>	<b>\$ 6,349,363</b>	<b>\$ 7,389,117</b>	<b>\$ 6,624,000</b>	
<b>Expenditures / Outflows (4000)</b>									
<b>Contractual Services</b>									
520700	Legal - General Counsel	\$ 7,193	\$ -	\$ 15,000	\$ -	\$ 506	\$ -	\$ -	
520825	Audit Fees	-	-	2,500	-	-	-	5,000	
520990	Contract Street Maintenance	205,504	114,941	358,954	227,250	105,290	295,912	400,000	8
521055	Professional Services-Other	10,911	692	-	-	7,846	260	-	
<b>Subtotal</b>		<b>223,608</b>	<b>115,633</b>	<b>376,454</b>	<b>227,250</b>	<b>113,642</b>	<b>296,172</b>	<b>405,000</b>	
<b>Capital Outlay</b>									
580100	Construction Projects	950,802	249,595	1,066,333	384,500	500,976	399,224	2,830,000	9
580155	Sidewalk Program	196,274	235,604	284,534	107,000	322,579	111,587	345,000	10
580160	Street Program	3,961,546	3,239,599	8,176,411	5,376,000	3,097,169	5,961,106	5,925,000	11
590131	IFT / General Fund Engineering	116,000	151,000	154,000	154,000	139,333	204,333	232,600	12
590910	Operating Transfers Out	350,000	150,000	-	-	500,000	-	-	
<b>Subtotal</b>		<b>5,574,622</b>	<b>4,025,798</b>	<b>9,681,278</b>	<b>6,021,500</b>	<b>4,560,057</b>	<b>6,676,250</b>	<b>9,332,600</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$ 5,798,230</b>	<b>\$ 4,141,431</b>	<b>\$ 10,057,732</b>	<b>\$ 6,248,750</b>	<b>\$ 4,673,699</b>	<b>\$ 6,972,422</b>	<b>\$ 9,737,600</b>	
<b>FUND INCREASE (DECREASE)</b>		<b>\$ (470,509)</b>	<b>\$ 1,785,979</b>	<b>\$ (3,829,232)</b>	<b>\$ (52,750)</b>	<b>\$ 1,675,664</b>	<b>\$ 416,695</b>	<b>\$ (3,113,600)</b>	

**Available Cash Analysis (000's)**

Available, May 1, 2014	\$ 4,413
Preliminary SY14 Inflow/(Outflow)	(53)
Budgeted CY15 Inflow/(Outflow)	(3,114)
Projected Available, December 31, 2015	\$ 1,247



## REVENUE FOOTNOTES

1. **Property Tax:** Beginning in FY09/10, a portion of the Village property tax was allocated to the Capital Projects Fund as a new permanent revenue source needed to sustain the 20 year street improvement program.

In 2000, in conjunction with a voter-approved referendum to issue bonds to complete storm sewer improvements, the Village Board committed to improving overall roadway surfaces by completing rehabilitations on a 20 year cycle versus the previous 30 year program. Declining revenues combined with additional increases in the scope of scheduled construction projects significantly impacted our ability to maintain pace with the 20 year plan. After significant discussion of this problem, our Capital Improvements Commission (CIC) in the fall of 2008 proposed a plan to utilize a scheduled reduction in property taxes (from 1987 series capital bonds which are now paid off) to begin filling the gaps in our street improvement program. Instead of a general property tax reduction, we would maintain property taxes generally at current levels and use the amount previously paid to retire debt for direct financing of future road projects.

This proposal was communicated to the public through a special edition Village newsletter mailed to all Village residents in August 2008. The CIC hosted two televised special meetings in September 2008 to receive public input on the proposal. Additionally, the proposed property tax levy was reviewed on three separate meetings, including a formal public hearing, prior to adoption in November 2008, allowing maximum opportunity for public input and feedback.

Based on the CIC proposal, the Village continued to infuse additional property tax dollars into the Capital Projects Fund as other Village bonds are retired. Fiscal Year 2014 was the last year that debt was retired and additional property tax dollars were infused into the Capital Projects Fund. Going forward, the Village will calculate the levy annually based upon the Village's stated objective of self-imposing the State tax cap rules. For the 2014 levy, the Village Board determined not to increase the levy; neither for the change in consumer price index nor for the change due to new construction.

2. **Telecommunications Tax:** This revenue source is derived from a 6% tax on telecommunication services within Glen Ellyn. Monthly payments are received from the Illinois Department of Revenue which, in January, 2003, took over as the centralized collection agent for all municipally-imposed telecommunications taxes. This revenue source has been declining in recent years, possibly due to changes in technology with less people utilizing traditional phone lines.

3. **Electricity Use Tax:** Prior to 1998, the Village imposed a utility tax of 5% of gross charges on electrical companies. Changes in State law at that time resulted in the conversion of this tax to a use tax based on the number of kilowatt hours of electrical consumption per month (Village Ordinance VC-4618; 7-27-98). This revenue source is affected by weather and its impact on usage of electricity. The amount budgeted is an estimate of electricity use tax receipts based on "average" electricity consumption.
4. **Natural Gas Use Tax:** In December, 2003 the Village converted its 5% utility tax on gross charges for natural gas to a use based tax of 2¢ per therm of natural gas used (effective 2-1-04) in order to:
  - ✓ Provide equity among Glen Ellyn taxpayers. Those who purchased their natural gas from an out-of-state supplier did not pay tax on the gas they purchased. Under the new form of tax, all Glen Ellyn customers will pay the same tax.
  - ✓ Provide some stabilization in the amount of tax collected from residents. The 2¢ per therm use tax is not tied to the market price of natural gas, therefore taxes collected will not change as gas prices fluctuate.
5. **Real Estate Transfer Tax:** Collections of this tax, which is assessed at \$3 per \$1,000 of a property's sales value, first began on December 1, 2000. This revenue source is solely dedicated to help pay for the 20 year street/storm sewer program as recommended by the Capital Improvements Commission and approved by the Village Board in July, 2000. Specifically, this revenue source is allocated to pay for expenses incurred in the "Street Program" line item as defined in Ordinance 4872, adopted August 28, 2000.
6. **Grant Revenue:** A federal grant administered through RTA and CMAP is anticipated to reimburse the Village for all construction-related expenses (estimated to be \$190,000) for construction of the crosswalk improvements at two locations on Roosevelt Road and at Route 53 and Pershing.
7. **Operating Transfer – Corporate Reserves:** The Village entered into a redevelopment agreement wherein the Village would reimburse the developer of the former Packey Webb Dodge dealership on Roosevelt Road for certain costs related to building Taft Avenue and some extraordinary stormwater management costs. This is to be funded from the Corporate Reserve Fund, expended from the Capital Projects Fund, and will be repaid by new sales tax receipts generated from the development. This payment is anticipated to be made by the end of the Short Budget Year 2014, and therefore is not budgeted in CY15.

CAPITAL PROJECTS FUND  
EXPENDITURE FOOTNOTES

8. **Contract Street Maintenance** – “Pavement Preservation” involves the timely application of appropriate maintenance and resurfacing activities to extend the life of a roadway between major rehabilitation events. Pavement Preservation techniques include rejuvenators, patching, crack sealing and microsurfacing for asphalt roadways; and patching, diamond grinding and sealing operations for concrete roadways.

In SY 14 Village Public Works staff was involved with initiatives to procure the best vendor prices for various annual municipal maintenance activities. This effort included participation in the Municipal Partnering Initiative (MPI), a consortium of DuPage County communities that are jointly bidding out projects. Glen Ellyn took the lead on two such MPI projects in 2014: hydrant painting and asphalt roadway patching and resurfacing. As it relates to the Capital Projects Fund, please note the following procurements:

Maintenance Activity	Estimated Glen Ellyn Cost	Status
Asphalt Roadway Skip Patching and Resurfacing	\$70,000 (award amount)	Board award 7/28/14 to Hardin Paving, the low bidder from MPI process
Asphalt Roadway Crack Sealing	\$45,000 (award amount)	Board award on 6/23/14 to Denler, the second low bidder from MPI process
Asphalt Roadway Surface Treatments	\$52,250 (award amount)	Separate Bid - Board award 9/8/14 to CAM
Concrete Patching and Sidewalk Concrete Spot Repairs	\$60,000 (budget amount for pavement maintenance)	Pending – 2013 Village contractor (DiNatale) can hold prices that appear to be better than MPI process
<b>TOTAL</b>	<b>\$227,250</b>	

- A. With the 2014 skip paving program, candidate sections for large scale patches included Forest (north of Hawthorne), Cottage (west of Main), Maple (east of Main), Kenilworth (south of Hill) and Taft (west of Nicoll).
- B. Crack-sealing of asphalt streets is conducted throughout the Village with currently planned sections including Milton, South Ellyn, Marston, Lambert, Park, Riford, Parkside/Summerdale and Wingate Basin areas.
- C. Rejuvenator treatments are scheduled for streets paved in 2013 and 2014.
- D. Concrete pavement repairs and patching are slated for sections of Hill, Lorraine, Kenilworth and Main.

The Public Works Department develops an annual list of candidate street sections for various types of large scale maintenance work performed by private contractors under contracts written, let and supervised by staff. The proposed **CY 15** contract street maintenance work will include:

<b>CY 15 Maintenance Activity or Procedure</b>	<b>Estimated Cost</b>
<b>A.</b> Asphalt Street Major Patching Project	\$ 50,000
<b>B.</b> Asphalt Roadway Crack Sealing	40,000
<b>D.</b> Microsurfacing	50,000
<b>E.</b> Concrete Pavement and Curb Repairs	80,000
<b>F.</b> Concrete Street Grinding / Leveling	80,000
<b>G.</b> Concrete Street Joint and Crack Sealing	100,000
<b>TOTAL</b>	<b>\$400,000</b>

- A. Large-scale patching efforts will continue with targeted streets identified and evaluated by engineering and operations staff prior to contract development. Targeted streets typically have spot repair needs and are 3-5 years away from major rehabilitation. Periodically, an entire block of a roadway is resurfaced if warranted.
- B. Another major maintenance effort on asphalt streets is crack sealing, with candidate street sections including both recently paved streets (to seal the curb joint as appropriate) and somewhat older streets to fill developing cracks. Crack sealing is also performed by Public Works Department personnel on a select basis with equipment procured in 2014.
- C. The surface treatment program will consist of the application of a preservative seal to recently paved roadways.
- D. Microsurfacing is the application of a polymer-modified, cold-mix paving system placed in a smooth layer over existing asphalt pavement to remediate surface deterioration. Multiple microsurfacing applications can be made for less cost than a full resurfacing. Microsurfacing is envisioned as an important future tool here in Glen Ellyn. In CY 15, the technique will be tried and assessed on a demonstration basis, likely targeting a candidate roadway with a pavement age of between five and ten years. The program will be expanded in future years based on an evaluation of the trial section and development of the formal pavement preservation 5-year plan.
- E. The concrete curb and street pavement repair program consists of the replacement of deteriorated sections of pavement and miscellaneous curb replacements at spot locations throughout the Village. Candidate sections include Main Street between Fairview and Hillside, Hillside between Main and Prospect, Hill east of Main Street and Oak/Essex/Grand.
- F. Diamond grinding of concrete streets improves ride quality by re-profiling the pavement. The candidate section is Main Street between Fairview and Hillside and Hillside Avenue between Main and Glenwood. About 10,000 square yards of pavement would be treated.

G. After grinding, the work on Main Street and Hillside Avenue would be completed with the re-sealing of joints and cracks. The budget amount is based on sealing approximately 25,000 ft. of joints and cracks.

9. **Non-Roadway Construction Projects** – This line item lists various non-roadway driven rehabilitation projects undertaken in the current fiscal year and also continuing projects with payouts in the current fiscal year.

Project Description	Estimated Actual
<p><b>a. Lake Ellyn Projects (#14001)</b> – Various initiatives were undertaken in the aftermath of the April 2013 overtopping event at Lake Ellyn to improve performance during significant storm events:</p> <ul style="list-style-type: none"> <li>□ Design of Outlet Control Structure modifications to increase weir length and improve outlet hydraulics (\$50,000)</li> <li>□ FEQ Model development and utilization to investigate the potential for increases in peak Lake Ellyn discharges – Phase 1 (\$14,000)</li> </ul>	<b>\$64,000</b>
<p><b>b. Nicoll Way Land Bridge Repairs</b> – This project will repair portions of the structure located north of Roosevelt Road that is exhibiting general curb and isolated pavement failures. The land bridge is being rehabilitated in 2014 and various engineering and construction expenses for the project were incurred including final design costs associated with the 2014 rebid of the project (\$2,000); resident engineering services (\$18,000); and construction (\$130,000).</p>	<b>\$150,000</b>
<p><b>c. Hill Avenue Bridge</b> – Glen Ellyn portion of Phase I engineering costs for the replacement of the existing bridge over the East Branch of the DuPage River. The lead agency for the project is Lombard, with the two communities splitting the local share of bridge design and construction expenses. A federal grant will pay 80% of the project costs.</p>	<b>\$5,000</b>
<p><b>d. Roosevelt Road Lighting Fixture Repairs and Possible Upgrade</b> – In February 2014 an upper level light fixture on the decorative street lights installed in 2002 along Roosevelt Road fell to the ground. The problem appears to be mechanical and fatigue damage to the fastening system between the luminaire and lamp arm that likely affects most of the 130 lighting units in the corridor. Steps were taken this year by Public Works staff to temporarily secure all the units. Staff also wants to determine the feasibility of replacing the current high-pressure sodium luminaires with LED fixtures at well. SY 14 costs are for engineering expenses for design and permit preparation services.</p>	<b>\$20,000</b>

<p><b>e. Streetscaping / Signage</b> – The following Central Business District (CBD) beautification projects were funded by the capital projects budget:</p> <ul style="list-style-type: none"> <li>❑ Wayfaring Signage Study and Design – Lakota Group (\$10,000)</li> <li>❑ Roosevelt Road Benches – 5 metal benches (\$10,000)</li> <li>❑ Fencing on the north side of the Prairie Path between Prospect and Main. The style will be similar to recently installed 4 ft. tall metal fence adjacent to the train station (\$35,000)</li> </ul>	<b>\$55,000</b>
<p><b>f. CBD Over / Underpass Initial Engineering Studies</b> – A Preliminary engineering study was conducted to determine the feasibility, location, constraints and costs associated with a pedestrian tunnel under the Union Pacific railroad tracks as well as a feasibility study to investigate the possibilities for a vehicular underpass in the Central Business District.</p>	<b>\$70,000</b>
<p><b>g. Miscellaneous Stormwater and Other Engineering Expenses</b> – Miscellaneous account charges incurred during the fiscal year:</p> <ul style="list-style-type: none"> <li>❑ NPDES general stormwater permit (\$1,000)</li> <li>❑ Easement Expenses at 292 Elm Street (\$19,500)</li> </ul>	<b>\$20,500</b>
<b>TOTAL for this line item</b>	<b>\$384,500</b>

**Non-Roadway Construction Projects:** – Significant non-roadway capital projects expected to be constructed or undertaken in **CY 15**.

Project Description	Estimated Cost
<p><b>a. Lake Ellyn Outlet and Downstream Improvements</b> – Design and construction of recommended improvements to the outlet structure and downstream drainage way to improve the Lake Ellyn outlet hydraulic capabilities and to better handle overflows from Lake Ellyn. Ongoing studies will help define design parameters.</p> <ul style="list-style-type: none"> <li>❑ OCS Outlet / Weir Modifications Construction (\$455,000)</li> </ul>	<b>\$455,000</b>
<p><b>b. Hill Avenue Bridge</b> – Glen Ellyn has agreed to partner with the Village of Lombard to replace the existing Hill Avenue bridge over the East Branch of the DuPage River. The Village will invest up to \$300,000 for engineering and construction of the new structure, scheduled for construction in 2016. The expenditure shown is for Glen Ellyn’s share of Phase II engineering expenses to be incurred in CY 15. Anticipated future expenditures include \$175,000 for construction in CY16.</p>	<b>\$25,000</b>

<p><b>c. CBD Over / Underpass Phase I Engineering</b> – Phase I (preliminary) Engineering for the Taylor Avenue Underpass would be performed in accordance with IDOT requirements to develop a Project Design Report. The PDR would facilitate agency and railroad interactions and is a requirement for procurement of CMAQ dollars for the project, a likely funding source.</p>	<p><b>\$150,000</b></p>
<p><b>d. Streetscaping / Signage</b> – The following projects will be funded by the capital projects budget:</p> <ul style="list-style-type: none"> <li>□ Wayfaring Signage (\$25,000)</li> </ul>	<p><b>\$25,000</b></p>
<p><b>e. Geneva Road Culvert Extension</b> – Re-establishment of a culvert under Geneva Road to handle excessive overland flows during major storm events.</p>	<p><b>\$35,000</b></p>
<p><b>f. Village Green Storm Sewer Replacement</b> – Replacement of the existing storm sewer outlet from the athletic fields to Lambert Lake. Approximately 500 ft. of pipe would be replaced.</p>	<p><b>\$75,000</b></p>
<p><b>g. Reno Center Access Improvements</b> – Drainage and paving work in the southwest corner of the Public Works Service Center to provide a fully functional second entry/exit to the facility via Wilson Avenue.</p>	<p><b>\$50,000</b></p>
<p><b>h. Park Right of Way Diagonal Parking</b> – Street parking lost to improvements along Crescent Boulevard will be replaced with 15 diagonal spaces on the west side of Park Row.</p>	<p><b>\$75,000</b></p>
<p><b>i. Prairie Path Paving</b> – Removal and replacement of existing asphalt paving on the Illinois Prairie Path between Main Street and the Library. Paving of this section is the responsibility of the Village per the agreement with DuPage County.</p>	<p><b>\$40,000</b></p>
<p><b>j. Miscellaneous Storm Sewer Improvements</b> – Funds minor improvements to storm sewers or pavements/curbs to correct drainage deficiencies and protect structures from flooding damages from more severe storms. Also includes an allowance of \$25,000 for an initiative to assist residents with handling chronic sump pump discharges. Work would be performed by staff or contractors, depending on project scope.</p>	<p><b>\$50,000</b></p>
<p><b>k. Miscellaneous Expenses</b> – This item funds miscellaneous minor engineering and construction project costs for the fiscal year.</p>	<p><b>\$15,000</b></p>

<b>i. Roosevelt Road Lighting Fixture Repairs and Possible Upgrade – CY 15</b> costs for construction and resident engineering services related to the project to correct a structural deficiency in the upper lighting units and to replace the existing high pressure sodium luminaires with LED to decrease long-term energy and lamp replacement expenses.	<b>\$250,000</b>
<b>m. Stormwater Improvements</b>	<b>\$1,500,000</b>
<b>n. Central Business District Lighting Improvements</b>	<b>\$85,000</b>
<b>TOTAL for this line item</b>	<b>\$2,830,000</b>

**10. Sidewalk Program** – The SY 14 sidewalk program included removal and replacement of deteriorated sidewalk squares at locations throughout the Village; new sidewalk on Crescent between Lee and Riford; leveling sidewalk squares in selected locations (mudjacking); and continued engineering of crosswalk improvements at Lambert & Roosevelt, Nicoll & Roosevelt, and Pershing & Route 53 relative to the pursuit of federal funding grants.

<b>SY 14 SIDEWALK PROJECTS and PAYMENTS</b>			
<b>Project</b>	<b>Segment</b>	<b>Quantity</b>	<b>Cost</b>
New Sidewalk	Crescent: Lee to Riford	550 ft.	\$20,000
2014 Sidewalk Improvements	Village-wide replacement program	squares	\$75,000
2014 Mudjacking Project	Off-sets repaired in selected squares in otherwise good condition throughout Village	squares	\$7,000
IDOT Intersection Upgrades	IL 38 & Lambert; IL 38 & Nicoll; IL 53 and Pershing – Final Engineering	Engineering	\$5,000
<b>SY 14 SIDEWALK PROJECT TOTALS</b>			<b>\$107,000</b>

**CY 15 Sidewalk Program** – The proposed sidewalk program for calendar year 2015 includes:

- ❑ Annual Village sidewalk installation and replacement program
- ❑ Engineering and construction of sidewalk improvements on the west side of Ellyn Avenue adjacent to the Glenbard West High School parking lot, and through the lot connecting Ellyn and Glen Ellyn Place. This work is an extension of sidewalk constructed in 2012 as part of the Hawthorne Improvements Project and was recommended as part of the Capital Improvements Commission review of sidewalk associated with the reconstruction of Hawthorne.
- ❑ Construction of the crosswalk improvements at two locations on Roosevelt Road and at Route 53 and Pershing. A federal grant administered through RTA and CMAP is anticipated to reimburse the Village for all construction-related expenses (estimated to be \$190,000) for the IDOT project.

<b>CY 15 SIDEWALK PROJECTS</b>		
<b>Project</b>	<b>Segment</b>	<b>Estimated Cost</b>
2015 Sidewalk Improvements	Village-wide replacement program	\$75,000
Glenbard West Parking Lot	Extension of Sidewalk on Ellyn Avenue next to lot Connecting Sidewalk, Ellyn to Glen Ellyn Place	\$75,000
IDOT Intersection Upgrades	IL 38 & Lambert; IL 38 & Nicoll; IL 53 and Pershing – Construction Phase	\$190,000
Route 53 Sidewalk	Engineering Study and Design for 1,300 ft. of new sidewalk for the east side of IL 53 between Marston and Sheehan to connect Glen Crest Subdivision	\$5,000
<b>CY 15 SIDEWALK PROJECT TOTALS</b>		<b>\$345,000</b>

**11. Street Program** – Recap of SY 14 expenses for of street rehabilitation projects now underway and continuing projects with significant payouts that occurred in this fiscal year.

<b>Project Description</b>	<b>Estimated Actual</b>
<b>a. 2014 Street Resurfacing Project (#14003)</b> – The original project included resurfacing of about two miles of streets in four subdivisions constructed in the 1990’s at a cost of \$740,000 (construction and field engineering). The Village Board approved a change order in September 2014 to expand the project to include resurfacing of Maple, Western, Elm, Lincoln, Chidester and Pershing at a cost of \$215,000.	<b>\$955,000</b>
<b>b. CELL (Chidester-Elm-Lenox-Linden) Improvements Project (#13003)</b> – The project will rehabilitate about 4,650 ft. of streets including the reconstruction of Lenox adjacent to Lake Ellyn Park; upgraded resurfacing of Linden between Main and Lenox; and reconstruction of sections of Chidester and Elm between Lenox and Riford. Total cost of construction is estimated to be \$3,550,000 with work to be completed in November 2014. Projected roadway and storm sewer related construction (\$2,500,000), field engineering (\$200,000) and final design (\$15,000) expenses are shown. The Park District will reimburse the Village about \$80,000 for the upgraded sidewalk treatment of the Lake Ellyn Park sidewalk.	<b>\$2,715,000</b>
<b>c. Taft Avenue Extension</b> – In association with the construction of The Fresh Market development on Roosevelt Road west of Lambert Road, Taft Avenue was extended approximately 550 ft. to meet with an improved Taft Avenue in Wheaton, thus providing a new corridor between Lambert and Lorraine.	<b>\$793,000</b>
<b>c. Oak-Euclid-Forest-Alley Improvements (#13004)</b> – Final contractor and construction oversight expenses associated with the project to improve about one mile of roadways and an alley. Capital project-related costs in	<b>\$323,000</b>

<p>this fiscal year include construction engineering (\$60,000), construction (\$255,000) and miscellaneous (\$8,000).</p>	
<p><b>d. 2013 Street Improvements (#13005)</b> – About 4,000 ft. of roadways were upgraded in the project to rehabilitate Country Club Lane, Brandon north of Hill, one block of Grandview immediately south of Hill, Cranston Court and Miller Court. Payments made in FY 14 to close out the project include roadway and drainage improvements at a cost of \$110,000; construction oversight costs of \$13,000; and miscellaneous construction period expenses of \$3,000.</p>	<b>\$126,000</b>
<p><b>e. Lambert Road Right-turn Lane at Route 38 (#00506)</b> – Work was completed in the fall of 2012 to provide a right-turn lane for northbound Lambert Road at Roosevelt Road. Final contractor payments of \$83,000 will be due at closeout. The project had STP funding of \$285,000 to defray final construction costs of \$470,000.</p>	<b>\$83,000</b>
<p><b>f. Hawthorne Improvements Project (#00603)</b> – Close-out of this 2012 project with costs shown for final capital project fund expenditures for contractor (\$37,000) and construction engineer (\$18,000)</p>	<b>\$55,000</b>
<p><b>g. Riford Road Reconstruction (#00505)</b> – Close-out costs associated with the 2010 construction project for roadways and storm sewers for engineering services during construction of \$23,000. Once the project is closed-out, a final reimbursement from DuPage County of \$30,000 will be requested.</p>	<b>\$23,000</b>
<p><b>h. Miscellaneous Construction Engineering Expenses Associated with Project Close-outs</b> – Civiltech provided construction services for a series of 2010 and 2011 projects that were completed except for the production of record drawings and in the case of the Bryant project, additional services rendered during construction. Projects and anticipated capital expenditures include:</p> <ul style="list-style-type: none"> <li>❑ 2010 Bryant-Thain’s Addition (#00904 – \$18,000)</li> <li>❑ 2011 Sunset-Turner Project (#00902 – \$3,000)</li> </ul>	<b>\$21,000</b>
<p><b>i. Design Engineering for Future Projects</b> – Funding to accommodate design engineering for roadway projects slated for construction in 2014 and later. Amounts shown reflect current capital project fiscal year expenditures.</p>	
<p><b>1. North Park Boulevard Rehabilitation STP Project (#13001)</b> – Phase I engineering expenses incurred for the project to reconstruct</p>	<b>\$18,000</b>

<p>Park between Roosevelt and Fairview and resurface the balance of the roadway to the railroad tracks. The estimated construction cost for the roadway and drainage portion of the project is \$1,620,000 with federal funds of up to \$1,135,000 available. Total project costs, including engineering, are estimated to be about \$2,500,000. The work is currently programmed for construction in 2016.</p>	
<p><b>2. Crescent Boulevard Reconstruction STP Project (#13002)</b> – Phase II (detailed design) engineering costs for the project to reconstruct Crescent between Park and Lake, including intersection improvements, in 2015. Surface Transportation Program funds up to \$1,330,000 will be used to defray anticipated construction costs of \$2,000,000.</p>	<b>\$236,500</b>
<p><b>3. Elm-Cottage-Geneva Connectors Improvements Project (#14004)</b> – Current consultant expenditures to design roadway, water main and sewer upgrades to resurface Elm between Western and Main; substantially reconstruction Cottage between Western and Pleasant and Pleasant between Oak and Elm; rehabilitate / resurface Prairie, Pleasant, Euclid and Highland between Elm; resurface Euclid between Oak and Elm; and reconstruct two dead end alleys off Oak between Euclid and Pleasant. The project was bid in 2014 but has been deferred to 2015.</p>	<b>\$17,500</b>
<p><b>4. Glenwood-Arbor-Ridgewood Improvements Project (#14005)</b> – Consultant expenditures to design roadway, water main and sewer upgrades for the planned 2014 enhanced resurfacing of two sections of Glenwood, Greenfield to Turner and Hill to Hillside; Arbor Court; and Ridgewood between Brandon and Main.</p>	<b>\$10,000</b>
<b>TOTAL for this line item</b>	<b>\$5,376,000</b>

**CY 15 Street Program** – The **CY 15** program will feature carry-over projects originally planned for construction in 2014 as the reconstruction of Crescent near Glenbard West High School. Engineering will also be getting underway for planned CBD improvements and critical decisions must be made regarding the scope of that work. A detailed listing of proposed work segments is provided in a summary table at the end of this section.

<b>Project Description – Construction Projects in Current Staff Priority Order</b>	<b>Estimated Cost</b>
<p><b>a. Crescent Boulevard Reconstruction (#13002)</b> – Crescent Boulevard in proximity to Glenbard West High School will be reconstructed with a new concrete pavement in the summer of 2015 to provide pedestrian safety and</p>	<b>\$1,265,000</b>

<p>improved traffic flow in the corridor. Surface Transportation Program (STP) funds will defray 70% of eligible roadway improvement construction costs up to a maximum of \$1,600,000. An Illinois Transportation Enhancement Program (ITEP) grant of \$74,000 has also been secured for the project. The Village will pay for the local share of construction (\$1,025,000) plus construction oversight (\$240,000) expenses.</p>	
<p><b>b. Elm-Cottage-Geneva Connectors Improvements (#14004)</b> – About 1.2 miles of roadways will be rehabilitated in and near Elm Street between Western and Main as well as Cottage between Western and Pleasant and two short segments of alley. Work will range from straightforward resurfacing to complete replacement of the existing roadway section and alley reconstruction, and includes various sidewalk, water, storm and sanitary sewer upgrades. The estimated total construction cost is \$2,200,000 with the capital fund contributing \$1,530,000 for construction and \$120,000 for engineering oversight.</p>	<b>\$1,650,000</b>
<p><b>c. Glenwood-Arbor-Ridgewood Improvements (#14005)</b> – Three street segments with a combined length of 0.8 miles in the central portion of the Village will be upgraded with new curbs, driveway approaches, full-depth asphalt pavement, sidewalk extensions and various underground improvements as part of this improvement project originally slated for 2014. Anticipated total construction cost is \$2,870,000. Capital fund expenses will include construction (\$1,900,000) and construction engineering (\$170,000).</p>	<b>\$2,070,000</b>
<p><b>d. 2015 Resurfacing Program</b> – Staff wishes to perform an <b>in-house project</b> to provide simple resurfacing of candidate street sections currently in limbo as part of the ongoing Village-wide capital project discussions. Elm (Main to Park), Park (Oak to Elm) and Forest (Hawthorne to Main) were originally scheduled for work in 2015 as part of the long-term roadway improvements program and should be worked on as soon as possible. The work can be handled as part of a standalone resurfacing project or combined with the annual major patching effort.</p>	<b>\$300,000</b>
<p><b>e. Design Engineering for future projects</b> – Funding to accommodate design engineering for roadway and storm sewer improvements associated with capital projects anticipated in the coming years.</p>	
<p><b>1. CBD Roadway Rehabilitation and Streetscape</b> – The currently envisioned project will consist of a combination of straightforward and enhanced resurfacing of the core roadways in the Central Business District including sections of Main, Duane, Prospect, Crescent, Pennsylvania, Glenwood and Forest as well as limited streetscape</p>	<b>\$250,000</b>

improvements. The roadway work is estimated to cost \$3,000,000 and the streetscape work about \$1,500,000. Design engineering will take place in 2015 with at least the first phase of construction slated for 2016.	
<b>2. North Park Boulevard and North Main Street Rehabilitation STP Project (#13001)</b> – Costs for Phase II detailed design engineering to prepare contract documents for the reconstruction of Park between Roosevelt Road and Fairview; and resurfacing of Park north of Fairview to the railroad tracks and Main Street between Roosevelt and Fairview.	<b>\$140,000</b>
<b>3. 2016 Street Improvements Projects</b> – Detailed engineering for planned improvements to 5.4 miles of Village streets and alleys currently scheduled for construction in 2016, with some segments deferred from 2015. It is likely that two or more separate project packages will be developed based on logical groupings of candidate street sections based on location, work scope and other factors. The planned work in 2016 has been modified from the 2012 long-term roadway improvements plan with functional overlays of Glenbard and Sunnybrook substituting for originally designated reconstructions.	<b>\$250,000</b>
<b>TOTAL for this line item</b>	<b>\$5,925,000</b>

Two levels of resurfacing projects usually are featured in our program, as well as full reconstruction as warranted by existing roadway condition: Type I Resurfacing (basic resurfacing) involves spot curb repairs combined with asphalt removal and resurfacing including **Type IA** projects with very limited curb replacement; **Type IB** projects with more curb replacement required; and **Type IC** resurfacing incorporating curb installation or replacement on one side only, base repair, replacement of asphalt surface, and special drainage or construction considerations. Type II Resurfacing (enhanced resurfacing) projects are upgraded roadway repair efforts featuring total curb and driveway approach replacement, a greater level of base repair, and removal and replacement of the asphalt surface. **Type IIA** is comprehensive, an enhanced resurfacing including replacement of the existing roadway base. Reconstruction is the complete replacement of all roadway components, including the existing street base, and typically involves alignment and profile modifications and complete upgrades to all utility infrastructure.

The street improvements program is administered by Public Works, with consulting engineer firms providing design and field engineering services. Engineering Division staff plays key roles in the project implementation process including consultant selection, project scope development, plan and specification reviews, bidding and construction oversight.

Street sections scheduled for rehabilitation in CY 15 are listed below.

<b>CY 15 Project</b>	<b>Segment</b>	<b>Length (ft)</b>	<b>Type of Rehabilitation</b>
Crescent Boulevard Improvements (Project #13002)	Crescent: Park to Lake	1,600	Concrete Reconstruction
Elm – Cottage – Geneva Connectors Improvements (Project #14004)	Elm: Western to Main	2,280	Type IB Resurfacing
	Cottage: Western to Pleasant	760	Type IIA Resurfacing
	Prairie: Oak to Elm	670	Type IIA Resurfacing
	Prairie: Elm to Geneva	290	Type II Resurfacing
	Pleasant: Elm to Geneva	320	Type II Resurfacing
	Euclid: Oak to Elm	670	Type IB Resurfacing
	Euclid: Elm to Geneva	300	Type II Resurfacing
	Highland: Elm to Geneva	400	Type II Resurfacing
	Alleys: N/S off Oak, west of Euclid	350	Alley Reconstruction
Glenwood – Arbor – Ridgewood Improvements (Project #14005)	Glenwood: Greenfield to Turner	1,300	Type IIA Resurfacing
	Glenwood: Hill to Hillside	1,110	Type IIA Resurfacing
	Arbor Ct.: Glenwood to Main	370	Type IIA Resurfacing
	Ridgewood: Brandon to Main	1,630	Type IIA Resurfacing
2015 Street Resurfacing	Elm: Main to Park	780	Type IA Resurfacing
	Park: Oak to Elm	730	Type IA Resurfacing
	Forest: Hawthorne to Maple	1,380	Type IA Resurfacing
<b>CY 15 STREET REHABILITATION TOTALS</b>		<b>14,940</b>	<b>2.85 miles</b>

**12. IFT/General Fund Engineering** - Transfer to the General Fund as reimbursement for engineering services provided by Public Works staff, primarily the Professional Engineer and Civil Engineer. Services include design engineering and construction management of the asphalt and concrete street maintenance, sidewalk improvement, and miscellaneous drainage improvement programs and oversight of all administrative and technical aspects of capital improvement fund projects. The SY 14 transfer was \$154,000. With the hiring of an additional engineer to the Public Works staff, the CY 15 transfer will be \$232,600.

## FACILITIES MAINTENANCE RESERVE FUND

The Facilities Maintenance Reserve Fund is the capital replacement fund for most Village buildings, including Village staff facilities, fire stations and Glen Ellyn History Park properties. The fund was created in 1990 with an infusion of dollars available from the General Fund cash reserves. Funding was based on an analysis of building components performed by an engineering firm (Reserve Study), and then updated with additions in 1998 and 2002. Since its inception, the Fund has been the expense point for most major building projects. Components covered include building envelope (roofs, siding, etc.), environmental controls and equipment, interior finishes (paint, carpet, etc.), plumbing and fire protection, and site elements such as landscape, fencing, parking lots and flag poles. The Reserve Study also assesses the current condition and future replacement costs for critical industrial components such as garage doors, automatic yard gates, vehicle repair lifts and fueling stations.

BUILDING	SERVICE AREAS	SQUARE FOOTAGE	BUILT
Glen Ellyn Civic Center 535 Duane St.	police, planning & development, building & zoning, administration, finance, civic center	42,000	1929
Reno Public Works Center 30 S. Lambert Rd.	streets/ forestry, utilities, equipment services	36,000	1977
Fire Station #1 Main & Pennsylvania	fire service	9,900	1957
Fire Station #2 681 Taft Ave.	fire service	11,000	1972
Stacy's Tavern Museum 557 Geneva Rd	Historical Society History Park	4,235	1846
History Center 800 N. Main	Historical Society History Park	c. 8000	1950's

The building components covered by the fund are assigned a life span and their major component replacement costs are amortized over that span. The fund is supported through annual contributions from the General Fund. Buildings supported by enterprise funds (e.g. water/sewer facilities) are also included. In 2012, the Administration Department conducted an updated Facilities Maintenance Reserve Study to reconsider timeframes for maintenance and repair of building components, as well as funding needed to support the Fund. All projects planned in the study for a particular year are scrutinized annually and determined if they should be completed---or deferred to a future year based on actual need.

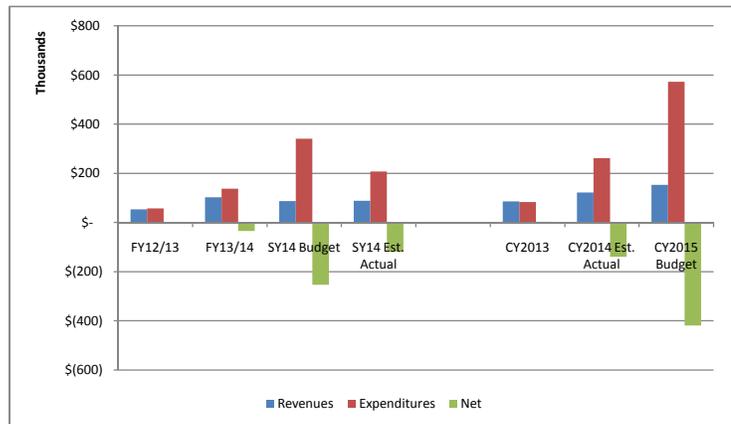
Included with this year's FACM Reserve Fund Budget is a five-year snapshot of the forecast maintenance and repair needs, which includes a proposed increase in the general fund transfer (i.e. from \$85,000 \$150,000). For CY '15, staff is also completing a Links/Reserve 22 reserve analysis that will be incorporated into this planning document.

**FACILITIES MAINTENANCE RESERVE 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
<b>Revenues / Inflows (4500)</b>								
460100	Interest Income	\$ 2,762	\$ 2,926	\$ 2,500	\$ 1,950	\$ 2,845	\$ 2,994	\$ 2,500
489000	Miscellaneous Revenue	1,000	-	-	1,250	-	1,250	-
490690	IFT / General Fund	50,000	100,000	85,000	85,000	83,333	118,333	150,000
	<b>TOTAL REVENUES</b>	<b>\$ 53,762</b>	<b>\$ 102,926</b>	<b>\$ 87,500</b>	<b>\$ 88,200</b>	<b>\$ 86,178</b>	<b>\$ 122,577</b>	<b>\$ 152,500</b>
<b>Expenditures / Outflows (4500)</b>								
<b>Contractual Services</b>								
521055	Professional Services / Other	\$ 5,773	\$ 15,524	\$ -	\$ -	\$ 6,250	\$ 9,274	\$ -
	<b>Subtotal</b>	<b>5,773</b>	<b>15,524</b>	<b>-</b>	<b>-</b>	<b>6,250</b>	<b>9,274</b>	<b>-</b>
<b>Capital Outlay</b>								
570105	Civic Center Rehabilitations	18,573	52,998	-	24,600	35,481	43,002	292,000
570125	Fire Station Rehabilitations	27,240	25,468	125,000	94,500	2,815	117,153	200,180
570145	Reno Center Rehabilitations	6,141	39,255	75,000	29,900	39,255	29,900	53,010
570160	Stacy's Museum and History Center	-	4,084	21,000	-	-	4,084	26,486
570165	Other Village Facilities	-	-	120,000	58,000	-	58,000	-
	<b>Subtotal</b>	<b>51,954</b>	<b>121,805</b>	<b>341,000</b>	<b>207,000</b>	<b>77,551</b>	<b>252,139</b>	<b>571,676</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 57,727</b>	<b>\$ 137,329</b>	<b>\$ 341,000</b>	<b>\$ 207,000</b>	<b>\$ 83,801</b>	<b>\$ 261,413</b>	<b>\$ 571,676</b>
	<b>FUND INCREASE (DECREASE)</b>	<b>\$ (3,965)</b>	<b>\$ (34,403)</b>	<b>\$ (253,500)</b>	<b>\$ (118,800)</b>	<b>\$ 2,377</b>	<b>\$ (138,836)</b>	<b>\$ (419,176)</b>

<b>Available Cash Analysis (000's)</b>	
Available, May 1, 2014	\$ 968
Preliminary SY14 Inflow/(Outflow)	(119)
Budgeted CY15 Inflow/(Outflow)	(419)
Projected Available, December 31, 2015	<u>\$ 430</u>



**FACILITIES MAINTENANCE RESERVE FUND  
CALENDAR YEAR 2015 BUDGET FOOTNOTES**

**REVENUES**

1. **Interfund Transfer (General Fund)**: This represents the contribution from the General Fund to support the facilities replacement/maintenance schedule. The inter-fund transfer has been increased from \$85,000 to \$150,000 in CY '15.

**EXPENDITURES**

2. **Civic Center Rehabilitations**

Replacement (BAS) Delta Controls for Building HVAC System	\$20,000
Supplemental Radiant Heat-Front Vestibule	\$7,500
Replacement CBD Monument Sign/Electronic Message Board	\$100,000
Finance Department Relocation	\$150,000
Paint Finishes-Western Stairwell	\$5,000
Window Replacements (5)	\$2,500
Parking Lot-Pavement Crack Sealing	<u>\$7,000</u>
<b>Total</b>	<b>\$142,000</b>

**Deferred:**

Electrical System Repairs	\$8,200
Paint Finishes	\$26,000
1 <sup>st</sup> Fl. Carpeting-Police Dept.	<u>\$40,000</u>
<b>Total</b>	<b>\$74,000</b>

3. **Fire Stations #1 & #2**

**Station #1, Pennsylvania Ave.**

2 <sup>nd</sup> Fl. Patio/Roof Repairs	\$8,000
Tuck Pointing	\$28,560
Window Replacements	\$5,000
Replacement Fence Screening-HVAC Rooftop Unit	\$2,500
Subtotal-St. #1	\$44,060

**Station #2, Taft Ave.**

Entrance/Exit Door Replacement (3 total)	\$10,000
Exterior Paint Finishes	\$5,000
Replacement Roof/Repair	\$125,000
Tuck Pointing	\$6,120
2 <sup>nd</sup> Fl. Remodeling (Tear-out obsolete kitchenette; expand bunk room space)	\$10,000
Subtotal-St. #2	\$161,120
<b>Grand Total (St. #1 &amp; #2)</b>	<b>\$200,180</b>

<b>Deferred:</b>	
FS#1- Overhead Door Replacement	\$42,000
FS#1-Roof/Built-Up	\$24,000
FS#1-Signage/Way finding	\$3,100
FS#2-Replace Radiant Heating Units	\$2,600
<b>Total</b>	<b>\$71,700</b>

4. **Reno Public Works Center Rehabilitations**

Replace Existing Fire Alarm Panel	\$25,000
Taft Ave. Entrance Gate Relocation/Replacement	\$5,100
Lower-level Tile Flooring Replacement	\$15,000
Tuck Pointing-Spot Repairs	\$1,910
Ceiling Repairs/Maintenance-Garage Wash Bay	<u>\$6,000</u>
<b>Total</b>	<b>\$53,010</b>

<b>Deferred:</b>	
Replace Overhead Doors	\$33,000
Interior Painting	\$36,000
Memory Ct.	\$1,500
Newton Pump Station-Door Replacement	\$1,250
Paint Finishes-Building Exterior	\$65,000
<b>Total</b>	<b>\$136,750</b>

5. **History Center Properties:**

Repave Parking Lot	\$25,000
Curb-Spot Repairs	\$1,486
<b>Total</b>	<b>\$26,486</b>

## CORPORATE RESERVE FUND

The Corporate Reserve Fund was established by Ordinance #2072 in 1976, funded by a Federal grant reimbursement of about \$407,000 for the Village Green (open space) project that was received several years after the work was completed. The Fund may be used for emergency needs ("rainy day reserve"), and as a "revolving loan fund" to assist Village departments and Village activities in financing major projects. Loans made to assist departments and activities generally include a rate of interest, and include a pay-back schedule as determined by a Village Board resolution or ordinance.

In FY91/92 the Village Board directed that interest earned on Corporate Reserve Fund balances would be transferred to the General Fund as an ongoing and important revenue source. Beginning in FY10/11 and in conjunction with the review and update of a number of financial policies, the Corporate Reserve Fund will accumulate and retain interest earnings on its invested balances as a means of reestablishing reserve balances which have been drawn on heavily during the past several years.

The Corporate Reserve Fund has historically been utilized for loans for a variety of Village projects and activities. This has allowed the Village to avoid the cost of borrowing through the issuance of bonds or bank loans.

Recent uses of Corporate Reserve Fund balances include:

- **Glen Ellyn Park District** - During fiscal year 2000/01, the Village extended a \$1,000,000 interest-free loan to the Glen Ellyn Park District to assist with their demolition of the Maryknoll Seminary buildings at the southeast corner of Route 53 and Pershing. This loan was set up to be re-paid in annual installments of \$100,000 over a 10 year period, with the first \$100,000 received in December, 2001. The terms of the loan agreement were modified by Ordinance 5124 adopted January 13, 2003 (in follow-up to the long-term lease of the Village Green to the Park District approved in December, 2002) which provided for the deferral of the \$100,000 annual loan repayments due in December, 2003, 2004 and 2005 until December, 2011, 2012, and 2013. The loan was fully repaid in Fiscal 2014.
- **DuPage Mayors and Managers Conference** - Also during fiscal year 2000/01, the Village Board was one of 12 DuPage home-rule communities to each provide a \$125,000 loan to the DuPage Mayors and Manager's Conference to assist in the \$1.5 million acquisition and renovation of their facility in Oak Brook. This loan was fully repaid during Short Fiscal Year 2014.
- **Glen Ellyn Historical Society** - The Corporate Reserve Fund provided funding for the Village purchase and ownership of the building at **800 N. Main Street** (now named the "History Center" and located at the NW corner of Main and Elm) in November, 2002 for the benefit of the Glen Ellyn Historical Society. The \$1,050,000 purchase price was paid from an initial deposit of \$325,000 from the Historical Society, with the remaining \$725,000 loaned from the Corporate Reserve Fund. The Historical Society reimbursed

the Village the remaining \$725,000 with an annual payment each November over a five year period with interest at the average Illinois Funds rate. Rental income received by the Village from leased space in the building was credited against the loan re-payments due from the Historical Society. Just like Stacy's Tavern Museum, the Village owns and maintains this property and building and depends on the Historical Society for its use and operation for public benefit.

Similarly, the Village completed purchases of properties at **810-816 N. Main Street** (December, 2005) and **820 N. Main Street** (January, 2008) for further future development at the History Park site.

- **Volunteer Fire Company** - A March, 2003 request of the Volunteer Fire Company was approved which extended equipment financing assistance totaling \$550,000 for their purchase of 2 replacement fire engines costing \$832,000. Terms of the loan agreement called for annual re-payments each April 1<sup>st</sup> by the Fire Company over a three year period (beginning April 1, 2004) with interest charged at the average Illinois Funds rate.
- **Transfer to Capital Projects Fund** – In FY07/08, a total of \$2.5 million was transferred to the Capital Projects Fund to keep pace with our 20 year street program which had fallen behind due to lagging revenues and increases in the scope of scheduled improvement projects and construction pricing.
- **IMRF Early Retirement Incentive** – In FY08/09, the Village paid the final installment of its obligation under an early retirement incentive program offered in 2006 through the Illinois Municipal Retirement Fund (IMRF). This program was offered as a means of further reducing staffing costs through the elimination of positions in the Public Works Department and by rehiring replacement staff at lower pay rates.

The early retirement of this obligation in FY08/09 provided the Village an estimated present value savings of \$200,000 as opposed to financing this obligation with IMRF over a period of 10 years.

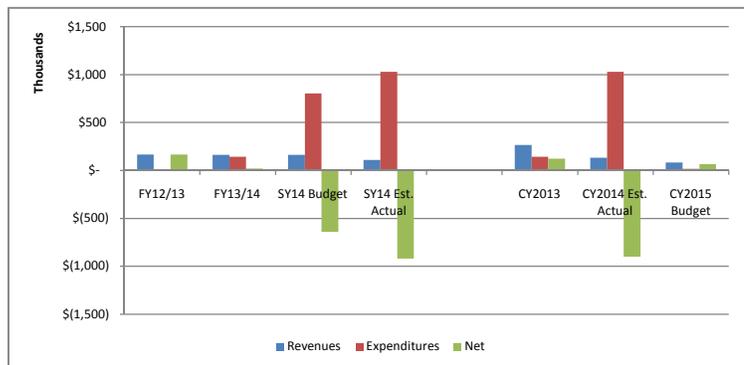
- **Purchase of 825 N. Main Street** – The Village purchased 825 N. Main Street with the intent to guide redevelopment of this entryway property.
- **Economic development funding** – As part of an economic development project, the Corporate Reserve Fund is scheduled to loan \$793,000 for improvements to a public road (Taft Avenue) and extraordinary stormwater improvements as part of a larger redevelopment project. New sales tax receipts are scheduled to repay the corporate reserve fund.
- **Purchase of Park Ave Properties** – The Village purchased properties at 55 and 59 S. Park Ave.

**CORPORATE RESERVE 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
<b>Revenues / Inflows (2000)</b>								
430300	Loan Repayment - DMMC	\$ 4,250	\$ 6,168	\$ 47,000	\$ 45,782	\$ 8,930	\$ 47,270	\$ -
430310	Loan Repayment - Park District	100,000	100,000	-	-	200,000	-	-
460100	Interest Income	2,563	2,897	2,300	1,550	2,773	2,584	2,000
489000	Miscellaneous Income	-	-	-	2,204	-	2,204	-
490617	IFT - Transfer from General Fund - Econ. De	-	-	40,000	-	-	-	80,000
490400	IFT - Transfer from Recreation Fund	-	-	14,000	-	-	-	-
490800	IFT - Transfer from General Fund - Fire	60,000	55,000	60,000	60,000	55,000	80,000	-
<b>TOTAL REVENUES</b>		<b>\$ 166,813</b>	<b>\$ 164,065</b>	<b>\$ 163,300</b>	<b>\$ 109,536</b>	<b>\$ 266,703</b>	<b>\$ 132,058</b>	<b>\$ 82,000</b>
<b>Expenditures / Outflows (2000)</b>								
<b>Contractual Services</b>								
520970	Maintenance - Buildings and Grounds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
521055	Professional Services / Other	-	-	-	-	-	-	-
<b>Subtotal</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>								
580150	Real Estate Purchases	-	143,484	10,000	237,330	143,484	237,330	16,000
590910	Operating Transfer Out	-	-	793,000	793,000	-	793,000	-
<b>Subtotal</b>		<b>-</b>	<b>143,484</b>	<b>803,000</b>	<b>1,030,330</b>	<b>143,484</b>	<b>1,030,330</b>	<b>16,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ 143,484</b>	<b>\$ 803,000</b>	<b>\$ 1,030,330</b>	<b>\$ 143,484</b>	<b>\$ 1,030,330</b>	<b>\$ 16,000</b>
<b>FUND INCREASE (DECREASE)</b>		<b>\$ 166,813</b>	<b>\$ 20,581</b>	<b>\$ (639,700)</b>	<b>\$ (920,794)</b>	<b>\$ 123,219</b>	<b>\$ (898,272)</b>	<b>\$ 66,000</b>

Available Cash Analysis (000's)	
Available, May 1, 2014	\$ 1,084
Preliminary SY14 Inflow/(Outflow)	(921)
Budgeted CY15 Inflow/(Outflow)	66
Projected Available, December 31, 2015	<u>\$ 229</u>



## CORPORATE RESERVE FUND

1. **IFT – Transfer from General Fund – Economic Development**: Pursuant to a redevelopment agreement, we are expecting to begin receiving revenue for the new project during SY14. After the new sales tax revenue share, the remaining amount will be used to refund the Corporate Reserve Fund loan that was used to pay for public roadway and stormwater improvements.
2. **Real Estate Purchases**: This item relates to a contractual employee agreement to forgive a real estate loan over the service period of the employee.

**DEBT SERVICE FUND**

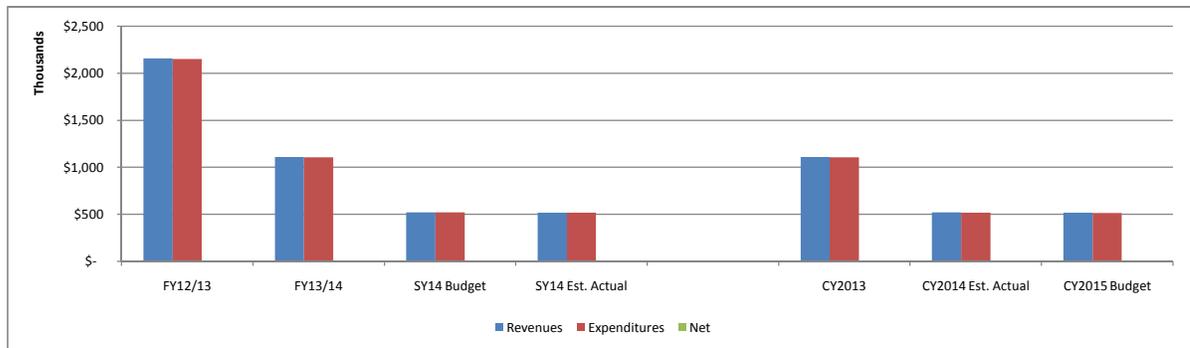
Village of Glen Ellyn  
Calendar Year 2015 Budget

Object Code	Account Description	FY12/13	FY13/14	SY2014	SY2014	Calendar	Calendar	Calendar	
		Actual	Actual	8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget	
<b>Revenues / Inflows (3000)</b>									
410100	Property Tax	\$ 1,658,980	\$ 599,189	\$ -	\$ -	\$ 598,574	\$ 1,462	\$ -	1
430420	Library Debt Payment - 2010	497,438	511,498	518,978	518,978	511,498	518,978	515,326	2
460100	Interest Income	1,792	606	1,500	50	609	74	1,500	
<b>TOTAL REVENUES</b>		<b>\$ 2,158,210</b>	<b>\$ 1,111,293</b>	<b>\$ 520,478</b>	<b>\$ 519,028</b>	<b>\$ 1,110,681</b>	<b>\$ 520,514</b>	<b>\$ 516,826</b>	
<b>Expenditures / Outflows (3000)</b>									
<b>Contractual Services</b>									
520855	Paying Agent Fees	\$ 828	\$ 1,178	\$ 1,200	\$ -	\$ 1,178	\$ 200	\$ -	
550580	2003A G.O. Bond Principal	550,000	575,000	-	-	575,000	-	-	
550585	2003A G.O. Bond Interest	37,700	19,550	-	-	19,550	-	-	
551000	2010 Refunding G.O. Bond Principal	1,045,000	-	-	-	-	-	-	
551005	2010 Refunding G.O. Bond Interest	20,900	-	-	-	-	-	-	
551110	2010 GO Taxable Princ- Library	345,000	375,000	-	-	375,000	-	-	
551120	2010 GO Taxable Int - Library	23,460	7,500	-	-	7,500	-	-	
551000	2001 Refunding Principal - Library	-	-	390,000	390,000	-	390,000	400,000	2
551125	2010 Refunding Interest - Library	128,978	128,998	128,978	128,978	128,998	128,978	115,326	2
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,151,866</b>	<b>\$ 1,107,226</b>	<b>\$ 520,178</b>	<b>\$ 518,978</b>	<b>\$ 1,107,226</b>	<b>\$ 519,178</b>	<b>\$ 515,326</b>	
<b>FUND INCREASE (DECREASE)</b>		<b>\$ 6,344</b>	<b>\$ 4,067</b>	<b>\$ 300</b>	<b>\$ 50</b>	<b>\$ 3,455</b>	<b>\$ 1,336</b>	<b>\$ 1,500</b>	

**Available Cash Analysis (000's)**

Available, May 1, 2014	\$ 42
Preliminary SY14 Inflow/(Outflow)	0
Budgeted CY15 Inflow/(Outflow)	2
Projected Available, December 31, 2015	\$ 44

NOTE: The Village has issued bonds for the Village Links golf course and clubhouse renovations, paid from the Recreation Fund. These bonds are intended to be paid using profits from golf and food service, but are General Obligation Bonds to achieve a lower cost. If there are insufficient profits in the Recreation Fund, the debt will need to be paid using another source, such as fund balance or additional levied property taxes.



## **BUDGET FOOTNOTES DEBT SERVICE FUND**

The purpose of the Debt Service Fund is to accumulate funds for the payment of principal and interest on the Village's outstanding bonds. Funding is provided by property taxes.

- 1     **Property Tax:** Property taxes are levied for payment of principal and interest on the Series 2003A General Obligation (G.O.) bond issues. The last payment, and therefore tax levy for these bonds was in fiscal 13/14.
  
- 2     **Library Debt Payment – 2010:** The Village is required to include the Library's debt in our financial statements. Starting with FY13/14, we are budgeting for the Library's payment of debt, both the revenue and expenditure. This has no net effect on the Village.

VILLAGE OF GLEN ELLYN  
LONG TERM DEBT  
PRINCIPAL AND INTEREST PAYMENTS - LAST 10 FISCAL YEARS

	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	SY14	CY15	
2000 G.O. (10 yr)	270,671	268,596	270,803	272,089							1
2001 G.O. (10 yr)	486,375	495,975	504,612	512,288	494,000						2
2001 Refunding	487,390										3
2001A Refunding	931,340	1,448,800	1,371,375								4
2002 G.O. (10yr)	1,088,516	1,085,729	1,087,129	1,092,099	1,089,024						5
2003 G.O. (20 yr)	339,570	339,320	338,920	337,260	340,420						6
2003A G.O. (10 yr)	583,900	583,437	582,750	585,624	585,626	584,660	587,700	594,550			7
2010 G.O. Refunding (Village Infrastructure)						1,064,856	1,065,900				8
2010 G.O. Refunding (Village Links)						335,050	337,418	332,418	337,418	336,568	9
2010 G.O. Refunding (Glen Ellyn Public Library)							374,700	382,500		515,326	10
2010 Build America Bonds (Glen Ellyn Public Library)							128,998	128,998	515,326	311,328	11
2012 G.O. (Village Links)								310,652	310,528	311,328	12
	<b>4,187,762</b>	<b>4,221,857</b>	<b>4,155,589</b>	<b>2,799,360</b>	<b>2,509,070</b>	<b>1,984,566</b>	<b>2,494,716</b>	<b>1,438,466</b>	<b>852,744</b>	<b>1,474,550</b>	
Less Abatements:											
1987 Pledge*	(500,000)	(500,000)	(430,000)	-	-	-	-	-	-	-	
Others	(610,241)	(607,916)	(609,723)	(609,349)	(340,420)	(335,050)	(841,116)	(843,916)	(852,744)	(1,474,550)	
Total paid by											
Property Taxes	<u>3,077,521</u>	<u>3,113,941</u>	<u>3,115,866</u>	<u>2,190,011</u>	<u>2,168,650</u>	<u>1,649,516</u>	<u>1,653,600</u>	<u>594,550</u>	<u>-</u>	<u>-</u>	

- 1 - District #87 purchase of Memorial Park. District #87 pays debt service requirements to the Village and property taxes are abated.
- 2 - First issue (\$4 million) of 2000 \$18 million referendum bonds for storm sewer improvement projects.
- 3 - Refunded the 1993 refunding bonds to obtain lower interest rates.
- 4 - Refunded the 1992 refunding bonds to obtain lower interest rates.
- 5 - Second issue (\$9 million) of 2000 \$18 million referendum bonds for storm sewer improvement projects.
- 6 - Village Links renovation bonds (2003 G.O.) All debt service to be paid from golf course revenues; all property taxes are abated.
- 7 - Third (and final) issue (\$5 million) of 2000 \$18 million referendum bonds for storm sewer improvement projects.
- 8 - Refunded the 2002 G.O. Bonds to obtain lower interest rates.
- 9 - Refunded the 2003 G.O. Bonds to obtain lower interest rates.
- 10 - Refunded the 1994 Library construction bonds (which had been refunded in 2002) to obtain lower interest rates. Prior to FY14, these bonds were not included in the budget.
- 11 - Build America Bonds were issued for Library building renovations.
- 12- General obligation bonds were issued to fund a portion of the cost of the Village Links clubhouse and driving range renovation.

\* Prior to the 1987 \$15 million infrastructure improvement bond referendum, the Village Board made a pledge to abate \$10 million over the 20 year life of the bonds. A total of \$10,705,390 was abated over a 21

**VILLAGE OF GLEN ELLYN  
LONG TERM DEBT  
FUTURE PRINCIPAL AND INTEREST PAYMENTS**

Budget year	<b>SY14</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018-32</b>	<b>TOTAL</b>
Tax levy year	2013	2014	2015			

**2010 G.O. Refunding (Village Links)**

Principal	260,000	265,000	270,000	285,000	1,360,000	2,690,000
Interest	77,418	71,568	64,943	57,518	139,113	492,977
<b>Total P &amp; I</b>	<b>337,418</b>	<b>336,568</b>	<b>334,943</b>	<b>342,518</b>	<b>1,499,113</b>	<b>3,182,977</b>

1

**2012 G.O. (Village Links)**

Principal	210,000	215,000	220,000	225,000	3,950,000	5,005,000
Interest	100,528	96,328	92,028	87,628	717,940	1,220,103
<b>Total P &amp; I</b>	<b>310,528</b>	<b>311,328</b>	<b>312,028</b>	<b>312,628</b>	<b>4,667,940</b>	<b>6,225,103</b>

2

**Village Total**

Principal	<b>470,000</b>	<b>480,000</b>	<b>490,000</b>	<b>510,000</b>	<b>5,310,000</b>	<b>7,695,000</b>
Interest	<b>177,945</b>	<b>167,896</b>	<b>156,970</b>	<b>145,146</b>	<b>857,053</b>	<b>1,713,079</b>
<b>Total P &amp; I</b>	<b>647,945</b>	<b>647,896</b>	<b>646,970</b>	<b>655,146</b>	<b>6,167,053</b>	<b>9,408,079</b>

Less Planned Abatements:    (647,945)    (647,896)    (646,970)    (655,146)    (6,167,053)    (9,408,079)

Total paid by  
Property Taxes

=====    =====    =====    =====    =====    =====

- 1 - Refunding of Village Links renovation bonds (2003 G.O.) All debt service to be paid from golf course revenues; none from Village tax dollars.
- 2 - Bonds (\$5.05 million) issued for renovating the Village Links Clubhouse. All debt service to be paid from golf course revenues; non from Village tax dollars.

NOTE: This schedule does not include debt for the Glen Ellyn Public Library.

**Debt Limits** - The Village, under its home rule authority, does not have a legal debt limit.

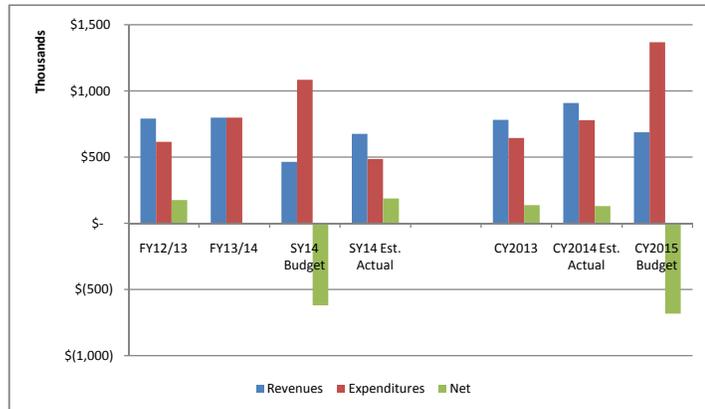
**MOTOR FUEL TAX FUND**

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	
<b>Revenues / Inflows (2100)</b>									
430210	MFT Allotments (IDOT)	\$ 659,739	\$ 674,282	\$ 444,000	\$ 440,000	\$ 659,771	\$ 668,799	\$ 667,000	1
460100	Interest Income	305	108	100	60	148	88	100	
489000	Miscellaneous Income	131,992	123,550	20,000	235,000	121,037	240,728	20,000	2
	<b>TOTAL REVENUES</b>	<b>\$ 792,036</b>	<b>\$ 797,940</b>	<b>\$ 464,100</b>	<b>\$ 675,060</b>	<b>\$ 780,956</b>	<b>\$ 909,615</b>	<b>\$ 687,100</b>	
<b>Expenditures / Outflows (21000)</b>									
<b>Contractual Services</b>									
521190	Street Lighting	\$ 126,136	\$ 114,834	\$ 80,000	\$ 88,000	\$ 113,122	\$ 137,355	\$ 132,000	3
590100	IFT / General Fund	400,000	400,000	255,000	255,000	400,000	255,000	400,000	4
	<b>Subtotal</b>	<b>526,136</b>	<b>514,834</b>	<b>335,000</b>	<b>343,000</b>	<b>513,122</b>	<b>392,355</b>	<b>532,000</b>	
<b>Commodities</b>									
530215	Road Salt	90,220	258,881	230,500	78,000	122,025	305,076	186,900	5
	<b>Subtotal</b>	<b>90,220</b>	<b>258,881</b>	<b>230,500</b>	<b>78,000</b>	<b>122,025</b>	<b>305,076</b>	<b>186,900</b>	
<b>Capital Outlay</b>									
580100	Capital Projects	-	25,383	519,617	65,500	8,320	82,563	650,000	6
	<b>Subtotal</b>	<b>-</b>	<b>25,383</b>	<b>519,617</b>	<b>65,500</b>	<b>8,320</b>	<b>82,563</b>	<b>650,000</b>	
	<b>TOTAL EXPENDITURES</b>	<b>\$ 616,356</b>	<b>\$ 799,098</b>	<b>\$ 1,085,117</b>	<b>\$ 486,500</b>	<b>\$ 643,467</b>	<b>\$ 779,994</b>	<b>\$ 1,368,900</b>	
	<b>FUND INCREASE (DECREASE)</b>	<b>\$ 175,680</b>	<b>\$ (1,158)</b>	<b>\$ (621,017)</b>	<b>\$ 188,560</b>	<b>\$ 137,489</b>	<b>\$ 129,621</b>	<b>\$ (681,800)</b>	

Available Cash Analysis (000's)

Available, May 1, 2014	\$ 523
Preliminary SY14 Inflow/(Outflow)	189
Budgeted CY15 Inflow/(Outflow)	(682)
Projected Available, December 31, 2015	<u>\$ 30</u>



## **MFT FUND**

The Village receives an allocation of State motor fuel tax dollars based on its population. Use of motor fuel tax dollars are restricted to specific road-related construction and maintenance activities as administered by the Illinois Department of Transportation (IDOT). The Village has traditionally allocated most of its share of motor fuel tax dollars to the General Fund as a reimbursement to pay for street maintenance activities (including snow and ice control). Costs for street light electricity and road salt are directly charged to the MFT Fund.

## **BUDGET FOOTNOTES**

1. **MFT Allotments (IDOT):** Glen Ellyn will receive an estimated \$667,000 in CY15 from State-collected motor fuel taxes. Motor fuel tax revenues do not vary with gasoline prices and we expect approximately the same number of gallons of gasoline will be purchased next year.
2. **Miscellaneous Income:** Beginning in FY02/03, Glen Ellyn became eligible to receive a special IDOT distribution for "high growth cities". Continued receipt of these dollars depends upon appropriation from the State and therefore is not budgeted.
3. **Street Lighting:** Per IDOT guidelines for the use of MFT dollars, the street light energy costs associated with all street lights within the Village limits are paid for using MFT dollars.
4. **IFT/General Fund:** Reimburses the General Fund for street maintenance and equipment expenses, such as snow and ice control, street sweeping, etc.
5. **Road Salt:** The price for road salt is expected to run an average of \$75 per ton. The estimate is based on the use of 2,300 tons. Public Works diversified salt provider sources (State of Illinois and DuPage County) to ensure delivery of salt on a timely basis. This also includes funding for pre-wet liquid applied to the salt during salting operations.
6. **Capital Projects:** Funds the cost of a new salt storage facility of approximately 2,000 tons. \$650,000 of the total cost of the building is funded by MFT with funding from FY12/13 and FY13/14 MFT Budgets. The remaining cost of the building will be funded from the Capital Budget.



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## About Glen Ellyn

### Welcome to Glen Ellyn!

Glen Ellyn, Illinois, offers big city amenities with a small town feel. The Village of Glen Ellyn is located just 23 miles west of Chicago and is one of the area's premier suburbs. Glen Ellyn residents enjoy access to local amenities, great employment opportunities, arts and entertainment and unique retail. And all of this comes without even leaving Glen Ellyn.

Glen Ellyn is situated around beautiful Lake Ellyn, once a renowned vacation destination. Today this scenic Village offers homes with a variety of architectural styles set among rolling woodland hills and surrounded by mature trees.

Known as the Village of Volunteers, Glen Ellyn has small-town charm and a sense of civic pride. Many organizations, churches and volunteer groups make up the fabric of this community of 27,450 residents.

Glen Ellyn is centrally located in DuPage County. Its proximity to Chicago makes it an ideal place to get the best of both city and suburban life. Glen Ellyn has access to major highways, interstates and airports, making it easy to reach your destination no matter how far.

Nature lovers can enjoy Glen Ellyn's 29 parks, the Willowbrook Wildlife Preserve, the Village Links Golf Course and access to the Illinois Prairie Path.

Those who are looking for something unique can find an appealing mix of specialty boutiques and national retail outlets right in Glen Ellyn. The pedestrian-friendly downtown is full of local shops and restaurants, while shopping along Roosevelt Road features many nationally recognized stores.

Glen Ellyn also offers excellent education opportunities. Glenbard West and Glenbard South, two of four Glenbard High Schools, rank among the best in the state. Glen Ellyn is home to the College of DuPage, one of the largest community college campuses in the U.S. And don't forget about the Glen Ellyn Public Library, which offers many activities and programs for anyone from small children to senior citizens.

The Village of Glen Ellyn is rich in opportunity and community. If you're looking for something special, try Glen Ellyn.

## Glen Ellyn Community Profile

Nature of: Glen Ellyn is a residential/business/retail community with virtually no industry. It is located 23 miles west of Chicago, adjacent to rapidly growing suburban areas. Glen Ellyn is located in DuPage County, Illinois.

Population\*: 27,450. 14,170 female, 13,280 male.  
7,650 under age 18 (27.9%)  
534 age 18-19 (1.9%)  
1,209 age 20-24 (4.4%)  
2,564 age 25-34 (9.3%)  
6,174 age 35-49 (22.5%)  
5,718 age 50-64 (20.8%)  
3,601 age 65 and over. (13.1%)

Population by Ethnicity\*: 25,649 non-Hispanic or Latino, 1,801 Hispanic or Latino.

Population by Race\*: 23,810 White, 1,780 Asian, 810 African American, 36 American Indian and Alaska Native, 3 Native Hawaiian and Pacific Islander, 564 Other, and 447 identified by two or more.

Per capita money income\*: \$49,850 (2006-2010)

Median household income\*: \$90,820 (2006-2010)

Persons below poverty level\*: 5.4%

Housing\*: 11,051 housing units; 10,424 are occupied. 7,872 owner occupied making up 21,720 residents; 2,552 renter occupied making up 5,725 residents.

Median value of owner-occupied housing units\*: \$433,200 (2006-2010)

Neighbors: East: Lombard; West: Wheaton; North: Glendale Heights; South: Downers Grove and Lisle.

Schools: Grade schools: 8 public, 2 private (through 8<sup>th</sup> grade)  
Junior High: 2 public  
High School: 2 public  
Junior college: 1

Education of residents\*: 95% of persons over 25 are high school graduates  
62.2% of persons over 25 hold a bachelor's degree or higher.

Nearby four-year colleges: Elmhurst College, Wheaton College, Benedictine University (Lisle), North Central College (Naperville).

Culture: Glen Ellyn Historical Society and Stacy's Tavern Museum, McAninch Arts Center at College of DuPage, Anima children's chorus, Village Theater Guild, more than 30 churches.

Government: Elected president and six trustees supported by advisory boards and commissions. Elected Village Clerk. The DuPage County seat is located in Wheaton.

Transportation: Mass Transit: The Metra Union Pacific West line runs through Glen Ellyn. The line reaches from Elburn in the West to Ogilvy Transportation Center in Chicago. The Metra Station is located on Crescent Boulevard in downtown Glen Ellyn. PACE buses also serve areas of Glen Ellyn.

Airports: DuPage Airport is located 13.2 miles away in West Chicago; O'Hare International Airport is 25 miles from Glen Ellyn; Midway International Airport is 22 miles from Glen Ellyn.

Major Highways: I-88; I-355; IL-64 (North Ave); IL-38 (Roosevelt); IL-56 (Butterfield); IL-53.

Hospitals: DuPage Medical Group Glen Ellyn Clinic located in Glen Ellyn; Central DuPage Hospital Convenient Care Center (Wheaton), Central DuPage Hospital (Winfield); Advocate Good Samaritan Hospital (Downers Grove); Glen Oaks Medical Center (Glendale Heights); Elmhurst Memorial Hospital (Elmhurst; Immediate Care Center in Lombard); Marionjoy Rehabilitation Hospital (Wheaton).

Shopping: Glen Ellyn features a pedestrian-friendly Central Business District with shopping and restaurants and The Glen Movie Theater. Auto-oriented shopping along Roosevelt Road. Nearby large shopping centers: Yorktown, Stratford Square, Oak Brook Mall, Woodfield Mall, Danada Shopping Center and Town Square.

- Recreation: Park District with 28 outdoor recreation areas, including lake Ellyn Park, two indoor facilities, fitness facilities, pool, tennis courts, senior program and indoor sports complex planned; family YMCA; Village Links Golf Course; Glen Oak Country Club; College of DuPage Sports and Recreation Center; Willowbrook Wildlife Center; Morton Arboretum.
- Water: Water supplied from Lake Michigan through DuPage Water Commission.
- Climate: Average rainfall: 36 inches; Average snowfall: 38 inches; Average July high temperatures: 83 degrees; Average January high temperature: 29.6 degrees.
- Fire Protection: Provided by the Glen Ellyn Volunteer Fire Company, which has 60 volunteers and a full-time Fire Chief. Two fire stations located in Glen Ellyn, each staffed 24 hours a day.
- Utilities: Commonwealth Edison, or ComEd, provides electric utility services. Nicor supplies natural gas. Cable provided by Comcast and WOW. AT&T provides telephone and television services. Village of Glen Ellyn oversees water and sewage billing and infrastructure.

\*Data from the 2010 U.S. Census, unless otherwise noted.

# Village of Glen Ellyn

## Budget Process

### **Budgetary Basis**

All individual fund budgets are prepared on a cash basis. This basis recognizes revenues when received and expenditures when paid.

### **Accounting Basis**

For the purpose of internal interim reporting and budgetary control on a monthly and quarterly basis, the Village generally reports on a cash basis, consistent with its budgetary basis.

For purposes of external annual financial reporting, governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Village considers revenues to be available if they are collected within 60 days of the end of the current fiscal period, except for sales taxes and telecommunication taxes which use a 90 day period. Expenditures generally are recorded when a fund liability is incurred. However, debt service expenditures are recorded only when payment is due.

Proprietary fund and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues and additions are recorded when earned and expenses and deductions are recorded when a liability is incurred. Operating revenues/expenses include all revenues/expenses directly related to providing enterprise fund services. Incidental revenues/expenses are reported as non-operating.

### **Budget Process**

The annual budget process begins each year with a review of the current year financial report as of the end of the second quarter. From this point, revenue estimates for the current year are extended through the close of the year and preliminary revenue projections for the new year are prepared.

The Finance Department prepares and distributes budget templates to all departments which contain updated actual results from the previous fiscal year and revised current year budget amounts. Also distributed are some base assumptions to be used for various payroll and benefit line items. Department representatives are requested to provide estimates of current year final expenditure amounts as well as line-item proposals for the new budget year with supporting details included.

# Village of Glen Ellyn

## Budget Process

The budget team, which consists of the Finance Director, Village Manager, Village Attorney, Assistant Village Manager and Assistant Finance Director, meets with individual department managers and their support staff to review departmental budget proposals, department goals and organizational objectives. The budget team reviews total budget requests against anticipated revenue streams by fund to determine the extent to which available resources match requests. Follow-up departmental meetings are convened as necessary to modify and refine the budget.

The Village Board conducts budget workshop meetings in November. Copies of the draft budget are made available for public inspection at the Civic Center, library and on the Village's website. A public hearing is conducted on the proposed budget according to state statutes. Approval of the final budget is done at a Village Board meeting following a public hearing to allow additional input opportunity.

### **Budget Transfers and Amendments**

The annual budget ordinance authorizes the Village Manager to make budget transfers within a department which do not exceed \$20,000. As a regular practice however, the Village does not record transfers of budgetary authority between accounts so as not to detract from original budget projections. The budgetary level of control is defined at the individual fund level.

The budget may be amended by the adoption of a budget amendment ordinance at any time during the fiscal year. At the onset of each new fiscal year, a budget amendment ordinance is adopted which is composed of total unliquidated encumbrances at the close of the previous fiscal year. Most encumbrances relate to previously Village Board approved contracts or projects which exceed \$20,000 and involve progress payments as the project is completed. Additional budget amendments may be considered as the fiscal year draws to a close to account for any significantly unbudgeted or unforeseen expenditures/expenses that took place during the year.

## VILLAGE OF GLEN ELLYN CALENDAR YEAR 2015 BUDGET PREPARATION CALENDAR

<u>Item</u>	<u>Timeline</u>
Salary Schedules, Insurance Schedules	August 2014
Distribution of preliminary budget information and document templates to Department Managers	August 15, 2014
Preliminary revenue projections to Village Manager (General Fund)	September, 2014
<b>Departmental budget requests due to Finance (with support and footnotes)</b>	<b>September 12, 2014</b>
Preliminary Departmental / Manager budget review meetings	September 2014
Departmental narratives due	September 26, 2014
<b>Budget overview meeting with Village Board; Presentation of Mid-Year</b>	<b>September 15, 2014</b>
Additional Departmental meetings as needed	October 2014
<b>Distribution of draft budget</b>	<b>October 17, 2014</b>
<b>2013/14 Audit presented to Village Board &amp; Mid-year report</b>	<b>October 27, 2014</b>
<b>Village Board Workshop</b>	<b>November 3, 2014</b>
<b>Village Board Workshop</b>	<b>November 6, 2014</b>
<b>Village Board Workshop</b>	<b>November 13, 2014</b>
<b>Village Board Workshop</b>	<b>November 17, 2014</b>
<b>Village Board Meeting - Public hearing on proposed CY2015 Budget followed by first reading of Budget ordinance (hearing notice must be published at least one week before the hearing)</b>	<b>November 24, 2014</b>
<b>Second reading/adoption of the budget ordinance</b>	<b>December 8, 2014</b>
<b>Next fiscal year begins</b>	<b>January 1, 2015</b>

September

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Budget requests, compilation, and recommendation

Budget deliberation, refinement, and adoption

# 5 Year Forecast – General Fund

February, 2014

Based on FY13/14 budget data

February 17, 2014

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## Key goals of our long term forecast

- Understand long term trends in revenue sources
- Understand long term trends in expenditures
- Identify future imbalances in revenues and expenditures (deficits)
- Develop and implement programs now to avoid future deficits
- Use tables and graphs to summarize and highlight info and trends

February 17, 2014

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# Other notes

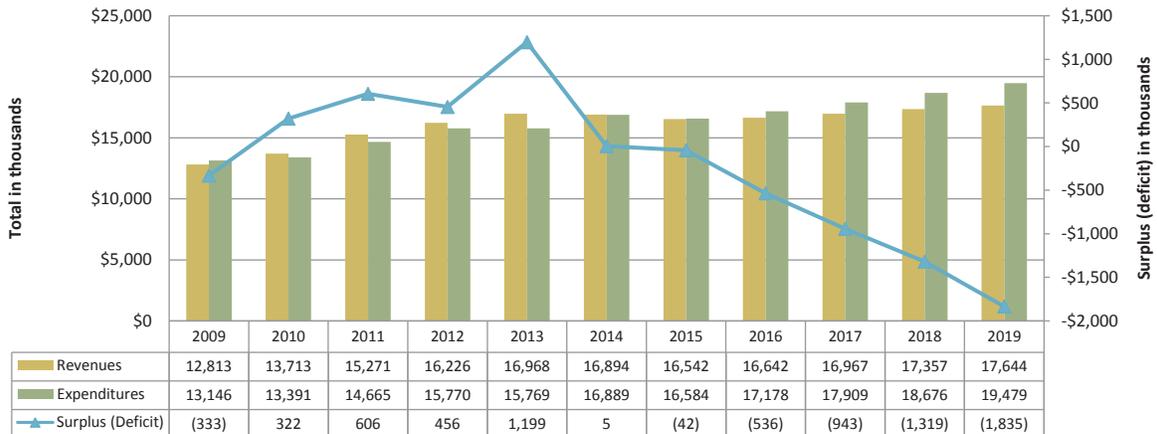
- Forecast is a model to project future activity and identify issues and trends, not a prediction
- Each year's experience will vary
  - The goal is that annual budgets will be balanced
  - Each year's results will vary depending on revenue performance and other events

February 17, 2014

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# Annual General Fund totals

Revenues, Expenditures, and Annual Surplus (Deficit)  
General Fund



Revenues grow by 0.9%, while expenditures grow at 2.9%, leaving a projected shortfall of \$4.7M over the next 5 years

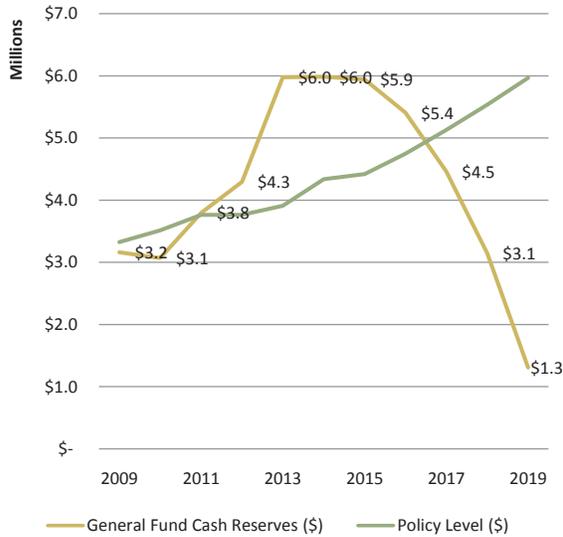
February 17, 2014

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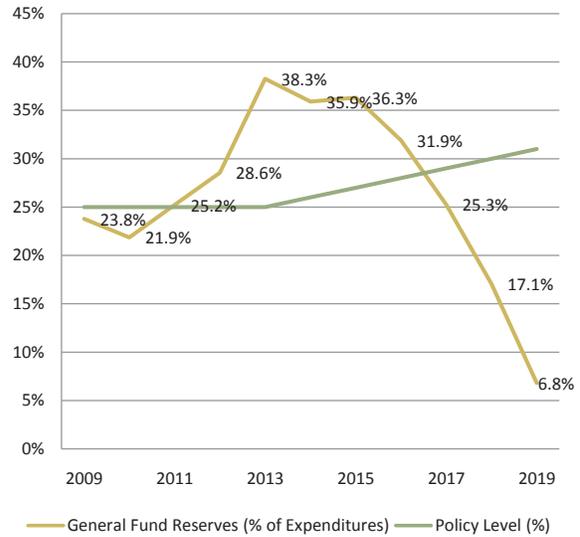
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# Fund balance projections

**General Fund Cash Reserves - Dollars**



**General Fund Cash Reserves, as a percent of expenditures**



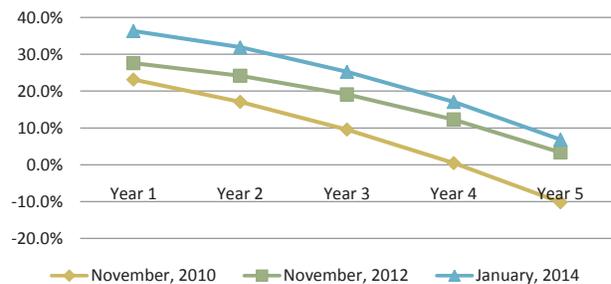
February 17, 2014

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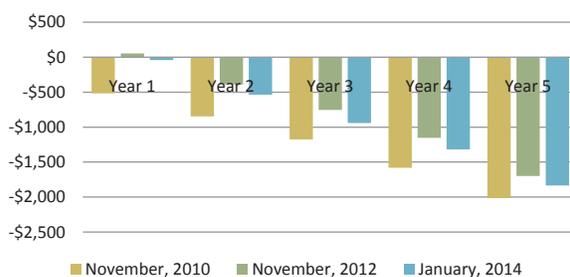
## How does this forecast compare?

- Similar experience in out years
- A better starting cash reserve has improved our 5 year outlook

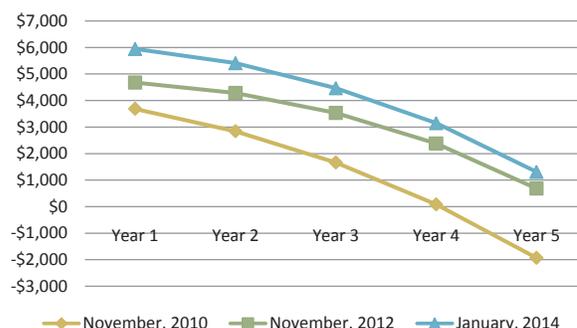
**Cash reserves as a % of expenditures**



**Annual surplus (deficit)**



**Projected cash reserves**



February 17, 2014

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# Key revenue assumptions

	FY14 (thousands)	Average annual growth (09-14)	Projected annual growth (15-19)	Growth rate needed for 2019 surplus*	If ST and HRST grow at the same higher rate
Property tax	\$3,069	4.5%	2.5%	11.7%	
Sales tax	\$3,115	0.7%	1.0%	10.5%	7.4%
Home rule sales tax	\$1,786	1.4%	1.0%	15.8%	7.4%
Income tax	\$2,619	1.3%	2.3%	12.8%	
Other revenues	\$6,305	5.2%	-0.7%		
Total revenues	\$16,894	5.7%	0.9%	2.9%	

Other revenues that are experiencing notable changes: SSA Fire tax (\$181,000) was added in 2011, and now is being moved to a new fund, Ambulance billing revenue (\$700,000) will be much lower with a new paramedic arrangement, Cable franchise fees \$620,000 were in the Special Programs Fund prior to 2012, Hotel/Motel tax (\$180,000) was in the Special Programs Fund prior to 2012.

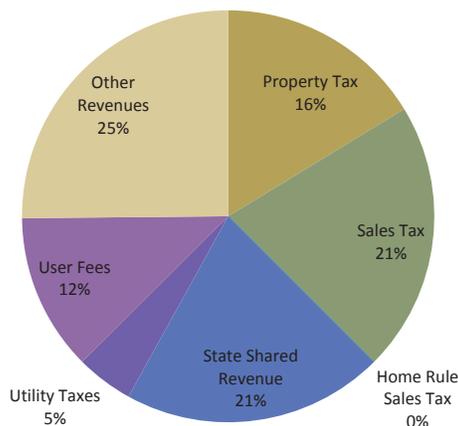
February 17, 2014  
\*All others performing as planned, how much of this rev/exp source needs to grow to achieve a surplus in 2019<sup>7</sup>

# Makeup of General Fund revenues

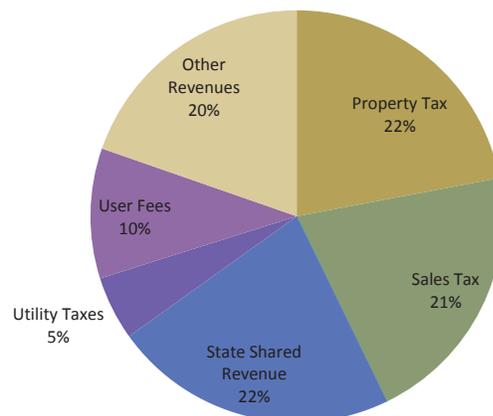
## No Home Rule Sales Tax (HRST)

More reliance on property tax and State shared revenue  
HRST makes up 11% of 2019 revenues (omitted from chart for comparability)

2007



2019 without HRST



# Key expenditure assumptions

	FY14 (thousands)	Average annual growth (09-14)	Projected annual growth (15-19)
Payroll – Public Safety	\$4,462	3.2%	4.4%
Payroll – all other	\$3,414	0.8%	3.4%
Pensions (Police, IMRF, SS/ Medicare)	\$1,742	5.6%	5.8%
Health Insurance	\$982	11.0%	5.0%
Contractual	\$2,190	4.7%	-0.1%
All other	\$4,099	11.3%	0.3%
<b>Total expenditures</b>	<b>\$16,889</b>	<b>5.1%</b>	<b>2.9%</b>

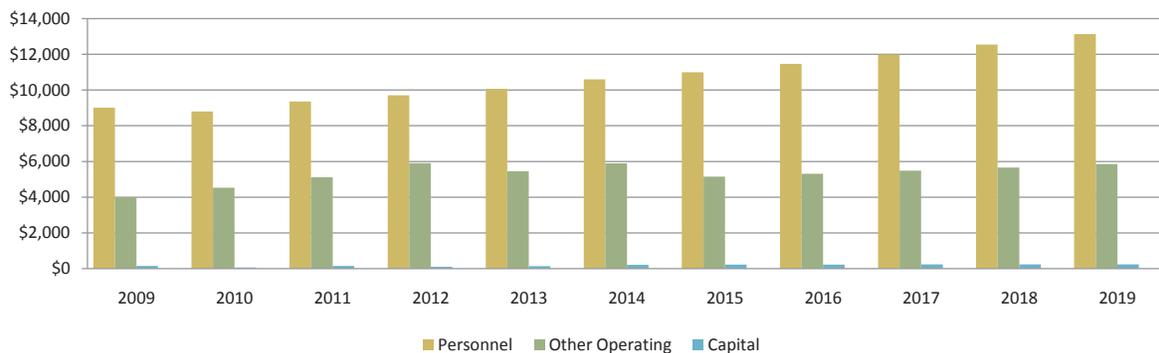
More discussion of pensions and health insurance later in this report.

February 17, 2014

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# General Fund expenditures by type

General Fund Expenditures by type (000s)



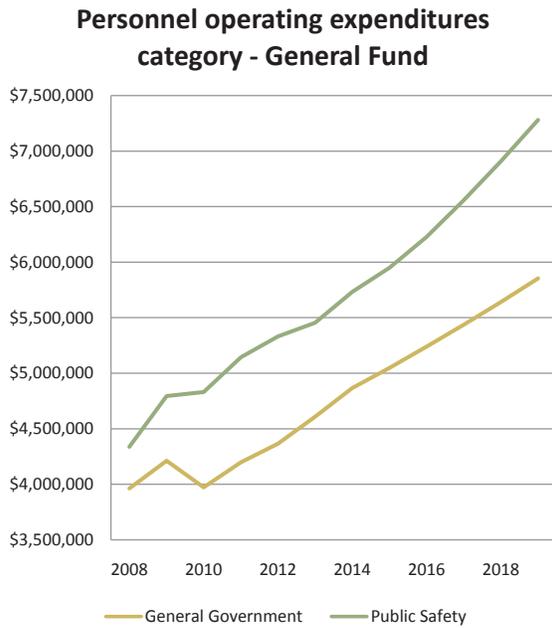
- Personnel expenditures are growing
- Capital and other operating expenditures remain flat

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# Personnel expenditures by category

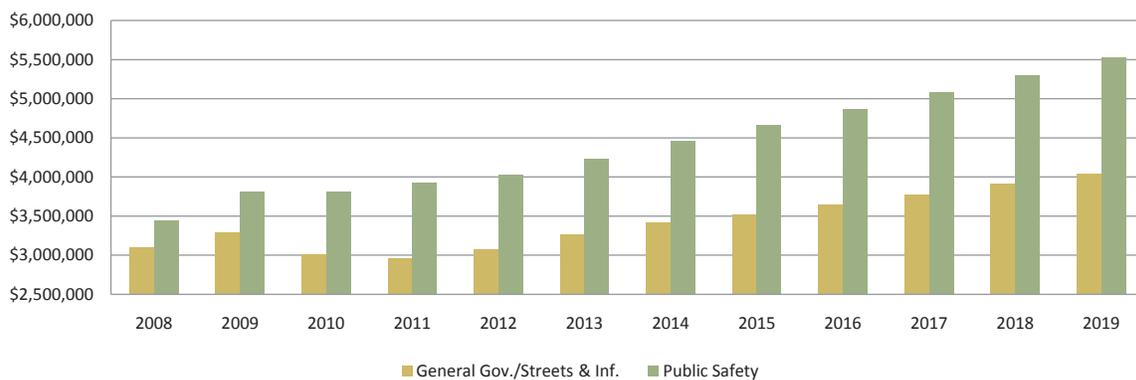


- As a result of union contracts, public safety personnel costs increase at a faster rate (4.9%) than General Government or Streets and Infrastructure (3.8%)
- All Police Pension costs are paid from Public Safety

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# Salaries and overtime, by category



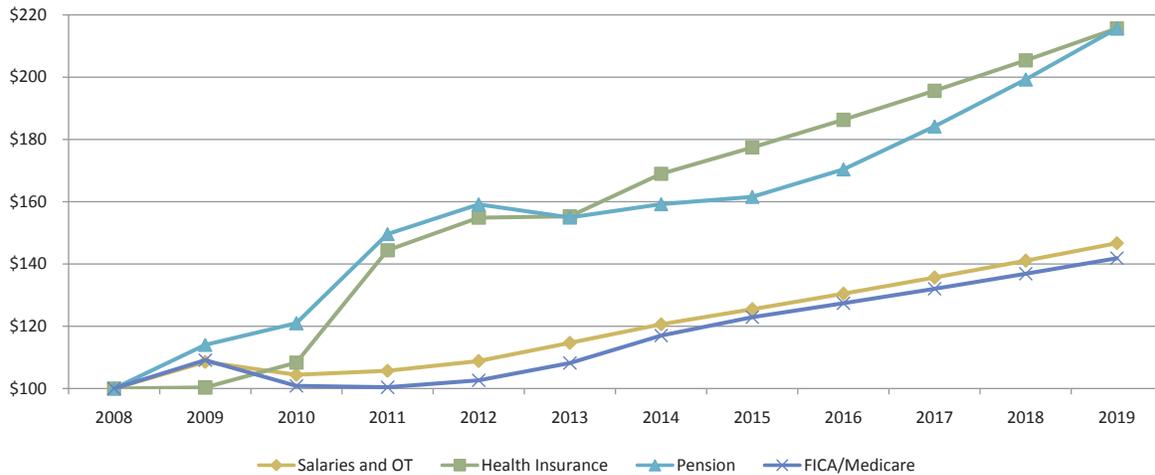
- Without benefit costs, public safety salaries and OT grow at a faster rate than General Government and Streets and Infrastructure

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# Relative growth – payroll and benefits

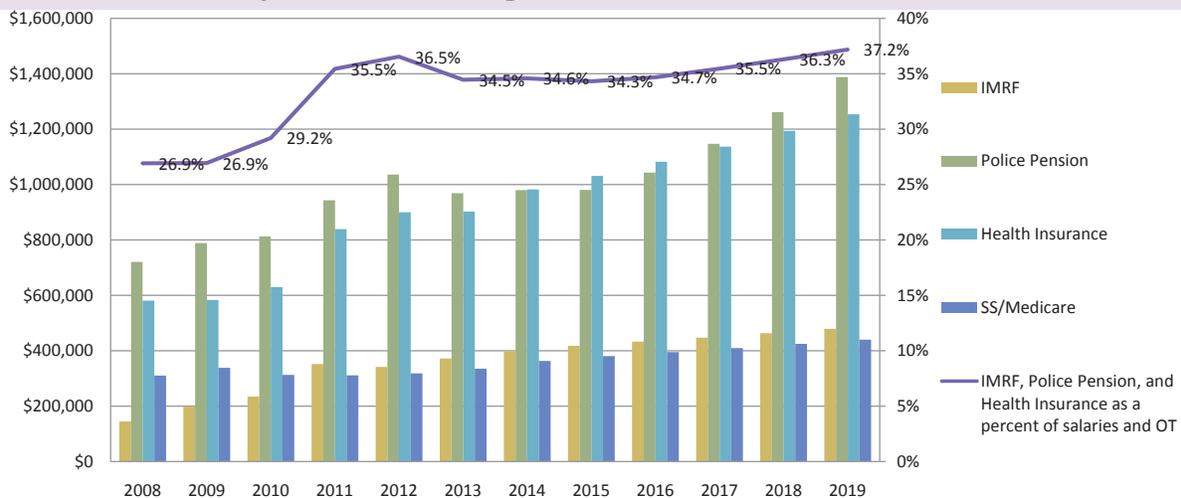


- In 2019, pensions and health insurance are projected to cost nearly 2.2 times what we spent in 2008
- Salaries and OT are projected to cost about 1.5 times 2008
- Police Pensions in 2015 were flat due to resetting actuarial assumptions

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# IMRF, Police Pension, and Health Insurance as a percentage of Salaries and OT



- In 2019, benefits cost about 37.2% of total salaries and OT, up from 26.9% in 2008
- More information on long term pension liabilities and health insurance assumptions can be found later in this report

February 17, 2014

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# Health insurance

- The Village is a member of a health insurance risk-sharing pool
- Rates have increased by an average of 4.1% over the past three years, 1.5% over the past two years
- Our pool administrators project 5% annual increases
- We have also modeled 10% increases due to uncertainty with future Affordable Care Act implications

	5% growth rate	10% growth rate	Difference
Total 5 year projected deficit	\$4.67M	\$5.57M	\$897K
2019 deficit	\$1.84M	\$2.16M	\$328K
2019 health insurance cost	\$1.25M	\$1.58M	\$328K
Benefits as a % of Payroll in 2019	37.2%	40.6%	3.4%
Total Exp. growth rate	2.9%	3.2%	0.3%

February 17, 2014

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# Changing pension assumptions

- After extensive discussion in 2012, the Village lowered investment return (7.5% to 7.25%) and salary increase (6% to 5%) assumptions for the Police Pension Fund
- Changes in state law pushed out the target funding date
- Future funding levels greatly depend on hitting investment return targets. Missing targets by 0.5% can lead to \$2M in more unfunded liability
- An actuary will provide forecasts starting with the CY15 audit, per accounting rules

Salary	Investment	Est. 2013 Unfunded Liability
6.0%	7.5%	\$12.3M
6.0%	7.0%	\$14.7M
5.0%*	7.25%*	\$11.5M*
3.5%	7.0%	\$12.1M
*selected		

- Finance Commission recommends that we review our pension funding strategy, including assumptions and mid-term funding target goals

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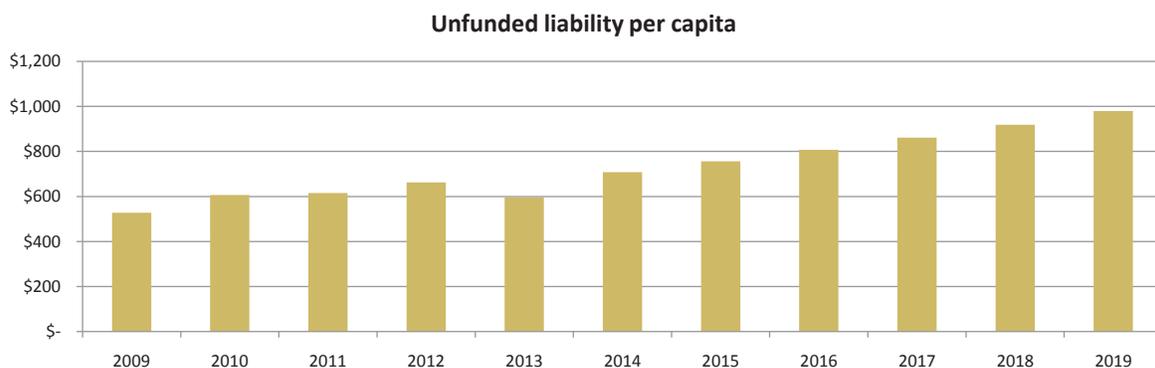
# Projecting pensions

- For the Police Pension Fund, we have used long term (2002-2013) growth rates to project future actuarial assets, and accrued liabilities
- IMRF was more than 100% funded until 2007, and 98% funded in 2008, so we have used growth rates from 2009-2013
- If we used 2002-2013 growth rates for IMRF, total unfunded liability would be \$34M in 2019, instead of \$27M
- Current unfunded liability is \$16.5M
- Multi-million dollar increases to unfunded liabilities are alarming

February 17, 2014

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## Village Pensions, 2003-2019 IMRF and Police Pension



	2003	2013	2019
Actuarial Value of Assets	\$38.6M	\$46.7M	\$58.0M
Unfunded liability	\$1.8M	\$16.5	\$27.3
Funded ratio	95.6%	73.9%	68.0%
Village contribution	\$440k	\$1.6M	\$2.5M

- Unfunded liabilities grow to \$1,000 per resident in 2019, an average of 9% per year
- This is the total of IMRF (all sources) and Police Pension
- Police Pension projections based on 2002-2013
- IMRF projections based on 2009-2013, as IMRF was more than 100% funded until 2007

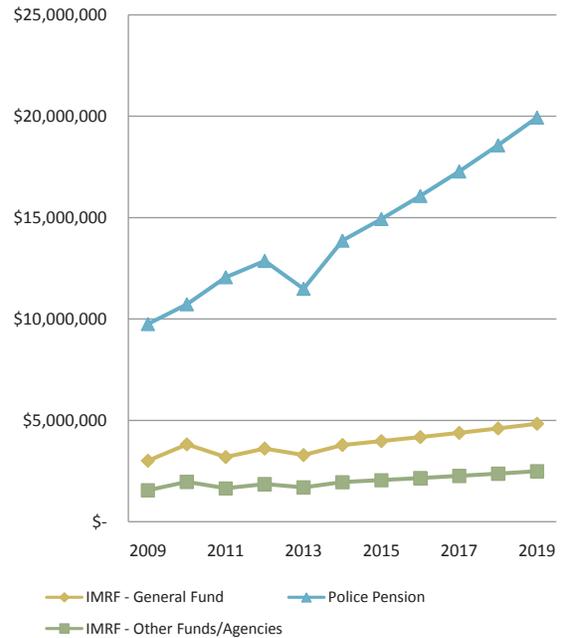
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# Unfunded pension liability

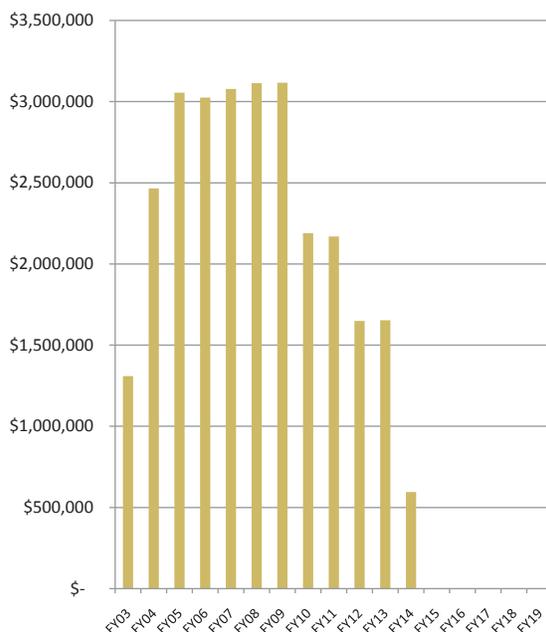
- The Village's Police Pension Fund liability continues to grow
- The General Fund is home to about 66% of total IMRF contributions (and proportional liability)
- IMRF is also funded by other agencies (Library and GWA) and other Village Funds (Water/Sewer, Equipment Services)



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# Debt paid by property taxes



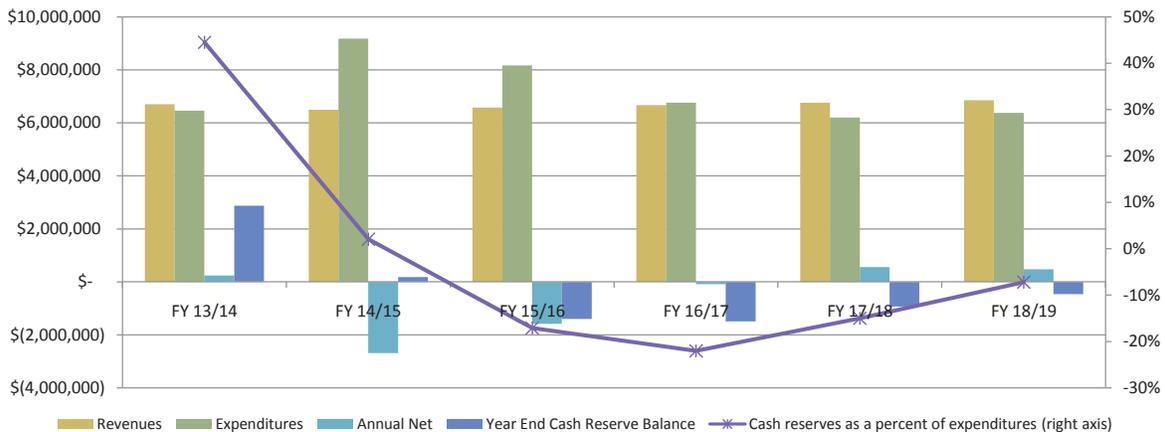
- The Village now funds capital projects on a pay as you go basis
- Property taxes previously used to pay debt service now go to the Capital Projects Fund
- The Village has outstanding debt, paid for using Village Links revenues

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# Capital projects fund

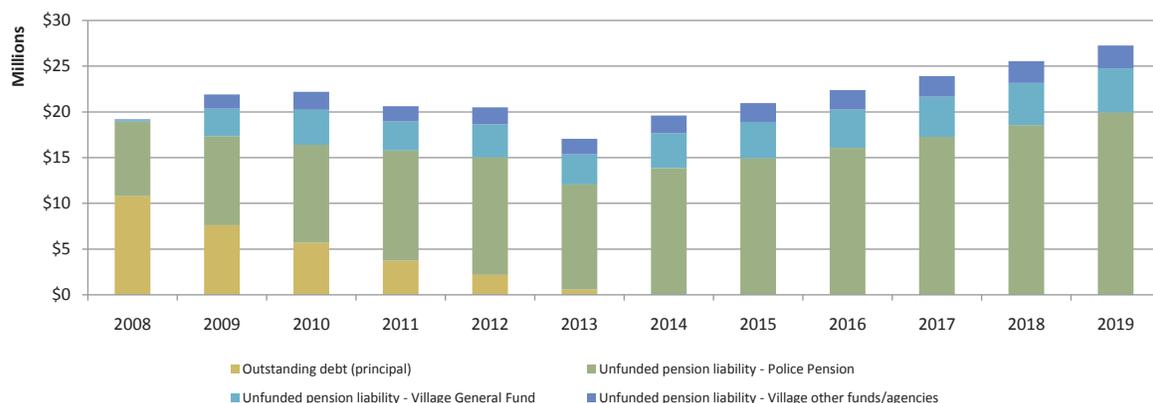


- Capital plan is being revised by Capital Improvements Commission and Village Board
- Large deficit occurs in FY15 and FY16 due to CBD roadway and streetscape project in 2015. That project's scope will likely change, and could use other revenues (TIF, grants) to offset costs

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# Long-term liabilities



- Future government liabilities continue to grow
- Pension liabilities includes Police Pension, Village General Fund, Village other funds, GWA, and Glen Ellyn Public Library

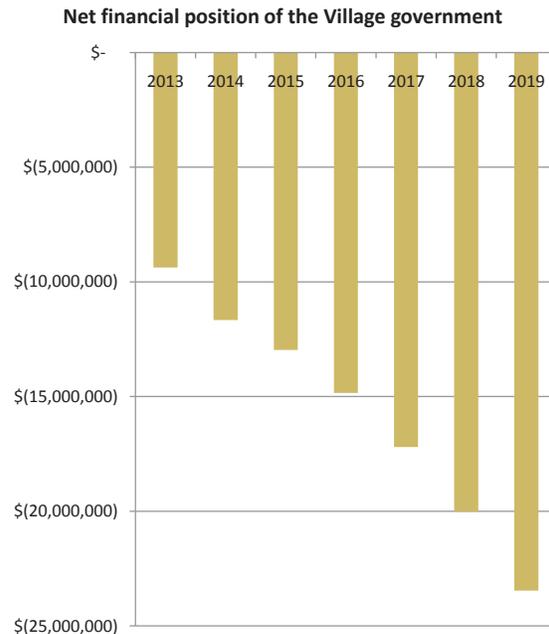
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# Net financial position

- Net financial position is the cash reserves, less long term liabilities
- Pension liabilities for other funds & agencies is excluded



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# Conclusions

- The Village had a good 2013 and a balanced budget in 2014, pushing out future deficits
- Revenues grow at 0.9%, while costs grow at 2.9%, which is unsustainable
- Largest cost drivers are compensation, pensions, and health insurance
- Even with large increases to pension costs, our unfunded liability continues to escalate
- The Affordable Care Act could significantly increase our health insurance costs going forward

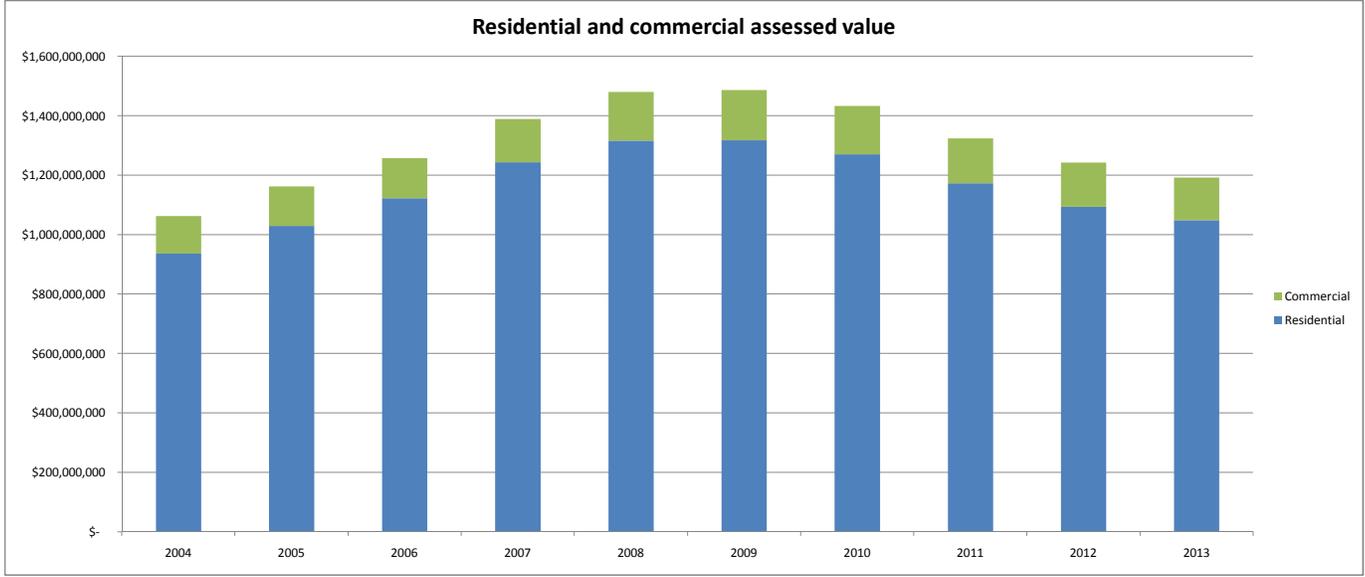
February 17, 2014

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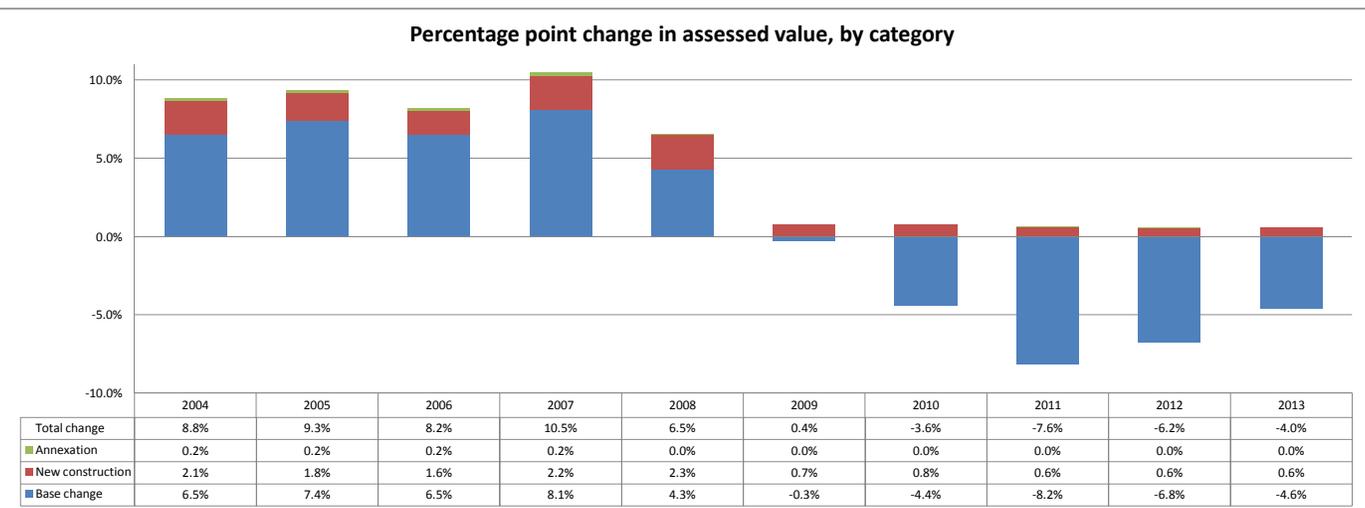
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**Village of Glen Ellyn  
Property Assessment Information**

Assessed values for incorporated properties										
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
<b>Residential</b>	\$ 935,905,932	\$ 1,028,990,842	\$ 1,122,292,109	\$ 1,243,134,514	\$ 1,316,598,119	\$ 1,317,361,423	\$ 1,270,595,206	\$ 1,172,800,618	\$ 1,093,650,271	\$ 1,048,805,775
<b>Commercial</b>	\$ 126,493,334	\$ 132,525,741	\$ 134,706,333	\$ 145,769,800	\$ 163,272,834	\$ 169,086,052	\$ 162,341,757	\$ 151,404,489	\$ 149,012,200	\$ 142,849,689
<b>Total assessed value</b>	\$ 1,062,399,266	\$ 1,161,516,583	\$ 1,256,998,442	\$ 1,388,904,314	\$ 1,479,870,953	\$ 1,486,447,475	\$ 1,432,936,963	\$ 1,324,205,107	\$ 1,242,662,471	\$ 1,191,655,464



Annual change in assessed value, by category										
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
<b>Base change</b>	\$ 63,694,155	\$ 78,387,019	\$ 75,257,139	\$ 101,955,002	\$ 59,464,119	\$ (4,402,198)	\$ (65,453,539)	\$ (117,057,039)	\$ (89,416,616)	\$ (57,277,342)
<b>New construction</b>	\$ 20,754,310	\$ 18,612,770	\$ 18,210,100	\$ 27,304,590	\$ 31,350,760	\$ 10,978,720	\$ 11,557,870	\$ 8,612,442	\$ 7,465,440	\$ 7,210,020
<b>Annexation</b>	\$ 1,585,640	\$ 2,117,528	\$ 2,014,620	\$ 2,646,280	\$ 151,760	\$ -	\$ -	\$ 97,898	\$ 408,540	\$ -
<b>Total change</b>	\$ 86,034,105	\$ 99,117,317	\$ 95,481,859	\$ 131,905,872	\$ 90,966,639	\$ 6,576,522	\$ (53,895,669)	\$ (108,346,699)	\$ (81,542,636)	\$ (50,067,322)



Note: 2014 Data is not yet available.

**VILLAGE OF GLEN ELLYN  
CALENDAR FISCAL YEAR 2015 ANNUAL BUDGET  
PERSONNEL SCHEDULE**

<u>Classification</u>	<u>Status</u>	<u>Salary Range<sup>1</sup></u>	<u>FY11/12 Budgeted Employees</u>	<u>FY12/13 Budgeted Employees</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>CY 15 Budgeted Employees</u>
<b>Village Manager's Office</b>							
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	-	-	-
Economic Development Coord.	PT	L	-	0.75	0.75	0.75	0.75
Administrative Services Coord.	PT	G	0.75	0.75	0.75	0.75	0.75
Executive Secretary	PT	H	1.00	0.75	0.75	0.75	0.75
Administrative Clerk II	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
<b>ST Village Manager's Office</b>			<b>6.25</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>	<b>5.75</b>
<b>Information Technology</b>							
Information Technology Manager	FT	S	-	-	1.00	1.00	1.00
Multimedia Specialist	PT	J	-	-	-	-	0.70
I.T. Help Desk Technician	PT	A-3	-	-	-	-	0.50
<b>Information Technology</b>			<b>-</b>	<b>-</b>	<b>1.00</b>	<b>1.00</b>	<b>2.20</b>
<b>Law Department</b>							
Village Attorney	FT	Z	-	-	-	-	1.00
Executive Secretary	PT	H	-	-	-	-	0.25
<b>ST Law Department</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.25</b>
<b>Senior Services</b>							
Senior Services Coordinator	PT	H	0.60	0.60	0.60	0.60	0.60
<b>ST Senior Services</b>			<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>
<b>Facilities Maintenance</b>							
Facilities Supervisor	FT	I	1.00	1.00	1.00	1.00	1.00
Maintenance Worker II	PT	F	1.00	1.00	1.00	1.00	1.00
Custodian	PT	A	3.00	3.00	3.00	3.00	2.15
<b>ST Facilities Maintenance</b>			<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>4.15</b>
<b>Finance</b>							
Finance Director	FT	U	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	FT	P	1.00	1.00	1.00	1.00	1.00
Information Technology Manager	FT	S	1.00	1.00	-	-	-
Accounting Specialist	FT	I	1.00	1.00	1.00	1.00	1.00
Accounts Manager	FT	J	1.00	1.00	1.00	1.00	1.00
Accounts Payable Coordinator	PT	E	0.60	0.60	0.60	0.60	0.60
Fiscal Clerk	PT	D	3.60	3.60	3.60	3.60	3.60
Water Meter Readers	PT	N/A	1.00	1.00	1.00	1.00	1.00
<b>ST Finance</b>			<b>10.20</b>	<b>10.20</b>	<b>9.20</b>	<b>9.20</b>	<b>9.20</b>

**VILLAGE OF GLEN ELLYN  
CALENDAR FISCAL YEAR 2015 ANNUAL BUDGET  
PERSONNEL SCHEDULE**

<u>Classification</u>	<u>Status</u>	<u>Salary Range<sup>1</sup></u>	<u>FY11/12 Budgeted Employees</u>	<u>FY12/13 Budgeted Employees</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>CY 15 Budgeted Employees</u>
<b>Planning &amp; Development</b>							
Planning & Development Director	FT	U	1.00	1.00	1.00	1.00	1.00
Building & Zoning Official	FT	M	1.00	1.00	1.00	1.00	1.00
Planner with AICP Cert	FT	K	1.00	1.00	1.00	1.00	1.00
Stormwater Engineer	PT	K	-	0.75	0.75	0.75	0.75
Plan Examiner	FT	J	1.00	1.00	1.00	1.00	1.00
Building Inspector	FT	J	2.00	2.00	2.00	2.00	2.00
Administrative Assistant II	FT	F	1.00	1.00	1.00	1.00	1.00
Permit Clerk	PT	D	2.00	2.00	2.00	2.00	2.00
Property Site Inspector	PT	B	0.50	0.50	0.50	0.50	0.50
Administrative Clerk II	PT	B	0.50	0.50	0.50	0.70	0.70
Planning Intern	PT	N/A	1.00	1.00	1.00	1.00	1.00
<b>ST Planning &amp; Development</b>			<b>11.00</b>	<b>11.75</b>	<b>11.75</b>	<b>11.95</b>	<b>11.95</b>
<b>Police</b>							
Police Chief	FT	V	1.00	1.00	1.00	1.00	1.00
Deputy Chief	FT	T	2.00	2.00	2.00	2.00	2.00
Police Sergeant	FT	O	7.00	7.00	7.00	7.00	7.00
Police Officer /2	FT	Contract	33.00	33.00	30.00	30.00	30.00
Records Supervisor/Tech	FT	L	1.00	1.00	1.00	1.00	1.00
Property Officer	FT	G	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II	PT	F	0.50	0.50	0.50	0.60	0.60
Community Service Officer	FT	E	2.00	2.00	2.00	2.00	2.00
Community Service Officer	PT	E	1.20	1.20	1.20	0.90	0.90
Investigative Aide	FT	TBD	-	-	-	-	0.60
Records Clerk	FT	D	4.00	4.00	4.00	4.00	4.00
Records Clerk	PT	D	2.75	2.75	2.75	2.75	2.75
<b>ST Police</b>			<b>55.45</b>	<b>55.45</b>	<b>52.45</b>	<b>52.25</b>	<b>52.85</b>
<b>Fire/EMS</b>							
Administrative Clerk II /3	PT	B	-	-	-	-	1.00
<b>ST Fire/EMS</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.00</b>
<b>Public Works</b>							
<b>Administration &amp; Engineering Division</b>							
Public Works Director	FT	V	1.00	1.00	1.00	1.00	1.00
Assistant Public Works Director	FT	S	1.00	1.00	1.00	1.00	1.00
Registered Professional Engineer	FT	T	1.00	1.00	1.00	1.00	1.00
Civil Engineer	FT	O	1.00	1.00	1.00	1.00	1.00
Engineer, P.E.	FT	TBD	-	-	-	-	1.00
Utilities Inspector	FT	J	1.00	1.00	1.00	1.00	1.00
Engineering Intern	PT	N/A	0.42	0.42	0.42	0.21	0.21
Administrative Assistant I	FT/PT	D	1.50	1.50	1.50	1.50	1.50
<b>ST Administration &amp; Engineering</b>			<b>6.92</b>	<b>6.92</b>	<b>6.92</b>	<b>6.71</b>	<b>7.71</b>

**VILLAGE OF GLEN ELLYN  
CALENDAR FISCAL YEAR 2015 ANNUAL BUDGET  
PERSONNEL SCHEDULE**

Classification	Status	Salary Range <sup>1</sup>	FY11/12	FY12/13	FY13/14	SY 14	CY 15
			Budgeted Employees	Budgeted Employees	Budgeted Employees	Budgeted Employees	Budgeted Employees
<b>Operations Division</b>							
Street Superintendent	FT	N	-	-	1.00	1.00	1.00
Utilities Superintendent	FT	N	-	-	1.00	1.00	1.00
Senior Plant Operator	FT	L	1.00	1.00	1.00	1.00	1.00
Forestry Intern	PT	N/A	0.19	-	-	0.19	0.19
Village Forester	PT	L	0.60	0.60	-	-	-
Customer Service Worker	FT	G	1.00	1.00	1.00	1.00	1.00
Project Coordinator	FT	G	1.00	1.00	-	-	-
Crew Leader II	FT	J	-	-	1.00	1.00	-
Crew Leader I	FT	I	3.00	3.00	3.00	3.00	4.00
Water Plant Operator I	FT	I	-	-	1.00	1.00	1.00
Maintenance Worker II	FT	F	9.30	9.30	5.40	5.40	4.00
Maintenance Worker I	FT/PT	E	4.00	4.00	6.00	6.00	7.40
Seasonal Staff	PT	N/A	3.57	3.57	3.57	3.57	3.57
<b>ST Operations Division</b>			<b>23.66</b>	<b>23.47</b>	<b>23.97</b>	<b>24.16</b>	<b>24.16</b>
<b>Equipment Services Division</b>							
Equipment Services Supervisor	FT	L	1.00	1.00	1.00	1.00	1.00
Equipment Mechanic II	FT	J	2.00	2.00	2.00	2.00	2.00
Inventory Control Clerk	PT	E	0.40	0.40	0.40	0.40	0.40
<b>ST Equipment Services Division</b>			<b>3.40</b>	<b>3.40</b>	<b>3.40</b>	<b>3.40</b>	<b>3.40</b>
<b>Village Links/Reserve 22</b>							
General Manager	FT	U	1.0	1.0	1.0	1.0	1.0
Golf Course Superintendent	FT	O	1.0	1.0	1.0	1.0	1.0
Assistant Golf Course Superintendent	FT	I	1.0	1.0	1.0	1.0	1.0
Grounds Worker I	FT	A-3	-	-	-	3.0	3.0
Horticulturist	FT		1.0	-	-	-	-
Assistant Recreation Director/Dir of Golf	FT	P	1.0	1.0	1.0	1.0	-
Head Golf Professional	FT	K	1.0	1.0	1.0	1.0	1.0
First Assistant Golf Professional	FT	H	1.0	1.0	1.0	1.0	1.0
Food & Beverage Manager	FT	L	1.0	1.0	1.0	1.0	-
Executive Chef/Dir of F & B	FT	H	-	-	1.0	1.0	1.0
Assistant Restaurant Manager	FT	A-2	-	-	-	-	2.0
Floor Supervisors	PT	A-1	-	-	-	-	2.0
Seasonal Staff	PT	N/A	29.1	29.0	36.5	38.5	36.5
<b>ST Village Links/Reserve 22</b>			<b>37.12</b>	<b>35.98</b>	<b>44.48</b>	<b>49.50</b>	<b>49.50</b>
<b>Total Full-Time Equivalent Positions /5</b>			<b>159.60</b>	<b>159.52</b>	<b>165.52</b>	<b>170.52</b>	<b>173.72</b>

1 Positions without a noted Salary Range have been vacant since recent changes to salary range schedules.

2 Starting in FY13/14, reporting for Police Officers changed from number of positions authorized to number of positions funded in the current year budget. There are 33 police officer positions authorized, plus command staff for a total of 43 sworn officers in the CY15 budget.

3 Two part-time (0.5 FTE/position) positions are assigned to support the Glen Ellyn Volunteer Fire Company

**Village of Glen Ellyn**  
**Salary Tables - January 1, 2015 through December 31, 2015**

**CY 15 Salary Schedule Adjustment = 0.00%**

Range	Annualized			Hourly		
	Min	Mid	Max	Min	Mid	Max
A-1	\$ 29,494	\$ 37,294	\$ 44,678	\$ 14.18	\$ 17.93	\$ 21.48
A-2	\$ 31,200	\$ 39,250	\$ 47,278	\$ 15.00	\$ 18.87	\$ 22.73
A-3	\$ 35,339	\$ 44,512	\$ 53,664	\$ 16.99	\$ 21.40	\$ 25.80
B	\$ 37,066	\$ 46,717	\$ 56,347	\$ 17.82	\$ 22.46	\$ 27.09
C	\$ 38,938	\$ 49,088	\$ 59,238	\$ 18.72	\$ 23.60	\$ 28.48
D	\$ 40,872	\$ 51,501	\$ 62,130	\$ 19.65	\$ 24.76	\$ 29.87
E	\$ 42,931	\$ 54,122	\$ 65,312	\$ 20.64	\$ 26.02	\$ 31.40
F	\$ 45,094	\$ 56,846	\$ 68,598	\$ 21.68	\$ 27.33	\$ 32.98
G	\$ 47,382	\$ 59,696	\$ 72,010	\$ 22.78	\$ 28.70	\$ 34.62
H	\$ 49,754	\$ 62,691	\$ 75,608	\$ 23.92	\$ 30.14	\$ 36.35
I	\$ 52,229	\$ 65,832	\$ 79,414	\$ 25.11	\$ 31.65	\$ 38.18
J	\$ 54,808	\$ 69,077	\$ 83,346	\$ 26.35	\$ 33.21	\$ 40.07
PO *	\$ 55,198	\$ 69,106	\$ 86,382	\$ 26.54	\$ 33.22	\$ 41.53
K	\$ 57,574	\$ 72,571	\$ 87,568	\$ 27.68	\$ 34.89	\$ 42.10
L	\$ 60,486	\$ 76,190	\$ 91,894	\$ 29.08	\$ 36.63	\$ 44.18
M	\$ 63,461	\$ 79,955	\$ 96,429	\$ 30.51	\$ 38.44	\$ 46.36
N	\$ 66,643	\$ 83,949	\$ 101,254	\$ 32.04	\$ 40.36	\$ 48.68
O	\$ 70,054	\$ 88,296	\$ 106,538	\$ 33.68	\$ 42.45	\$ 51.22
P	\$ 73,549	\$ 92,664	\$ 111,779	\$ 35.36	\$ 44.55	\$ 53.74
Q	\$ 77,147	\$ 97,198	\$ 117,250	\$ 37.09	\$ 46.73	\$ 56.37
R	\$ 81,078	\$ 102,170	\$ 123,240	\$ 38.98	\$ 49.12	\$ 59.25
S	\$ 85,114	\$ 107,266	\$ 129,397	\$ 40.92	\$ 51.57	\$ 62.21
T	\$ 89,336	\$ 112,570	\$ 135,782	\$ 42.95	\$ 54.12	\$ 65.28
U	\$ 93,850	\$ 118,269	\$ 142,688	\$ 45.12	\$ 56.86	\$ 68.60
V	\$ 98,488	\$ 124,093	\$ 149,698	\$ 47.35	\$ 59.66	\$ 71.97
W	\$ 103,418	\$ 130,312	\$ 157,206	\$ 49.72	\$ 62.65	\$ 75.58
X	\$ 108,597	\$ 136,822	\$ 165,048	\$ 52.21	\$ 65.78	\$ 79.35
Y	\$ 114,046	\$ 143,728	\$ 173,410	\$ 54.83	\$ 69.10	\$ 83.37
Z	\$ 119,704	\$ 150,842	\$ 181,958	\$ 57.55	\$ 72.52	\$ 87.48

\* *Police Officers / F.O.P. Contract. Rates are effective November 1, 2014 to October 31, 2015.*

**VILLAGE OF GLEN ELLYN  
FULL-TIME BUDGETED PERSONNEL HISTORY**

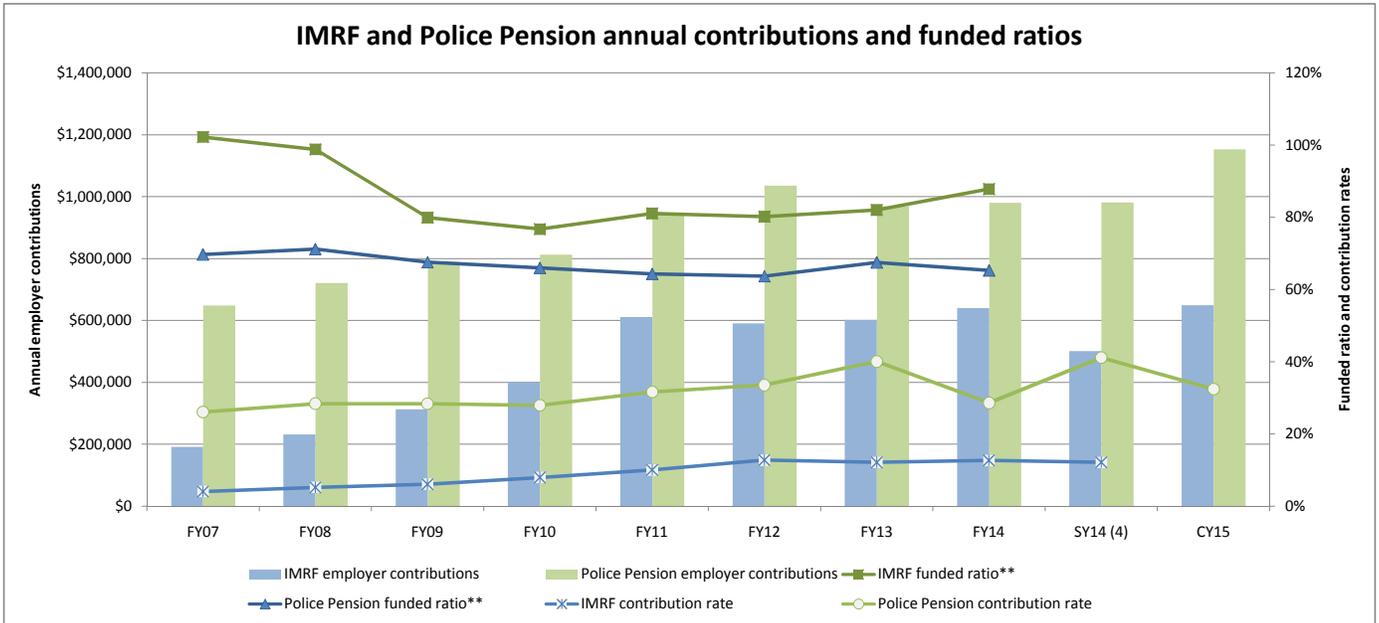
	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	SY 14	CY 15
<b>ADMINISTRATION</b>												
Administration	3	3	3	3	5	5	3	3	3	3	3	3
Facilities Maint	2	2	2	2	2	1	1	1	1	1	1	1
Law	-	-	-	-	-	-	-	-	-	-	-	1
Information Technology	-	-	-	-	-	-	-	-	-	1	1	1
TOTAL	5	5	5	5	7	6	4	4	4	5	5	6
<b>FINANCE</b>												
Administration/Operations	6	5	5	5	4	4	4	4	4	3	3	3
Cashier's Office	1	1	1	1	1	1	1	1	1	1	1	1
TOTAL	7	6	6	6	5	5	5	5	5	4	4	4
<b>PLANNING &amp; DEVELOPMENT</b>												
Planning	3	3	3	3	4	3	3	3	3	3	3	3
Zoning / Inspection	3	3	3	4	4	4	4	4	4	4	4	4
TOTAL	6	6	6	7	8	7	7	7	7	7	7	7
<b>RECREATION</b>												
Administration	2	2	2	1	1	1	1	1	1	1	1	1
Golf	3	3	3	3	3	3	3	3	3	3	3	2
Grounds	8	8	8	5	4	4	3	3	2	2	5	5
Food Service	1	1	1	1	1	1	1	1	2	2	2	3
TOTAL	14	14	14	10	9	9	8	8	7	8	11	11
<b>POLICE</b>												
Sworn Officers*	39	39	40	43	43	43	43	43	43	40	40	40
Service Officers	3	3	3	3	3	2	2	2	2	2	2	2
Other Civilians	5	5	5	6	6	6	6	6	6	6	6	6
TOTAL	47	47	48	52	52	51	51	51	51	48	48	48
<b>PUBLIC WORKS</b>												
Administration./Engineering	8	7	7	5	7	6	6	6	6	6	6	7
Equipment Services	3	3	3	3	3	3	3	3	3	3	3	3
Operations Division	-	-	19	21	19	19	19	19	19	-	-	-
Streets/Forestry	10	10	-	-	-	-	-	-	-	9	9	9
Utilities	12	12	-	-	-	-	-	-	-	11	11	11
TOTAL	33	32	29	29	29	28	28	28	28	29	29	30
<b>TOTAL</b>	<b>112</b>	<b>110</b>	<b>108</b>	<b>109</b>	<b>110</b>	<b>106</b>	<b>103</b>	<b>103</b>	<b>102</b>	<b>101</b>	<b>104</b>	<b>106</b>

*\*Starting in FY13/14, reporting for Police Officers changed from number of positions authorized to number of positions funded in the current year budget. There are 33 police officer positions authorized, plus command staff for a total of 43 sworn officers.*

Note: The full-time staffing "high point" was in FY92; 128 Full Time Employees.

**Village of Glen Ellyn  
Summary of Village Employer Retirement Contributions  
Last 10 Fiscal Years**

	FY07 Actual	FY08 Actual	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	SY14 (4) Estimated	CY15 Budget
<b>FICA (Social Security and Medicare)</b>										
General Fund	\$ 302,006	\$ 310,176	\$ 338,444	312,789	311,319	\$ 318,241	\$ 331,869	\$ 342,991	\$ 279,219	\$ 412,900
Special Programs	5,553	5,922	5,830	6,096	6,760	-	-	-	-	-
Fire Services Fund	-	-	-	-	-	-	-	-	230	3,800
Water	37,135	31,571	32,798	32,649	33,994	34,064	38,191	37,542	28,000	46,000
Sewer	23,315	29,846	30,869	30,819	32,165	32,201	29,540	35,223	26,000	37,200
Recreation	111,166	103,342	104,122	104,470	100,167	96,698	91,101	121,499	98,929	126,083
Equipment Services	13,654	16,114	17,918	18,580	18,714	18,950	19,577	20,094	14,700	21,400
<b>Total FICA Expense - All Funds</b>	<b>492,829</b>	<b>496,971</b>	<b>529,981</b>	<b>505,403</b>	<b>503,119</b>	<b>500,154</b>	<b>510,278</b>	<b>557,349</b>	<b>447,077</b>	<b>647,383</b>
% Change from Prior Year	-0.5%	0.8%	6.6%	-4.6%	-0.5%	-0.6%	2.0%	9.2%	-19.8%	44.8%
<b>Illinois Municipal Retirement Fund (IMRF)</b>										
General Fund	115,087	144,467	198,262	234,216	352,167	347,583	372,134	384,894	290,249	391,000
Special Programs	67	1,783	2,653	3,503	5,563	-	-	-	-	-
Water	19,762	21,045	26,131	32,632	51,882	50,509	54,278	54,087	39,000	55,000
Sewer	13,052	21,037	26,132	32,620	51,860	50,510	43,664	54,060	60,500	50,000
Recreation	36,447	32,639	44,680	77,707	120,190	113,018	101,325	114,157	88,845	126,282
Equipment Services	7,040	10,550	14,439	19,050	29,714	28,856	30,835	32,202	22,200	26,900
<b>Total IMRF Expense - All Funds</b>	<b>191,455</b>	<b>231,521</b>	<b>312,297</b>	<b>399,728</b>	<b>611,376</b>	<b>590,476</b>	<b>602,236</b>	<b>639,400</b>	<b>500,794</b>	<b>649,182</b>
% Change from Prior Year	30.7%	20.9%	34.9%	28.0%	52.9%	-3.4%	2.0%	6.2%	-21.7%	29.6%
<b>Police Pension Fund (1)</b>										
	<b>648,000</b>	<b>721,000</b>	<b>789,000</b>	<b>813,000</b>	<b>943,000</b>	<b>1,036,000</b>	<b>969,000</b>	<b>980,000</b>	<b>981,000</b>	<b>1,153,000</b>
% Change from Prior Year	6.6%	11.3%	9.4%	3.0%	16.0%	9.9%	-6.5%	1.1%	0.1%	17.5%
<b>Total Retirement Costs</b>	<b>\$ 1,332,284</b>	<b>\$ 1,449,492</b>	<b>\$ 1,631,278</b>	<b>\$ 1,718,131</b>	<b>\$ 2,057,495</b>	<b>\$ 2,126,630</b>	<b>\$ 2,081,514</b>	<b>\$ 2,176,749</b>	<b>\$ 1,928,871</b>	<b>\$ 2,449,565</b>
% Change from Prior Year	6.6%	8.8%	12.5%	5.3%	19.8%	3.4%	-2.1%	4.6%	-11.4%	27.0%
<b>IMRF Early Retirement Program (2)</b>			\$ 657,280							
IMRF Contribution Rate* (3)	4.06%	5.19%	6.09%	7.95%	10.00%	12.73%	12.09%	12.65%	12.14%	10.81%
IMRF, Funded ratio**	102.2%	98.8%	79.9%	76.7%	81.1%	80.2%	82.1%	87.8%	n/a	n/a
Police Pension Fund Rate (calculated)*	26.07%	28.39%	28.32%	27.92%	31.60%	33.51%	40.03%	28.58%	41.12%	32.37%
Police Pension Fund, Funded ratio**	69.71%	71.17%	67.57%	65.97%	64.31%	63.69%	67.51%	65.24%	n/a	n/a



\* As a percentage of eligible payroll.

\*\* Funded ratio presented for the year ended within the reported fiscal year. For IMRF, the year ends December 31. For Police Pension, the year ends April 30. There is a lag between actuarial valuation to calculate funded ratio and determining the contribution rate for a given year.

- Notes:
- Starting with the FY13 contribution, changes in state law allowed for a longer amortization period for the unfunded liability. For FY14, the Village moderated actuarial assumptions for investment returns and salary increases. For FY15, the Village decreased the investment return assumption which increased the contribution.
  - In FY09 the Village made a one time payment to the IMRF for the unfunded portion of the 2006 Early Retirement Program. \$392,520 was paid from the Corporate Reserve Fund, \$121,960 from the Water & Sewer Fund and \$142,800 from the Recreation Fund.
  - IMRF rates adjust on a calendar year basis. Rates shown for FY14 are applicable for calendar year 2013. SY14 rates for applicable to calendar year 2014.
  - All fiscal periods have 12 months, excepting SY14 which was an 8 month short year.

**INTERFUND TRANSFER RECAP**  
**TRANSFERS FOR FY CY15 BUDGET**

		TO FUND															
		ADMIN	PW	INSURANCE FUND		EQUIP	EQUIP	PW		ENG	FACIL	FIRE					
		SERVICE	SERVICE	GENERAL	HEALTH	SERVICE	SERVICE	FACIL	STREET	CAPITAL	DEBT	POLICE	GENERAL	MAINT	CORP	SERVICES	TOTAL
DEPT/DIV	CHGS	CHGS	INSURANCE	PLAN	O & M	REPL	MAINT	SWEEPING	PROJECTS	SERVICE	PENSION	FUND	RESERVE	RESERVE	FUND		
Revenue	-	-	-	-	-	-	-	-	3,440,000	-	-	-	-	-	-	-	3,440,000
Administration	-	-	5,100	33,200	-	-	-	-	-	-	-	-	-	-	-	-	38,300
Law	-	-	-	5,200	-	-	-	-	-	-	-	-	-	-	-	-	5,200
Facilities Maint	-	-	6,000	5,400	19,800	8,800	-	-	-	-	-	-	150,000	-	-	-	190,000
Information Technology	-	-	1,400	11,900	-	-	-	-	-	-	-	-	-	-	-	-	13,300
Finance - Admin.	-	-	2,800	27,400	-	-	-	-	-	-	-	-	-	-	-	-	30,200
Finance - Cashier's	-	-	1,500	16,000	-	-	-	-	-	-	-	-	-	-	-	-	17,500
Planning & Dev - Planning	-	-	3,700	27,600	-	-	-	-	-	-	-	-	-	-	-	-	31,300
P&D - Building	-	-	6,000	44,400	4,300	7,600	-	-	-	-	-	-	-	-	-	-	62,300
Economic Development	-	-	1,100	-	-	-	-	-	-	-	-	-	-	-	80,000	-	81,100
Police - Admin	-	-	14,900	113,900	92,600	48,400	-	-	-	-	86,500	-	-	-	-	-	356,300
Police - Operations	-	-	85,600	416,200	152,400	79,700	-	-	-	-	893,600	-	-	-	-	-	1,627,500
Police - Investigations	-	-	23,600	49,300	27,300	14,200	-	-	-	-	172,900	-	-	-	-	-	287,300
Police Asset Forfeitures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PW - Admin	-	-	7,700	88,300	21,100	7,600	-	-	-	-	-	-	-	-	-	-	124,700
PW Ops - Forestry	-	-	37,900	47,700	104,000	107,900	-	-	-	-	-	-	-	-	-	-	297,500
PW Ops - Streets	-	-	48,300	38,500	231,400	240,100	-	-	-	-	-	-	-	-	-	-	558,300
Emergency Medical Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Department	-	-	196,400	-	100,800	-	-	-	-	-	-	-	-	-	-	-	297,200
<b>GENERAL FUND</b>	-	-	<b>442,000</b>	<b>925,000</b>	<b>753,700</b>	<b>514,300</b>	-	-	<b>3,440,000</b>	-	<b>1,153,000</b>	-	<b>150,000</b>	<b>80,000</b>	-	-	<b>7,458,000</b>
Corporate Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Service	10,000	-	-	-	-	6,700	-	-	-	-	-	-	-	-	-	-	16,700
Parking	11,000	104,900	800	-	-	-	-	40,800	-	-	-	-	-	-	-	-	157,500
Water	150,000	-	55,000	55,900	66,100	60,000	10,000	-	-	-	-	-	-	-	-	-	397,000
Sanitary Sewer	150,000	-	45,500	55,900	61,700	113,200	10,000	10,000	-	-	-	-	-	-	-	-	446,300
Recreation	80,000	-	56,300	93,100	-	-	-	-	-	-	-	-	-	-	-	-	229,400
Equip Services	-	13,200	11,900	57,400	4,600	1,300	10,000	-	-	-	-	-	-	-	-	-	98,400
Solid Waste	77,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	77,100
MFT	-	-	-	-	-	-	-	-	-	-	-	400,000	-	-	-	-	400,000
Capital Projects	-	-	-	-	-	-	-	-	-	-	-	232,600	-	-	-	-	232,600
<b>TOTAL</b>	<b>478,100</b>	<b>118,100</b>	<b>169,500</b>	<b>262,300</b>	<b>132,400</b>	<b>181,200</b>	<b>30,000</b>	<b>50,800</b>	-	-	-	<b>632,600</b>	-	-	-	-	<b>2,055,000</b>
<b>GR TOTAL</b>	<b>478,100</b>	<b>118,100</b>	<b>611,500</b>	<b>1,187,300</b>	<b>886,100</b>	<b>695,500</b>	<b>30,000</b>	<b>50,800</b>	<b>3,440,000</b>	-	<b>1,153,000</b>	<b>632,600</b>	<b>150,000</b>	<b>80,000</b>	-	-	<b>9,513,000</b>
Glenbard Wastewater	126,500			221,400	42,100												390,000
Library	1,200			189,810	-					511,498							702,508
	605,800			1,598,510	928,200					511,498							3,644,008

**Village of Glen Ellyn**  
**Historical Rates charged to Water, Sewer and Refuse customers (resident rates)**  
**Past 10 years**

**Water and sewer consumption rate changes**

<b>Water consumption rate</b>			<b>Sewer consumption rate</b>			<b>Total rate</b>	
<b>Date of Change</b>	<b>Rate per 1,000 Gal.</b>	<b>% Change</b>	<b>Rate per 1,000 Gal.</b>	<b>% Change</b>	<b>Rate per 1,000 Gal.</b>	<b>% Change</b>	
May 1, 2004	\$ 4.92	4.2%	\$ 3.91	12.0%	\$ 8.83	7.6%	
July 1, 2007	\$ 4.92	0.0%	\$ 4.30	10.0%	\$ 9.22	4.4%	
June 1, 2008	\$ 5.10	3.7%	\$ 4.45	3.5%	\$ 9.55	3.6%	
July 1, 2009	\$ 5.49	7.6%	\$ 4.45	0.0%	\$ 9.94	4.1%	
June 1, 2010	\$ 6.04	10.0%	\$ 4.90	10.1%	\$ 10.94	10.1%	
May 1, 2011	\$ 6.34	5.0%	\$ 5.39	10.0%	\$ 11.73	7.2%	
January 1, 2012	\$ 6.42	1.3%	\$ 6.42	19.1%	\$ 12.84	9.5%	
January 1, 2013	\$ 7.41	15.4%	\$ 6.65	3.6%	\$ 14.06	9.5%	
January 1, 2014	\$ 8.50	14.7%	\$ 6.90	3.8%	\$ 15.40	9.5%	
<b>Future rates:</b>							
January 1, 2015	\$ 9.75	14.7%	\$ 7.11	3.0%	\$ 16.86	9.5%	

**Refuse rate changes, per month**

<b>Effective</b>	<b>8/1/2004</b>	<b>8/1/2005</b>	<b>8/1/2009</b>	<b>8/1/2010</b>	<b>8/1/2011</b>	<b>8/1/2012</b>	<b>8/1/2013</b>	<b>8/1/2014</b>	
35 gal	\$ 13.25	\$ 11.70	\$ 12.30	\$ 12.90	\$ 12.90	\$ 13.80	\$ 15.50	\$ 15.97	
65 gal		\$ 14.95	\$ 15.70	\$ 16.50	\$ 16.50	\$ 17.30	\$ 19.05	\$ 19.57	
95 gal		\$ 16.95	\$ 17.80	\$ 18.70	\$ 18.70	\$ 19.30	\$ 21.10	\$ 21.67	
senior 35	\$ 12.20	\$ 10.80	\$ 11.35	\$ 11.90	\$ 11.90	\$ 12.75	\$ 14.45	\$ 14.92	
35 rear	\$ 25.85	\$ 20.70	\$ 21.75	\$ 22.85	\$ 22.85	\$ 21.35	\$ 23.20	\$ 23.77	
65 rear		\$ 23.95	\$ 25.15	\$ 26.40	\$ 26.40	\$ 27.35	\$ 29.30	\$ 29.97	
95 rear		\$ 25.95	\$ 27.25	\$ 28.60	\$ 28.60	\$ 27.35	\$ 29.30	\$ 29.97	
senior 35 rear	\$ 23.55	\$ 18.90	\$ 19.85	\$ 20.85	\$ 20.85	\$ 19.60	\$ 21.40	\$ 21.97	
35 gal		Change from prior rate	-11.7%	5.1%	4.9%	0.0%	7.0%	12.3%	15.7%
65 gal				5.0%	5.1%	0.0%	4.8%	10.1%	13.1%
95 gal				5.0%	5.1%	0.0%	3.2%	9.3%	12.3%
senior 35			-11.5%	5.1%	4.8%	0.0%	7.1%	13.3%	17.0%
35 rear			-19.9%	5.1%	5.1%	0.0%	-6.6%	8.7%	11.3%
65 rear				5.0%	5.0%	0.0%	3.6%	7.1%	9.6%
95 rear				5.0%	5.0%	0.0%	-4.4%	7.1%	9.6%
senior 35 rear			-19.7%	5.0%	5.0%	0.0%	-6.0%	9.2%	12.1%
<b>Average change</b>			<b>-15.7%</b>	<b>5.0%</b>	<b>5.0%</b>	<b>0.0%</b>	<b>1.1%</b>	<b>9.7%</b>	<b>12.6%</b>

## GLOSSARY OF TERMS

**Abatement:** The process of cancelling or reducing previously levied property taxes.

**Accrual Basis of Accounting:** A basis of accounting where revenues are recognized in the accounting period in which they are earned and become measurable; expenses are recognized in the period incurred, if measurable.

**Ad Valorem Taxes:** Commonly referred to as property taxes, these taxes are levied on real property according to the property's valuation and the applicable tax rate.

**Assessed Valuation:** The valuation set upon real estate by the Assessor as a basis for levying property taxes.

**Asset:** Resources owned or held by a government that have monetary value.

**Authorized Positions:** Employee positions, which are authorized in the adopted budget, to be filled during the year.

**Balanced Budget:** A budget where total expenditures/expenses are less than or equal to total current year revenues. In some cases, the use of accumulated reserves or debt proceeds may be used to achieve a balanced budget

**Bond:** A form of debt used by governmental entities to borrow funds for a defined period at a specified interest rate.

**Bond Refinancing/Refunding:** The issuance of bonds to pay off existing obligations in order to obtain better interest rates and/or repayment provisions.

**Budget:** A plan of financial activity for a specified period of time (fiscal year) indicating all planned revenues and expenditures for the budget period.

**Budgetary Control:** The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

**Capital Improvement Program (CIP):** A CIP is a multi-year planning instrument used by governments to identify needed capital projects and to coordinate the financing and timing of

such improvements in a way that maximizes the return to the public.

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

**Capital Project:** A major construction, acquisition, or renovation activity which adds value to a government's physical assets or significantly increases an asset's useful life.

**Capital Projects Fund:** A fund used to account for the acquisition or construction of major governmental capital facilities and equipment which are not financed by other funds.

**Cash Basis of Accounting:** A basis of accounting where revenues are recognized in the accounting period in which they are received; expenses are recognized in the period paid.

**Commodities:** All expenditures for materials, parts and supplies, except those incidentally used by outside firms performing contractual services for the Village.

**Contingency:** A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Contractual Services:** Expenditures for services which are obtained by an express or implied contract.

**Debt Service Fund:** The Debt Service fund is used to account for the accumulation of resources for and the payment of general long-term debt, principal and interest, which is not funded in another fund.

**Deficit:** The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

**Department:** A basic organizational unit of government which is functionally unique in its delivery of services.

**Depreciation:** A method of spreading the cost of a tangible asset over its useful life.

**Distinguished Budget Presentation Awards Program:** A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

**Enterprise Fund:** A fund which is used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the government is that the costs (including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**Expenditure:** The payment of cash or the transfer of property or services for the purpose of acquiring an asset or service.

**Fiscal Policy:** A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

**Fiscal Year:** A twelve (12) month period between settlements of financial accounts. The Village's fiscal year begins on January 1<sup>st</sup> and ends December 31<sup>st</sup>.

**Fixed Assets:** Assets that are intended to be held or used, such as land, buildings, machinery, furniture and other equipment.

**Fringe Benefits:** Expenditures directly attributable to Village's employee benefits, including the Village's contributions to the Illinois Municipal Retirement Fund and Social Security, expenses relating to the life and health insurance programs and workers' compensation program costs.

**Full-Time Equivalent Position (FTE):** A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time clerk working 20 hours per week would be the equivalent to .5 of a full-time position.

**Fund:** An independent fiscal and accounting entity with a self-balancing set of accounts segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

**Fund Accounting**: A method of municipal accounting where resources are allocated to and accounted for in separate funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

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

**GAAP**: Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.

**GASB**: Governmental Accounting Standards Board. The mission of the Governmental Accounting Standards Board is to establish and improve standards of state and local governmental accounting and financial reporting that will result in useful information for users of financial reports and guide and educate the public, including issuers, auditors, and users of those financial reports.

**General Fund**: The general fund is used to account for all revenues and expenditures of the Village which are not accounted for in any other fund. It is an operating fund from which most of the current operations of the Village are financed.

**General Obligation Bond (G.O. Bond)**: A long-term security where the general taxing power of the Village is pledged to pay both principal and interest.

**GFOA (Government Finance Officers' Association)**: The premier professional association for governmental finance officers in the United States and Canada. The GFOA recognizes governments for excellence in financial reporting and in budgeting.

**Governmental Fund**: A fund used to account for the governmental activities, including the acquisition or construction of governmental capital assets (streets, sidewalks, buildings), and the servicing of general long term debt. Typically, governmental funds derive some or all of their revenue from taxes.

**Goal**: A statement of broad direction, purpose or intent based on the needs of the community.

**Illinois Municipal Retirement Fund (IMRF):** This retirement fund, established under statutes adopted by the Illinois General Assembly, provides employees of local governments and school districts in Illinois with a system for the payment of retirement annuities, disability, and death benefits. Contributions based upon a percent of wages are required of both the employer and employee.

**Infrastructure:** The basic installations and facilities on which the continuance and growth of a community depend. Examples include sewer and water systems, roadways, communication systems and public buildings.

**Interfund Transfer (IFT):** This represents a transfer between two funds, typically as a charge or reimbursement for services provided from one fund to another.

**Levy:** The imposition and collection of a tax.

**Line-Item Budget:** A form of budget which allocates money for expenditures to specific items or objects of cost.

**Long-Term Debt:** Debt with a maturity of more than one year after the date of issuance.

**Major Fund:** A business or governmental fund that is reported as a separate column in the basic fund financial statements and which receives a separate opinion in the independent auditor's report. Typically, major funds are designated as such due to their size relative to other funds. However, qualitative factors can also be used to designate funds as major.

**Modified Accrual Basis of Accounting:** A basis of accounting where revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for interest on general long-term debt, which is recognized when due.

**Objective:** Something to be accomplished in specific, well-defined and measurable terms and that is achievable within a specific time frame.

**Operating Revenues:** Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees for specific services, interest earnings, and grant revenues.

**Operating Expenses:** The cost for personnel, materials, and equipment required for a department to function.

**Operating Transfers In/Out:** A planned transfer of monies from one fund to another to assist in financing the operations of the recipient fund.

**Other Post Employment Benefits (OPEB):** Benefits provided to employees upon termination of service in addition to pension benefits, such as health and dental insurance coverage.

**Personnel Services:** Expenditures directly attributable to Village employee salaries, including wages, overtime, and other direct compensation.

**Revenue:** Sources of income financing the operations of government.

**Taxes:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

**User Charges:** The payment of a fee for direct receipt of a public service by the party who benefits from the service.

## Acronym Glossary

AED	Automated External Defibrillator
APWA	American Public Works Association
ASCE	American Society of Civil Engineers
ASPA	American Society for Public Administration
CAD	Computer Aided Design
CBD	Central Business District
CDL	Commercial Driving License
CFA	Computerized Fleet Analysis
COD	College of DuPage
COLA	Cost of Living Adjustment
CPI	Consumer Price Index
CSO	Community Service Officer
DARE	Drug Abuse Resistance Education
DUCOMM	DuPage Public Safety Communications
DUI	Driving Under the Influence
DWC	DuPage Water Commission
EAV	Equalized Assessed Value
EMS	Emergency Medical Service
EPA	Environmental Protection Agency
ETSB	Emergency Telephone Systems Board
FBINA	Federal Bureau of Investigation National Academy
FMLA	Family and Medical Leave Act
FTE	Full Time Equivalent
FY	Fiscal Year
FYE	Fiscal Year End
GAAP	Generally Accepted Accounting Principles
GAAS	Generally Accepted Auditing Standards
GASB	Government Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GO	General Obligation
GPS	Geographic Positioning System
HMO	Health Maintenance Organization
HVAC	Heating, Ventilating and Air Conditioning
ICC	International Code Council

ICMA	International City/County Management Association
IDOT	Illinois Department of Transportation
IEPA	Illinois Environmental Protection Agency
IGA	Intergovernmental Agreement
IGFOA	Illinois Government Finance Officers Association
ILCMA	Illinois City/Council Management Association
IML	Illinois Municipal League
IMRF	Illinois Municipal Retirement Fund
IPBC	Intergovernmental Personnel Benefit Cooperative
IPELRA	Illinois Public Employer Labor Relations Association
ISO	Insurance Services Organization
IT	Information Technology
J.U.L.I.E.	Joint Utility Locating Information for Excavators
LEED	Leadership in Energy & Environmental Design
LGDF	Local Government Distributive Fund
MFT	Motor Fuel Tax
NFPA	National Fire Protection Association
NPDES	National Pollution Discharge Elimination System
NPELRA	National Public Employer Labor Relations Association
OPEB	Other Postemployment Benefits
PACE	Suburban Bus Division of the Regional Transportation Authority
PCI	Pavement Condition Index
PPO	Preferred Provider Organization
RFP	Request for Proposal
SSA	Special Service Area
SSO	Sanitary Sewer Overflow
SWAT	Special Weapons and Tactics
TIF	Tax Increment Financing

