

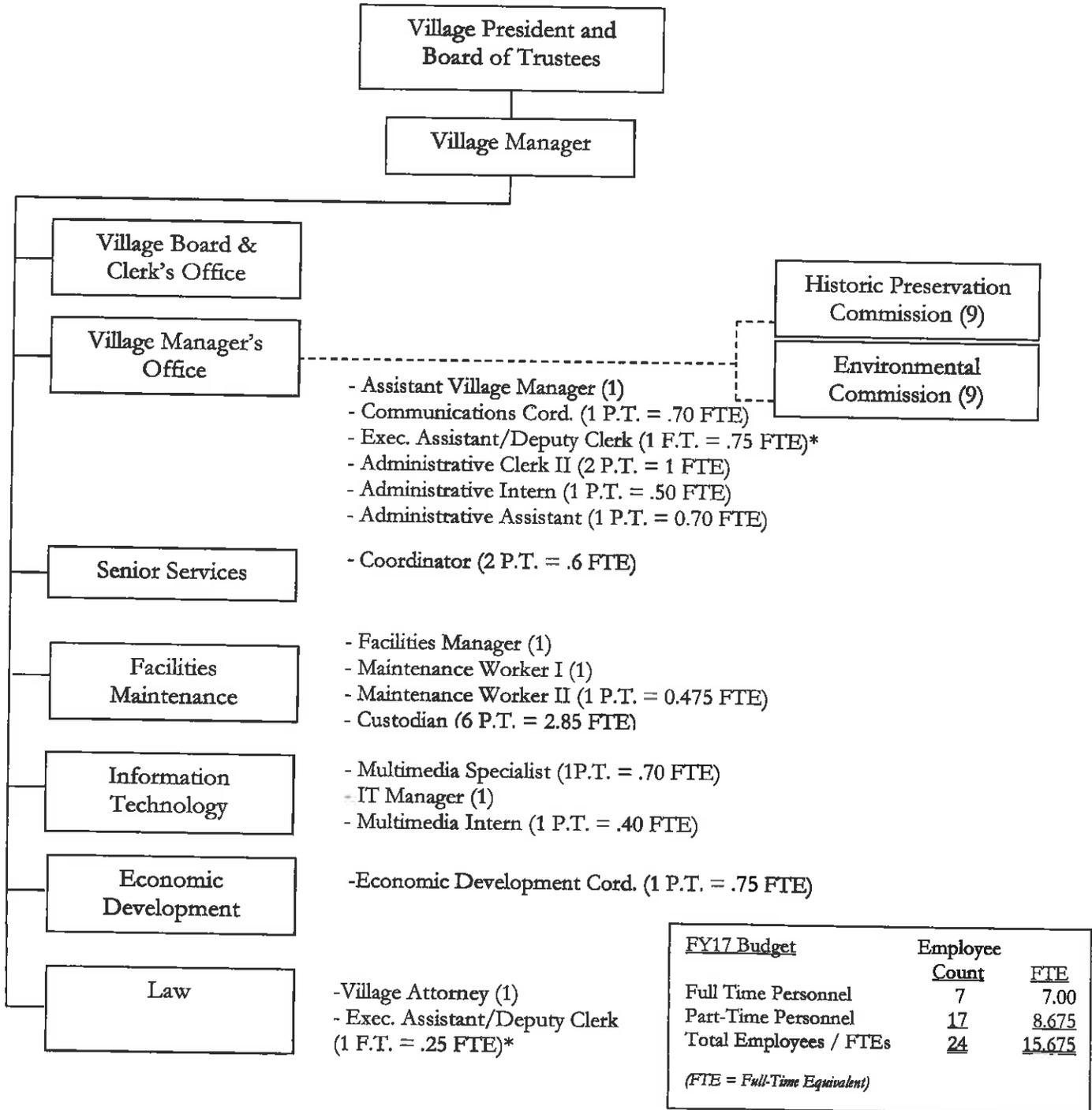
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# ADMINISTRATION DEPARTMENT FISCAL YEAR 2017



	FY09	FY10	FY11	FY12	FY13	FY14	SY14	FY15	FY16	FY17
<b>Budgeted Full-Time Employees</b>										
Village Manager's Office	5	5	3	3	3	3	3	3	3	3*
Information Technology	0	0	0	0	0	1	1	1	1	1**
Law	0	0	0	0	0	0	0	1	1	1
Facilities Maintenance	2	1	1	1	1	1	1	1	1	2
<b>Total FT</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>	<b>6</b>	<b>7</b>

\* Exec. Assistant/Deputy Clerk 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, Legal, Facilities Maintenance, Senior Services, Economic Development, Information Technology, and History Park (Stacy's Tavern/History Center). Primary oversight responsibilities also include the Residential Solid Waste Fund, which is found in the Administration section of this budget. In addition, this department coordinates the Facilities Maintenance Reserve Fund, which is found in the Capital Improvements section of this budget book.

### Village Board and Clerk

The activities and expenses of the Village President, the Village Board and the Village Clerk comprise this budgetary area. All elected positions are part-time and receive nominal pay. Village Board business meetings are regularly held at 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, Village Hearing Officer, Ethics Officer, 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.

### **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 economic development initiatives as well as its external communications and public outreach. The Village Manager's Office also includes oversight of the Village's human resources and risk management functions, as well as the Senior Services and Facilities Maintenance Divisions respectively. Other duties include management of the Solid Waste Fund, and providing staff liaison support to the Village Board, Environmental Commission, and ad hoc Sister City Committee.

### **Major Accomplishments for 2016**

- Recruited and on-boarded a newly created Communications Coordinator position in order to enhance the Village's marketing and public outreach efforts.
- Coordinated a comprehensive update to Village's Nicor Franchise Agreement via the DuPage Mayor's and Managers Conference.
- Hosted 2<sup>nd</sup> Annual Market *Francais* event at the Civic Center in recognition of our Sister City relationship with Le Bouscat, FR.
- Continued to improve electronic file management by digitizing historical Village official Clerk/Village Manager documents.
- Coordinated the Year 1 audit for the Village's emergency medical services (EMS) contract with Metro.
- Coordinated contract amendment with the Village's electric aggregation supplier, FirstEnergy, which reduced residential electricity rates for another year, and also maintained the Village's commitment to renewable energy.
- Coordinated the Special Event Permit for the inaugural Intelligentsia Bike Race.
- Updated the Village's Special Event Permit Policy, and implemented a new Commercial Film Permit.
- Continued to serve as staff liaison to Environmental Commission, and assisted with a variety of projects, such as:
  - Developed the Commission's first-ever Strategic Alignment Plan
  - Implemented a pilot Curbside Composting Program.
  - Developed a Memorandum of Understanding with the DuPage Foundation in order to establish a community fund (the Glen Ellyn Fund) that would endow various initiatives that align with donor interests.
  - Implemented a Lambert Lake Stewardship Pilot Program initiative in partnership with Village Links/Reserve 22 staff.

### **Major Initiatives for Calendar Year 2017**

- Continue to achieve the Village Board's priorities that are identified in the Village's Strategic Plan.
- Initiate a Village-wide community satisfaction survey to help further inform the Village's strategic plan and annual budget process.
- Initiate a new RFP for the Village's residential refuse/recycling collection.
- Continue to build on the DuPage Foundation "Glen Ellyn Fund" initiative; initiate various marketing and donor outreach initiatives.
- Continue to provide timely staff liaison support with Environmental Commission projects and initiatives.

### **Law Department:**

The Village of Glen Ellyn transformed the position of Village Attorney from independent outside counsel to full time 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 all 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 Fiscal Year 2016 and objectives for Fiscal Year 2017 follows.

### **Accomplishments for CY 2016**

- Integration of the new full time Village Attorney into the management team was accomplished and a good working relationship has been established with all departments which now more effectively incorporates 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 Police and Administration Departments on construction documents, GMP contracts, and ongoing monitoring of billing and progress against GMP numbers.
- Worked on revisions of system for handling awards for property improvements and installation of fire protection
- Reviewed and oversaw responses to multiple FOIA requests
- Worked on issues related to employee terminations
- Worked on various liquor license issues and oversaw administration of license program
- Reviewed and revised all agendas, ordinances, resolutions and memoranda
- Worked on reviewing and updating personnel manual
- Worked on revisions of Purchasing policy
- Worked on FOG Ordinance in collaboration with Village of Lombard and the Glenbard Wastewater Authority

### **Planning & Development**

- Participated in negotiations related to the Opus Development project
- Worked on Springbank development concept proposal and property purchases
- Assisted with Hotel License requirements and enforcement efforts
- Worked on vendor License agreements
- Worked on revisions to tickets for ordinance violations

### **Police**

- Assisted in communications from residents regarding police matters
- Worked on Development Team and Agreement for new Police Department facility
- Worked on procedures for Administrative Adjudication of ordinance violations for Planning Department, Public Works and Police Department
- Worked on response to subpoenas/petition for mandamus

### **Finance**

- Assisted with various issues related to collection of Real Estate Transfer Tax and exemptions
- Handled relations with the MICA municipal risk pool including direction of claims management, 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
- Worked on and revised procurement policies

### **Public Works**

- Performed multiple contract and easement reviews for various projects
- Assisted in negotiating favorable terms related to contract disputes with contractors
- Worked on bid specifications and modified bid packages
- Monitored procedures for selection of engineering services providers
- Worked on purchase of properties, re-subdivision of lots and easements for stormwater control at Riford Rd.

### **Major Initiatives for CY 17**

- In the upcoming year the Village Attorney, in cooperation with other Village Departments, will conduct further reviews of the Village Code and Safety Manual and implement amendments to ensure consistency and fair application of existing laws. In association with these reviews the Village Attorney will continue to review Loss Prevention recommendations made by our Insurance Risk Pool and assist in implementation as needed. The Village Attorney will also continue to review and modify procurement policies and provide updates in accordance with existing law and the recommendations of the Village Board. Revisions to the document retention system for legal assignments will also be implemented.

### **Economic Development/Marketing Division**

The Economic Development Division 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. In 2016, a Communications Coordinator was hired as a new role for the Village. With this addition, the Village has been able to be more strategic in marketing the community as a place to work, dine and play, as well as take a proactive role in promoting various Village programs and initiatives.

### **Major Accomplishments for 2016**

- Facilitated economic development award programs including a fire prevention, façade downtown retail interior improvement awards totaling \$119,750 in Village investments. This Village investment supported over a half million dollars in private investment in the Glen Ellyn business community
- Facilitated the sale of Village owned property located at 825 N Main Street for redevelopment.
- Initiated dining platform pilot program in the Central Business District.
- Expanded “Experience Glen Ellyn” a campaign tailored to supporting Glen Ellyn’s businesses via print and social media outlets
- Enhanced the Village’s social media presence which included the addition of LinkedIn and Instagram. In addition, implemented Sprout Social, a social media management tool that has helped to improve upon social media publishing, engagement and analytics.
- Implemented an advertising plan which encompassed a variety of advertisements focused on Village events. These advertisements were seen in Chicagoland publications including West Suburban Living, Chicago Magazine and Naperville Magazine. Keeping a consistent, branded message, direct mail postcards were also sent to local households to showcase seasonal events.
- Redesigned Village’s internal employee newsletter.
- Implemented a multi-media internship program with College of DuPage.

### **Major Objectives for 2017**

- Continue real estate broker events partnering with Choose DuPage and area real estate brokers to promote business opportunities in Glen Ellyn
- Actively welcome new businesses to the Village and celebrate Glen Ellyn businesses’ success stories
- Review and update award and incentive programs to ensure that we are meeting Village goals and continuing to make Glen Ellyn a business friendly atmosphere
- Further promote and educate residents on Village programs with an enhanced new resident handbook and new marketing materials
- Increase branding initiatives across Village-wide printed materials, including brochures, signage and posters.
- Bring quarterly newsletter editing responsibilities in-house to reduce outside consulting costs.
- Issue and RFQ/RFP for website redesign services.

- Continue to identify and evaluate alternative social media channels that best fit the Village's target audience.
- Completed a complete re-design of the Environmental Commission's website.

### **Senior Services Division**

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 eligibility for low cost medications. Also assists in referring low-income senior to federal or state subsidy programs. The Center also coordinates all facets of the Village's participation in the Ride DuPage & Ride-to-Work subsidized public transportation program, which is available to Glen Ellyn seniors and individuals with disabilities.

### **Major Accomplishments for 2016**

- Continued successful partnership with Wheaton, Naperville, and Milton Township in the DuPage County Ride to Work & Ride DuPage public transportation programs.
- Enhanced communication outreach efforts in partnership with Village's Communication Coordinator.

### **Major Initiatives for Calendar Year 2017**

- 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 in order to foster their independence and ability to participate fully in society.
- Maintain the 60/40 split on the transportation program in order to continue to keep the Village's program costs down.

### **Information Technology Division**

The Information Technology (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 Accomplishments for 2016**

- Integrated part-time Help Desk support via contractual staffing model in order to improve contingency IT staffing and support.
- Replaced MUNIS (ERP) Server, and coordinated the transition to the latest Munis software release.
- Implemented new virtual server environment as part of Munis software upgrade in order to reduce on-going server replacement costs.
- Installed web content filtering appliance to allow internet content control for PC workstations.
- Replaced Public Works facility security cameras and recording DVR.

- Assisted Public Works with upgrading their remote monitoring capabilities for SCADA trouble alarms.
- Replaced the voicemail system at the Village Links/Reserve 22.
- Migrated Glen Ellyn Alerting to the Everbridge software system.
- Enhanced public WIFI at the Village Links/Reserve 22.
- Reconfigured Police telephone connection to DuComm in order to eliminate Village's reliance on a dedicated phone line, resulting in an approximate \$6,500/year savings.
- Partnered with Facilities on implementing new A/V equipment and audio recording capabilities in Rm: 301 for Board Workshops and Commission meetings.
- Initiated an employee I.T. Committee to facilitate information sharing and to identify short and long-term I.T. needs.
- Continued integration of GIS services and on-going implementation of the 5-year plan.
- Replaced approximately 30 PCs (3 – 4 year life cycle).
- Worked with the consultants and the Police Department to design and implement IT infrastructure, including VoIP phone system, for the new Police Department building.
- Maintained computer, phone and network services with minimal downtime.
- Supported operating Departments with implementing and deploying new IT initiatives, as funded.

#### **Major Initiatives for CY17**

- Domain Controller Replacement Server Replacement – The server provides file and print services and domain controller for the Police Department will be replaced. The current server is at end of life.
- Implementation of IT infrastructure for the new 28,000 sq. ft. Police Department. This will include network, telephony, security, and server relocation.
- Replacement of the Mobile Data Terminal (MDT) computers in the Police Squad cars.
- GIS Integration –Continue to implement and update the Village's 5-Year GIS plan through its contract with MGP/GIS Consortium.
- PC Replacements – Approximately 30 PCs will be replaced this period (3 – 4 year life cycle).
- Maintain computer, phone and network services with minimal downtime.

### **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 (approx.. 150,000 sq. ft). The Division is also 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 strives to emphasize preventative maintenance to mitigate the cost of unscheduled repairs and unplanned downtime of building mechanicals, while also maintaining the established standards of cleanliness for a professional work environment. The Division is also responsible for the development of the Village's multi-year Capital Replacement Plan for Village-owned facilities.

### **Major Accomplishments for 2016**

- Recruited a new Facilities Manager to lead the Division.
- Oversaw bidding and contract management of the Riford Road, 81 S. Park, and 976 Stacy Ct, home demolitions.
- Coordinated unscheduled replacement of the Civic Center elevator's hydraulic pump, as well as safety-related retro-fits to elevator doors to ensure compliance with latest Fire Code requirements.
- Completed fire alarm and smoke detector testing at all Village facilities
- Recruited two new part-time Custodians and one new full-time Facilities Maintenance Worker
- Refinished Civic Center gymnasium wood floor and also main-level flooring at Fire Station #2.
- Coordinated unscheduled replacement of the Civic Center's outdated fire alarm panel.
- Coordinated sprinkler testing and associated system repairs at Public Works Reno Center.
- Scheduled and completed various Capital Improvement Projects, including:
  - Completed Phase I tuck-pointing repairs at Fire Station #1.
  - Completed lower level tile floor replacement at Public Works Reno Center
  - Completed replacement of radiant heaters within the Public Works Wash Bay
  - Completed Phase I exterior painting at Public Works Reno Center
  - Installed overhead door optic sensors and warning lights at FD Station #2 to improve safety and reduce instances of collision with fire apparatus.
  - Replaced carpeting in hallways and public areas on Civic Center 2<sup>nd</sup> Floor
  - Replaced Civic Center 30 Ton HVAC Roof Top Unit
  - Replaced various windows and associated sashes

### **Major Initiatives for Calendar Year 2017**

- Continue to refine multi-year CIP plan for Village buildings, and deliver related CIP projects on-time and on budget. 2017 priority projects include:
  - Initiate design-build contract for the renovation and relocation of the Finance Department at the Civic Center.
  - Install fire suppression system in Civic Center I.T./server room.
  - Replace flat roof at Fire Station #1.
  - Replace 6.5 ton HVAC unit at Public Works Reno Center.
  - Complete Phase II exterior painting project at Public Works Reno Center.

- Replace garage door and radiant heaters in the Public Works Reno Center-Equipment Services Division “Upfit” garage bay.
  - Initiate a Fire Department space needs analysis in order to identify current and future operational needs.
  - Coordinate various roof repairs at Civic Center and Public Works Reno Center.
  - Continue completing various tuck-pointing work at Civic Center and Fire Station #2.
  - Refurbish Civic Center HVAC Unit Roof Top (East) Unit in order to extend its useful life.
- Assist Police Department within bringing new 28,000 sq. ft. Police Station on-line in September 2017.
  - Implement a contract inspection/testing/preventative maintenance program for the Village’s stand-by generators at each facility.
  - Update and improve emergency procedure and evacuation manual for all municipal buildings.
  - Update and revise the preventative maintenance schedules and custodial services program for the Village’s facility assets, and develop performance measures to measure overall effectiveness.
  - Implement and deploy a new Facilities Management software program in order to improve overall recordkeeping, measure compliance with performance measures, evaluate workload demands, and drive accountability for results.
  - Develop a preventative maintenance program for the new downtown monument sign.

### **Human Resources Division**

The Human Resources Division is responsible for recruitment and retention of Village employees, administering the Village’s personnel policies, and assisting with the administration of the Village’s employee benefits program.

### **Major Accomplishments for 2016**

- Coordinated over a twenty (20) recruitments in partnership with operating departments.
- Conducted mandatory on-line ethics training for all regular part-time Village staff.
- Completed a comprehensive update to the Village’s Personnel Manual.
- Completed a compensation/classification study of approximately one-fourth of the Village’s positions.
- Updated Village’s employment application to ensure continued compliance with Federal and State statutes.
- Implemented new payroll Roth IRA retirement savings option for Village employees.
- In partnership with Finance Department, assisted Village Links/Reserve 22 with creating a personnel salary schedule and new job classes.

### **Major Initiatives for Calendar Year 2017**

- Complete comprehensive update to the Village’s Safety Manual.
- Complete Village-wide EEO Training on Anti-Harassment and Discrimination.
- Implement Munis Personnel Actions module in order to automate payroll changes and reduce reliance on paper-based processes.

### **History Park (History Center/Stacy's Tavern)**

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 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 Accomplishments for 2016**

- Coordinated HVAC equipment inspection and preventive maintenance.

### **Major Initiatives for Calendar Year 2016**

- Construct a new refuse dumpster chorale to comply with Village Code.
- Initiate a roof inspection at Stacy's Tavern to assess probable timing of future replacement.
- Complete repaving of History Center parking lot.
- Coordinate various tuck-pointing repairs to History Center façade.
- Implement wireless alarm monitoring for fire alarm in order to reduce on-going contract costs.
- Continue to work with the Glen Ellyn Historical Society to ensure all maintenance needs are met and major capital project needs are planned for and ultimately addressed in a cost effective manner in accordance with the parties' agreement.

VILLAGE OF GLEN ELLYN  
2017 BU

FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: VILLAGE BOARD & CLERK

ORG	OBJECT	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 ORIG BUDGET	2016 REV BUDGET	2016 PROJECTION	2017 BUDGET	2017 % CHG 2016 ORG BUD
<b>121100 VILLAGE BOARD &amp; CLERK</b>								
121100	510120	SALARIES - NON PENSIONABLE	\$ 15,308	\$ 15,260	\$ 15,260	\$ 14,100	\$ 17,165	12.5%
121100	510400	FICA TAXES	616	1,200	1,200	1,100	1,350	12.5%
121100	520140	VILLAGE COMMISSIONS	9,217	3,000	3,000	16,355	11,500	283.3%
121100	520600	DUES-SUBSCRIPTIONS-REG FEES	22,749	28,625	28,625	28,100	28,625	0.0%
121100	520620	EMPLOYEE EDUCATION	2,208	3,500	3,500	2,200	3,500	0.0%
121100	520625	TRAVEL	-	150	150	50	150	0.0%
121100	520905	PRINTING	79	150	150	75	150	0.0%
121100	521055	PROFESSIONAL SERVICES - OTHER	14,893	15,400	15,400	12,500	15,150	-1.6%
121100	521230	PUBLIC RELATIONS	-	300	300	850	950	216.7%
121100	530100	OFFICE SUPPLIES	1,877	2,000	2,000	2,000	2,000	0.0%
121100	580110	EQUIPMENT/CAPITAL OUTLAY	6,023	-	-	-	-	0.0%
<b>TOTAL</b>		<b>VILLAGE BOARD &amp; CLERK</b>	<b>\$ 72,970</b>	<b>\$ 69,585</b>	<b>\$ 69,585</b>	<b>\$ 77,330</b>	<b>\$ 80,540</b>	<b>15.7%</b>

**FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: VILLAGE BOARD & CLERK**

**2017 BUDGET**

**121100 VILLAGE BOARD & CLERK**

<b>121100 510120 - SALARIES - NON PENSIONABLE</b>	<b>17,165</b>
VILLAGE PRESIDENT STIPEND	600
TRUSTEE STIPEND (\$20/MONTH/TRUSTEE)	1,440
VILLAGE CLERK STIPEND	6,000
RECORDING SECRETARY FEES FOR BOARD AND COMMISSION MEETINGS	9,125
<b>121100 510400 - FICA TAXES</b>	<b>1,350</b>
<b>121100 520140 - VILLAGE COMMISSIONS</b>	<b>11,500</b>
LANDMARK PLAQUES-HISTORIC PRESERVATION COMMISSION	500
ANNUAL RECYCLING EXTRAVAGANZA EVENT	500
ENVIRONMENTAL COMMISSION INITIATIVES (MARKETING & PROMOTIONAL EXPENSES)	8,500
SISTER CITY COMMITTEE-MARKET FRANCAIS EVENT	2,000
<b>121100 520600 - DUES-SUBSCRIPTIONS-REG FEES</b>	<b>28,625</b>
DUPAGE MAYORS AND MANAGERS CONFERENCE ANNUAL MEMBERSHIP DUES	24,500
METROPOLITAN MAYORS CAUCUS ANNUAL MEMBERSHIP DUES	1,300
ILLINOIS MUNICIPAL LEAGUE ANNUAL MEMBERSHIP DUES	1,750
CHAMBER OF COMMERCE-ANNUAL MEMBERSHIP DUES	600
CHICAGO METROPOLITAN AGENCY FOR PLANNING (CMAP) ANNUAL MEMBERSHIP DUES	300
MUNICIPAL CLERK'S ASSOCIATION ANNUAL MEMBERSHIP DUES	50
COMMUNITY RELATIONS OR INTERGOVERNMENTAL FUNCTIONS-INCIDENTAL EXPENSES	125
<b>121100 520620 - EMPLOYEE EDUCATION</b>	<b>3,500</b>
BOARD MEETING/WORKSHOP MEAL EXPENSES	3,500

**FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: VILLAGE BOARD & CLERK**

**2017 BUDGET**

<b>121100 520625 - TRAVEL</b>	<b>150</b>
INCIDENTAL EXPENSES RELATING TO OFFICIAL VILLAGE BUSINESS	150
<b>121100 520905 - PRINTING</b>	<b>150</b>
PRINTING EXPENSES	150
<b>121100 521055 - PROFESSIONAL SERVICES - OTHER</b>	<b>15,150</b>
ELECTRONIC AGENDA/VIDEO STREAMING SERVICES ANNUAL LICENSE	9,300
PUBLIC HEARING-LEGAL NOTICES	100
FINGER PRINTING SERVICES-LIQUOR LICENSE APPLICATIONS	750
ON-LINE VILLAGE CODE ANNUAL LICENSE	500
VILLAGE CODE-PERIODIC UPDATES TO ON-LINE CODE	4,500
<b>121100 521230 - PUBLIC RELATIONS</b>	<b>950</b>
PUBLIC RELATIONS MATERIALS (LOGO ITEMS, ETC)	300
ANNUAL CHAMBER OF COMMERCE STEAK FRY EVENT	650
<b>121100 530100 - OFFICE SUPPLIES</b>	<b>2,000</b>
MISC OFFICE SUPPLIES & AGENDA PACKET PAPER SUPPLY	2,000
<b>TOTAL VILLAGE BOARD &amp; CLERK</b>	<b>80,540</b>

VILLAGE OF GLEN ELLYN  
FISCAL YEAR 2017 ANNUAL BUDGET  
PERSONNEL SCHEDULE

**VILLAGE BOARD & CLERK**

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 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	1.00	1.00	1.00	1.00	1.00
<b>TOTAL EMPLOYEES** (Full-time Equivalents)</b>			<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.

VILLAGE OF GLEN ELLYN  
2017 BU

FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: VILLAGE MANAGER'S OFFICE

ORG	OBJECT	ACCOUNT DESCRIPTION	2015	2016	2016	2016	2017	2017
			ACTUAL	ORIG BUDGET	REV BUDGET	PROJECTION	BUDGET	% CHG 2016 ORG BUD
<b>121200 VILLAGE MANAGER'S OFFICE</b>								
121200	510100	SALARIES - PENSIONABLE	\$ 383,618	\$ 432,226	\$ 432,226	\$ 395,500	\$ 469,100	8.5%
121200	510120	SALARIES - NON PENSIONABLE	54,011	62,880	62,880	75,300	47,850	-23.9%
121200	510200	OVERTIME	359	500	500	-	500	0.0%
121200	510300	TEMPORARY HELP	9,320	32,000	32,000	24,000	-	-100.0%
121200	510400	FICA TAXES	29,889	36,000	36,000	37,000	33,600	-6.7%
121200	510500	IMRF EMPLOYER CONTRIBUTIONS	39,887	45,000	45,000	41,000	46,800	4.0%
121200	520135	GLEN ELLYN 4TH OF JULY COMMITTEE	5,000	5,000	5,000	5,000	5,000	0.0%
121200	520140	VILLAGE COMMISSIONS	950	-	-	-	-	0.0%
121200	520301	TUITION REIMBURSEMENT	600	2,400	2,400	-	2,400	0.0%
121200	520305	EMPLOYEE RECOGNITION	4,797	5,400	5,400	11,000	7,600	40.7%
121200	520515	CITIZEN CORPS/MILTON TWNSP	3,750	4,000	4,000	3,750	4,000	0.0%
121200	520600	DUES-SUBSCRIPTIONS-REG FEES	5,852	5,480	5,480	5,400	6,399	16.8%
121200	520615	RECRUITING AND TESTING	23,744	27,000	27,000	27,000	38,000	40.7%
121200	520620	EMPLOYEE EDUCATION	16,218	11,225	11,225	11,225	11,275	0.4%
121200	520625	TRAVEL	904	2,775	2,775	2,640	2,775	0.0%
121200	520630	STATE UNEMPLOYMENT CLAIMS	6,692	12,000	12,000	7,000	8,000	-33.3%
121200	520701	LEGAL - HUMAN RESOURCES	6,988	10,000	10,000	7,000	8,000	-20.0%
121200	520702	LEGAL - HEARING OFFICER	1,650	4,000	4,000	2,000	-	-100.0%
121200	520860	BAD DEBT EXPENSE	231	-	-	-	-	0.0%
121200	520900	POSTAGE & SHIPPING	9,872	10,000	10,000	9,800	10,000	0.0%
121200	520905	PRINTING	12,304	11,000	11,000	11,500	11,100	0.9%
121200	520932	A/V/WEB COMMUNICATIONS SVC/SUP	280	-	-	-	-	0.0%
121200	520975	MAINTENANCE-EQUIPMENT	(646)	-	-	-	-	0.0%
121200	521055	PROFESSIONAL SERVICES - OTHER	14,837	9,000	9,000	14,840	6,410	-28.8%
121200	521195	TELECOMMUNICATIONS	1,560	1,560	1,560	2,600	1,680	7.7%
121200	521230	PUBLIC RELATIONS	3,705	4,000	4,000	5,500	4,000	0.0%
121200	530100	OFFICE SUPPLIES	3,139	4,000	4,000	4,000	4,000	0.0%
121200	590600	TRANSFER TO INSURANCE - HEALTH	18,338	18,500	18,500	18,200	19,700	6.5%
121200	590610	TRANSFER TO INSURANCE - GEN	5,100	3,700	3,700	3,700	3,100	-16.2%
<b>TOTAL</b>		<b>VILLAGE MANAGER'S OFFICE</b>	<b>\$ 662,949</b>	<b>\$ 759,646</b>	<b>\$ 759,646</b>	<b>\$ 724,955</b>	<b>\$ 751,289</b>	<b>-1.1%</b>

**FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: VILLAGE MANAGER**

**VILLAGE OF GLEN ELLYN  
2017 BUDGET**

**2017 BUDGET**

**121200 VILLAGE MANAGER'S OFFICE**

<b>121200 510100 - SALARIES - PENSIONABLE</b>	<b>469,100</b>
VILLAGE MANAGER	160,100
VILLAGE MANAGER AUTO ALLOWANCE	7,200
VILLAGE MANAGER-MERIT/VARIABLE COMPENSATION	13,500
VILLAGE MANAGER-DEFERRED COMPENSATION	10,000
VILLAGE MANAGER-LOAN FORGIVENESS	10,000
ASSISTANT VILLAGE MANAGER	131,200
EXECUTIVE ASSISTANT (75% ALLOCATION REMAINING 25% IS BUDGETED IN LEGAL)	44,300
COMMUNICATIONS COORDINATOR (PART-TIME)	44,800
ADMINISTRATIVE ASSISTANT (FORMERLY NON-IMRF)	48,000
<b>121200 510120 - SALARIES - NON PENSIONABLE</b>	<b>47,850</b>
ADMINISTRATIVE CLERK II (2)	41,350
INTERN - FORMERLY IMRF POSITION	6,500
<b>121200 510200 - OVERTIME</b>	<b>500</b>
<b>121200 510400 - FICA TAXES</b>	<b>33,600</b>
<b>121200 510500 - IMRF EMPLOYER CONTRIBUTIONS</b>	<b>46,800</b>
<b>121200 520135 - GLEN ELLYN 4TH OF JULY COMMITTEE</b>	<b>5,000</b>
4TH OF JULY COMMITTEE-VILLAGE ANNUAL CONTRIBUTION	5,000
<b>121200 520301 - TUITION REIMBURSEMENT</b>	<b>2,400</b>
EMPLOYEE TUITION REIMBURSEMENT	2,400

FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: VILLAGE MANAGER

2017 BUDGET

<b>121200 520305 - EMPLOYEE RECOGNITION</b>	<b>7,600</b>
HOLIDAY PARTY	1,500
EMPLOYEE APPRECIATION "LUNCH IN THE LOT" COOK OUT	500
FUNERALS/BABIES	500
RETIREMENTS	500
LONGEVITY	2,600
EMPLOYEE APPRECIATION SPRING BREAKFAST GATHERING	2,000
<b>121200 520515 - CITIZEN CORPS/MILTON TWNSP</b>	<b>4,000</b>
C.E.R.T. ANNUAL DUES-MILTON TOWNSHIP	4,000
<b>121200 520600 - DUES-SUBSCRIPTIONS-REG FEES</b>	<b>6,399</b>
ICMA ANNUAL DUES (VM, ASST. VM & ADMIN INTERN)	2,300
ILCMA ANNUAL DUES (VM, AST VM, ADMIN INTERN)	600
IAMMA ANNUAL DUES (ASST. VM & ADMIN INTERN)	100
CITY TECH/PUBLICSALARY.COM ANNUAL MEMBERSHIP DUES	400
IPELRA ANNUAL DUES (ASST. VILLAGE MANAGER)	250
SHRM ANNUAL DUES (ASSISTANT VILLAGE MANGER)	190
IPMA-HR ANNUAL DUES (ASSISTANT VILLAGE MANGER)	400
ILCMA/IAMMA LUNCH SEMINARS	250
ROTARY CLUB ANNUAL DUES (VILLAGE MANGER)	600
KIWANIS CLUB ANNUAL DUES (ASSISTANT MANAGER)	190
CRAIN'S CHICAGO BUSINESS	119
SURVEY MONKEY	250
CONSTANT CONTACT SUBSCRIPTION FOR E-NEWS	750
<b>121200 520615 - RECRUITING AND TESTING</b>	<b>38,000</b>
POLICE RECRUITMENT EXPENSES (WRITTEN EXAMS, PHYSICALS, PSYCH TESTS, ASSESSMENT SERVICES)	23,000
NON-SWORN RECRUITMENT EXPENSES (PRE-EMPLOYMENT PHYSICALS, BACKGROUND CHECKS, JOB ADS)	15,000

FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: VILLAGE MANAGER

2017 BUDGET

<b>121200 520620 - EMPLOYEE EDUCATION</b>	<b>11,275</b>
ICMA/ILCMA ANNUAL CONFERENCE (VILLAGE MANGER)	1,550
IPELRA ANNUAL CONFERENCE (ASST. VILLAGE MANAGER)	375
SUPERVISOR MEETINGS (TRAINING AND MEALS)	2,500
VILLAGE-WIDE EMPLOYEE COMPLIANCE TRAINING	5,000
MORRISON LEADERSHIP TRAINING (VILLAGE MANGER)	1,200
EEO COMPLIANCE POSTERS	300
MISC. TRAINING (WEBINARS, WORKSHOPS, ETC)	350
<b>121200 520625 - TRAVEL</b>	<b>2,775</b>
ICMA CONFERENCE-FLIGHT (VILLAGE MANAGER)	400
ICMA CONFERENCE-HOTEL (VILLAGE MANAGER)	750
ICMA-TAXI/TRANSPORTATION (VILLAGE MANAGER)	100
ILCMA SUMMER & WINTER CONFERENCE-HOTEL (VILLAGE MANAGER)	800
IPELRA CONFERENCE-HOTEL (ASSISTANT VILLAGE MGR)	475
MISC. TRAINING EVENTS	250
<b>121200 520630 - STATE UNEMPLOYMENT CLAIMS</b>	<b>8,000</b>
UNEMPLOYMENT CLAIMS	8,000
<b>121200 520701 - LEGAL - HUMAN RESOURCES</b>	<b>8,000</b>
EMPLOYMENT LAW AND COLLECTIVE BARGAINING MATTERS	8,000
<b>121200 520900 - POSTAGE &amp; SHIPPING</b>	<b>10,000</b>
QUARTERLY VILLAGE NEWSLETTER	10,000
<b>121200 520905 - PRINTING</b>	<b>11,100</b>
QUARTERLY VILLAGE NEWSLETTER & SPRING ENVIRONMENTAL INSERT	11,100
<b>121200 521055 - PROFESSIONAL SERVICES - OTHER</b>	<b>6,410</b>
NEW NEWSLETTER EDITING SOFTWARE	250
ADMIN. INTERN	6,160

FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: VILLAGE MANAGER

2017 BUDGET

<b>121200 521195 - TELECOMMUNICATIONS</b>	<b>1,680</b>
CELL PHONE STIPEND (VILLAGE MANAGER)	960
CELL PHONE STIPEND (ASSISTANT VILLAGE MANAGER)	600
CELL PHONE STIPEND (EXECUTIVE ASST./DEPUTY CLERK)	120
<b>121200 521230 - PUBLIC RELATIONS</b>	<b>4,000</b>
BUSINESS MEETINGS & COMMUNITY RELATIONS	4,000
FUNCTIONS (INCL. RELATED MEAL EXPENSES)	
<b>121200 530100 - OFFICE SUPPLIES</b>	<b>4,000</b>
<b>121200 590600 - TRANSFER TO INSURANCE - HEALTH</b>	<b>19,700</b>
<b>121200 590610 - TRANSFER TO INSURANCE - GEN</b>	<b>3,100</b>
<b>TOTAL VILLAGE MANAGER'S OFFICE</b>	<b>751,289</b>

VILLAGE OF GLEN ELLYN  
FISCAL YEAR 2017 ANNUAL BUDGET  
PERSONNEL SCHEDULE

**VILLAGE MANAGER'S OFFICE**

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 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	1.00	1.00
Assistant to the Village Manager - ADM	FT	P	1.00	1.00	-	-	-
Communications Coordinator	PT	K	-	-	-	0.70	0.70
Multimedia Specialist <sup>1</sup>	PT	J	0.75	0.70	-	-	-
Economic Development Coordinator	PT	J	0.75	0.75	0.75	0.75	0.75
Executive Assistant/Deputy Clerk <sup>2</sup>	FT	H	0.75	0.75	0.75	0.75	0.75
Administrative Services Coordinator	PT	G	0.75	0.75	0.75	-	-
Administrative Clerk II (2)	PT	B	1.00	1.00	1.00	1.00	1.00
Administrative/Legal Assistant <sup>3</sup>	PT	F	-	-	-	0.45	-
Administrative Assistant <sup>3</sup>	PT	F	-	-	-	-	0.70
Administrative Intern	PT	N/A	0.50	0.50	0.50	0.50	0.50
<b>TOTAL EMPLOYEES (Full-time Equivalents)</b>			<b>7.50</b>	<b>7.45</b>	<b>5.75</b>	<b>6.15</b>	<b>6.40</b>
Full-time Number of Positions			3	3	3	3	3
Part-time Number of Positions			7	7	5	6	6

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

<sup>2</sup> The Executive Assistant/Deputy Clerk 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.

<sup>3</sup> The Administrative/Legal Assistant position was restructured as the Administrative Assistant.

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

FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: FACILITIES MAINTENANCE

ORG	OBJECT	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 ORIG BUDGET	2016 REV BUDGET	2016 PROJECTION	2017 BUDGET	2017 % CHG 2016 ORG BUD
<b>121300 FACILITIES MAINTENANCE</b>								
121300	510100	SALARIES - PENSIONABLE	\$ 43,426	\$ 85,280	\$ 85,280	\$ 72,000	\$ 137,200	60.9%
121300	510120	SALARIES - NON PENSIONABLE	147,327	144,600	144,600	124,000	131,500	-9.1%
121300	510200	OVERTIME	5,090	5,000	5,000	2,000	2,500	-50.0%
121300	510400	FICA TAXES	14,707	18,000	18,000	15,300	21,000	16.7%
121300	510500	IMRF EMPLOYER CONTRIBUTIONS	4,626	9,200	9,200	7,800	14,200	54.3%
121300	520600	DUES-SUBSCRIPTIONS-REG FEES	-	525	525	525	525	0.0%
121300	520620	EMPLOYEE EDUCATION	888	2,250	2,250	500	2,250	0.0%
121300	520625	TRAVEL	-	250	250	-	250	0.0%
121300	520970	MAINTENANCE-BUILDING & GROUNDS	78,034	42,000	42,000	50,000	48,500	15.5%
121300	521055	PROFESSIONAL SERVICES - OTHER	1,951	10,320	10,320	7,210	10,320	0.0%
121300	521075	CONTRACT MAINT SERVICE	11,962	15,000	15,000	16,000	24,800	65.3%
121300	521195	TELECOMMUNICATIONS	1,255	1,400	1,400	1,400	1,400	0.0%
121300	521200	UTILITIES	20,456	22,500	22,500	15,600	15,900	-29.3%
121300	530100	OFFICE SUPPLIES	531	1,000	1,000	950	1,000	0.0%
121300	530105	OPERATING SUPPLIES	29,622	29,000	29,000	30,500	35,000	20.7%
121300	530310	PARTS PURCHASED	-	2,500	2,500	1,500	2,000	-20.0%
121300	530445	UNIFORMS	56	1,505	1,505	1,200	2,400	59.5%
121300	590600	TRANSFER TO INSURANCE - HEALTH	4,454	6,100	6,100	12,500	31,300	413.1%
121300	590610	TRANSFER TO INSURANCE - GEN	6,000	6,600	6,600	6,600	6,700	1.5%
121300	590650	TRANSFER TO EQUIP FUND - O&M	19,800	15,500	15,500	15,500	19,400	25.2%
121300	590655	TRANSFER TO EQUIP FUND - REPL	8,800	7,300	7,300	7,300	3,200	-56.2%
121300	590690	TRANSFER TO FACIL MAINT RESRV	150,000	145,000	345,000	345,000	150,000	3.1
<b>TOTAL</b>		<b>FACILITIES MAINTENANCE</b>	<b>\$ 548,986</b>	<b>\$ 570,830</b>	<b>\$ 770,830</b>	<b>\$ 733,385</b>	<b>\$ 661,345</b>	<b>15.9%</b>

FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: FACILITIES MAINTENANCE

2017 BUDGET

<b>121300 FACILITIES MAINTENANCE</b>	
<b>121300 510100 - SALARIES - PENSIONABLE</b>	<b>137,200</b>
FACILITIES MANAGER	87,200
NEW - FULL TIME MAINTENANCE WORKER I	50,000
<b>121300 510120 - SALARIES - NON PENSIONABLE</b>	<b>131,500</b>
MAINTENANCE WORKER II	30,000
CUSTODIAN (4)	74,600
MAINTENANCE WORKER I (FORMERLY II)	22,600
NEW - FOUR MONTHS PT CUSTODIAN FOR POLICE STATION	4,300
<b>121300 510200 - OVERTIME</b>	<b>2,500</b>
<b>121300 510400 - FICA TAXES</b>	<b>21,000</b>
<b>121300 510500 - IMRF EMPLOYER CONTRIBUTIONS</b>	<b>14,200</b>
<b>121300 520600 - DUES-SUBSCRIPTIONS-REG FEES</b>	<b>525</b>
INTERNATIONAL FACILITY MANAGEMENT ASSOC. MEMBERSHIP DUES (FACILITY MANAGER)	310
IL/CHICAGO CHAPTER-IFMA MEMBERSHIP DUES (FACILITY MANAGER)	215
<b>121300 520620 - EMPLOYEE EDUCATION</b>	<b>2,250</b>
SPOT AWARDS/EMPLOYEE RECOGNITION INCENTIVES	400
STAFF TRAINING SEMINARS (LOCAL OR ONLINE	400
LEADERSHIP/MANAGEMENT TRAINING FOR FACILITIES MANAGER	1,450
<b>121300 520625 - TRAVEL</b>	<b>250</b>
TRAINING SEMINARS	250

**FUND: GENERAL FUND**  
**DEPARTMENT: ADMINISTRATION**  
**ORGANIZATION: FACILITIES MAINTENANCE**

	<b>2017 BUDGET</b>
<b>121300 520970 - MAINTENANCE-BUILDING &amp; GROUNDS</b>	<b>48,500</b>
UNSCHEDULED/EMERGENCY ELECTRICAL REPAIRS	4,000
UNSCHEDULED/EMERGENCY OVERHEAD GARAGE DOOR REPAIRS	6,500
UNSCHEDULED/EMERGENCY HVAC SYSTEM REPAIRS	15,000
UNSCHEDULED/EMERGENCY FIRE DETECTION/SPRINKLER SYSTEM REPAIRS	6,000
UNSCHEDULED/EMERGENCY STAND-BY GENERATOR REPAIRS	2,000
UNSCHEDULED/EMERGENCY BUILDING MAINTENANCE REPAIRS	15,000
 <b>121300 521055 - PROFESSIONAL SERVICES - OTHER</b>	 <b>10,320</b>
CARTEGRAPH-IMPLEMENTATION OF FACILITIES MAINTENANCE/WORK ORDER MODULE	6,500
NEW PORTABLE TABLET FOR WORK ORDER SYSTEM IMPLEMENTATION	2,500
ENVIRONMENTAL TESTING	1,000
BID NOTICES-NEWSPAPER PUBLICATION	320
 <b>121300 521075 - CONTRACT MAINT SERVICE</b>	 <b>24,800</b>
ELEVATOR INSPECTION/PREVENTATIVE MAINTENANCE-CIVIC CENTER	2,500
OVERHEAD DOOR INSPECTION/PREVENTATIVE MAINTENANCE-ALL BUILDINGS	3,000
EXTERMINATOR SERVICE-ALL BUILDINGS (SPLIT WITH HISTORY CENTER)	3,200
FIRE EXTINGUISHERS-ANNUAL	1,000
BACKFLOW/RPZ VALVE INSPECTIONS AND PREVENTATIVE MAINTENANCE-ALL BUILDINGS	1,000
FIRE DETECTION/SPRINKLER SYSTEMS-ANNUAL INSPECTIONS AND PREVENTATIVE MAINTENANCE	1,000
STAND BY GENERATORS-PREVENTATIVE MAINTENANCE. INSPECTIONS & LOAD TESTING	6,000
WINDOW CLEANING - ALL BUILDINGS	2,100
HVAC-SPRING/FALL INSPECTIONS AND PREV. MAINT. ALL BUILDINGS	5,000

**FUND: GENERAL FUND**  
**DEPARTMENT: ADMINISTRATION**  
**ORGANIZATION: FACILITIES MAINTENANCE**

	<b>2017 BUDGET</b>
<b>121300 521195 - TELECOMMUNICATIONS</b>	<b>1,400</b>
ANNUAL CELL PHONE EXPENSE (FACILITIES MANGER	1,400
<b>121300 521200 - UTILITIES</b>	<b>15,900</b>
UTILITIES-NATURAL GAS	7,200
UTILITIES-WATER/SEWER	8,700
<b>121300 530100 - OFFICE SUPPLIES</b>	<b>1,000</b>
OFFICE SUPPLIES	1,000
<b>121300 530105 - OPERATING SUPPLIES</b>	<b>35,000</b>
CLEANING SUPPLIES, PAPER PRODUCTS AND	25,000
COFFEE SUPPLIES	
HARDWARE SUPPLIES	7,000
HVAC FILTERS, BOILER CHEMICALS AND SMALL TOOLS	3,000
<b>121300 530310 - PARTS PURCHASED</b>	<b>2,000</b>
INVENTORY PARTS	2,000
<b>121300 530445 - UNIFORMS</b>	<b>2,400</b>
SAFETY SHOES/BOOTS	1,200
UNIFORMS	1,200
<b>121300 590600 - TRANSFER TO INSURANCE - HEALTH</b>	<b>31,300</b>
<b>121300 590610 - TRANSFER TO INSURANCE - GEN</b>	<b>6,700</b>
<b>121300 590650 - TRANSFER TO EQUIP FUND - O&amp;M</b>	<b>19,400</b>
<b>121300 590655 - TRANSFER TO EQUIP FUND - REPL</b>	<b>3,200</b>
<b>121300 590690 - TRANSFER TO FACIL MAINT RESRV</b>	<b>150,000</b>
CONTRIBUTION TO FACILITIES MAINTENANCE	150,000
RESERVE FUND	
<b>TOTAL FACILITIES MAINTENANCE</b>	<b>661,345</b>

VILLAGE OF GLEN ELLYN  
FISCAL YEAR 2017 ANNUAL BUDGET  
PERSONNEL SCHEDULE

**FACILITIES MAINTENANCE DIVISION**

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 Budgeted Employees</u>
Facilities Supervisor	FT	I	1.00	1.00	1.00	-	-
Facilities Manager <sup>1</sup>	FT	L	-	-	-	1.00	1.00
Maintenance Worker I	FT	D	-	-	-	-	1.00
Maintenance Worker II	PT	F	1.00	1.00	1.00	1.00	0.48
Custodian (6) <sup>2</sup>	PT	A	3.00	3.00	2.15	2.15	2.85
<b>TOTAL EMPLOYEES (Full-time Equivalents)</b>			<u>5.00</u>	<u>5.00</u>	<u>4.15</u>	<u>4.15</u>	<u>5.33</u>
Full-time Number of Positions			1	1	1	1	2
Part-time Number of Positions			8	8	7	7	7

<sup>1</sup> In the FY16 budget, the Facilities Supervisor position was re-evaluated and re-classified to a Facilities Manager.

<sup>2</sup> A part time custodian is budgeted to be added for FY2017 to provide services for the new police station.

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

VILLAGE OF GLEN ELLYN  
2017 BUDGET

FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: INFORMATION TECHNOLOGY

ORG	OBJECT	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 ORIG BUDGET	2016 REV BUDGET	2016 PROJECTION	2017 BUDGET	2017 % CHG 2016 ORG BUD
<b>121400 INFORMATION TECHNOLOGY</b>								
121400	510100	SALARIES - PENSIONABLE	\$ 155,524	\$ 158,870	\$ 158,870	\$ 158,000	\$ 164,000	3.2%
121400	510120	SALARIES - NON PENSIONABLE	-	7,500	7,500	3,940	7,300	-2.7%
121400	510400	FICA TAXES	11,645	13,000	13,000	12,100	13,000	0.0%
121400	510500	IMRF EMPLOYER CONTRIBUTIONS	16,456	17,200	17,200	17,100	17,000	-1.2%
121400	520900	POSTAGE & SHIPPING	171	400	400	155	300	-25.0%
121400	520901	COPIER	14,723	23,500	23,500	23,500	25,400	8.1%
121400	520932	A/V/WEB COMMUNICATIONS SVC/SUP	1,804	1,850	1,850	1,855	1,850	0.0%
121400	520975	MAINTENANCE-EQUIPMENT	105,147	119,386	119,386	115,000	130,886	9.6%
121400	521055	PROFESSIONAL SERVICES - OTHER	38,334	78,654	122,105	78,000	92,006	17.0%
121400	521195	TELECOMMUNICATIONS	30,050	37,200	37,200	30,000	35,800	-3.8%
121400	530100	OFFICE SUPPLIES	580	500	500	300	300	-40.0%
121400	530105	OPERATING SUPPLIES	1,225	800	800	600	800	0.0%
121400	570110	COMPUTER EQUIPMENT/PROJECTS	80,538	51,000	51,000	51,000	42,500	-16.7%
121400	570117	A/V/WEB COMMUNICATIONS EQUIP	2,399	1,800	1,800	1,800	2,200	22.2%
121400	590600	TRANSFER TO INSURANCE - HEALTH	12,535	13,200	13,200	13,000	14,000	6.1%
121400	590610	TRANSFER TO INSURANCE - GEN	1,400	2,200	2,200	2,200	2,200	0.0%
<b>TOTAL</b>		<b>INFORMATION TECHNOLOGY</b>	<b>\$ 472,530</b>	<b>\$ 527,060</b>	<b>\$ 570,511</b>	<b>\$ 508,550</b>	<b>\$ 549,542</b>	<b>4.3%</b>

**FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: INFORMATION TECHNOLOGY**

**2017 BUDGET**

<b>121400 INFORMATION TECHNOLOGY</b>	
<b>121400 510100 - SALARIES - PENSIONABLE</b>	<b>164,000</b>
IT MANAGER	118,500
MULTI MEDIA SPECIALIST	45,500
<b>121400 510120 - SALARIES - NON PENSIONABLE</b>	<b>7,300</b>
MULTI-MEDIA INTERNSHIP PROGRAM	7,300
<b>121400 510400 - FICA TAXES</b>	<b>13,000</b>
EMPLOYER FICA TAXES	13,000
<b>121400 510500 - IMRF EMPLOYER CONTRIBUTIONS</b>	<b>17,000</b>
EMPLOYER IMRF CONTRIBUTIONS 10.82%	17,000
<b>121400 520900 - POSTAGE &amp; SHIPPING</b>	<b>300</b>
	300
<b>121400 520901 - COPIER</b>	<b>25,400</b>
POLICE DEPARTMENT COLOR COPIER (XEROX) LEASE/USAGE	6,000
VILLAGE COLOR COPIER (KONICA-MINOLTA) LEASE/USAGE	6,000
VILLAGE B&W COPIER (CANON) USAGE/MTCE	2,000
PLANNING B&W COPIER (CANON) LEASE/USAGE	3,000
PUBLIC WORKS COLOR COPIER (KONICA-MINOLTA) LEASE/USAGE	7,000
NEW POLICE STATION COPIER LEASE	1,400
<b>121400 520932 - A/V/WEB COMMUNICATIONS SVC/SUP</b>	<b>1,850</b>
MEDIA RENEWALS	450
SOFTWARE SUBSCRIPTION RENEWAL (ADOBE)	900
CONSUMABLES (DVDS/CDs, ETC.)	500

**FUND: GENERAL FUND**  
**DEPARTMENT: ADMINISTRATION**  
**ORGANIZATION: INFORMATION TECHNOLOGY**

**2017 BUDGET**

<b>121400 520975 - MAINTENANCE-EQUIPMENT</b>	<b>130,886</b>
IRONPORT ANTISPAM MTCE	4,000
JATHEON EMAIL ARCHIVAL APPLIANCE ANNUAL MTCE	2,400
SENDTHISFILE LARGE FILE TRANSFER SERVICE	1,000
NINITE REMOTE SOFTWARE UPDATE SOFTWARE MTCE	220
VERITAS BACKUP SOFTWARE UPDATES/SUPPORT	2,000
BOARD HOSTED EXCHANGE (VILLAGE BOARD EMAILS)	1,300
CISCO SMARTNET ASA (FIREWALL SOFTWARE UPDATES/SUPPORT)	300
WHAT'S UP GOLD (SERVER MONITORING SOFTWARE UPDATES/SUPPORT)	800
ONBASE (DOCUMENT IMAGING SOFTWARE MTCE/SUPPORT)	10,140
GLEN ELLYN ALERTING SERVICE	13,000
MICROSOFT ACTION PACK SOFTWARE ANNUAL RENEWAL	475
MUNIS (ERP SOFTWARE UPDATES/SUPPORT)	85,000
SEAMLESS DOCS (ONLINE FILLABLE FORMS SERVICE)	5,000
EVANCED ROOM SCHEDULING SERVICE	551
ZENDESK HELP DESK TICKETING SERVICE	1,300
WEB FILTER UPDATES	1,400
ESRI SOFTWARE MTCE	2,000
<b>121400 521055 - PROFESSIONAL SERVICES - OTHER</b>	<b>92,006</b>
GIS SERVICES CONTRACTED FROM MGP	35,406
CONTRACTED IT SUPPORT - NEW IN 2016	38,600
ONE TIME EXPENSE FOR SUPPORT FOR NEW POLICE STATION	18,000
<b>121400 521195 - TELECOMMUNICATIONS</b>	<b>35,800</b>
LOCAL/LD SERVICE	20,000
INTERNET CONNECTIVITY (MULTIPLE SITES)	12,000
PHONE SYSTEM MTCE/SOFTWARE UPDATES	1,000
CELL PHONE REIMBURSEMENT (IT MANAGER)	600
PUBLIC WIFI	800
CC & PW MAINTENANCE	1,400
<b>121400 530100 - OFFICE SUPPLIES</b>	<b>300.</b>
OFFICE SUPPLIES	300

**FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: INFORMATION TECHNOLOGY**

**2017 BUDGET**

<b>121400 530105 - OPERATING SUPPLIES</b>	<b>800</b>
OPERATING SUPPLIES	800
<b>121400 570110 - COMPUTER EQUIPMENT/PROJECTS</b>	<b>42,500</b>
PC REPLACEMENTS (BASED ON 4 YEAR REPLACEMENT CYCLE)	18,000
REPLACEMENT PARTS	8,000
WINDOWS SERVER HARDWARE	7,000
CLIENT ACCESS LICENSES	4,000
WINDOWS SERVER 2012 R2 SOFTWARE	500
IRONPORT SPAM APPLIANCE REPLACEMENT	5,000
<b>121400 570117 - A/V/WEB COMMUNICATIONS EQUIP</b>	<b>2,200</b>
REPLACEMENT TRIPOD	600
FIELD RECORDER + SPARE BATTERIES	1,500
REPLACEMENT HEADPHONES	100
<b>121400 590600 - TRANSFER TO INSURANCE - HEALTH</b>	<b>14,000</b>
<b>121400 590610 - TRANSFER TO INSURANCE - GEN</b>	<b>2,200</b>
<b>TOTAL    INFORMATION TECHNOLOGY</b>	<b>549,542</b>

VILLAGE OF GLEN ELLYN  
FISCAL YEAR 2017 ANNUAL BUDGET  
PERSONNEL SCHEDULE

**INFORMATION TECHNOLOGY**

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 Budgeted Employees</u>
Information Technology Manager	FT	S	1.00	1.00	1.00	1.00	1.00
Multimedia Specialist <sup>1</sup>	PT	J	-	-	0.70	0.70	0.70
I.T. Help Desk Technician <sup>2</sup>	PT	A-3	-	-	0.50	-	-
Multimedia Intern	PT	N/A	-	-	-	0.40	0.40
<b>TOTAL EMPLOYEES (Full-time Equivalents)</b>			<b>1.00</b>	<b>1.00</b>	<b>2.20</b>	<b>2.10</b>	<b>2.10</b>
Full-time Number of Positions			1	1	1	1	1
Part-time Number of Positions			-	-	2	2	2

<sup>1</sup> The Multimedia Specialist was previously assigned to the Village Manager's Office.

<sup>2</sup> The I.T. Help Desk Technician is a new position for FY15. The position was never filled as the Village pursued outsourcing of the position rather than hire an employee.

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

VILLAGE OF GLEN ELIYN  
2017 BI

FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: SENIOR SERVICES

ORG	OBJECT	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 ORIG BUDGET	2016 REV BUDGET	2016 PROJECTION	2017 BUDGET	2017 % CHG 2016 ORG BUD
<b>121500 SENIOR SERVICES</b>								
121500	510120	SALARIES - NON PENSIONABLE	\$ 46,348	\$ 46,710	\$ 46,710	\$ 48,975	\$ 51,300	9.8%
121500	510400	FICA TAXES	3,546	3,575	3,575	3,800	3,670	2.7%
121500	520500	SENIOR TRANSPORTATION	22,247	30,000	30,000	25,000	30,000	0.0%
121500	520600	DUES-SUBSCRIPTIONS-REG FEES	111	250	250	250	250	0.0%
121500	520620	EMPLOYEE EDUCATION	-	900	900	300	900	0.0%
121500	521055	PROFESSIONAL SERVICES - OTHER	2,100	2,100	2,100	2,100	2,100	0.0%
121500	521195	TELECOMMUNICATIONS	1,500	1,500	1,500	1,500	1,700	13.3%
121500	530105	OPERATING SUPPLIES	6,662	8,100	8,100	8,100	8,100	0.0%
121500	580110	EQUIPMENT/CAPITAL OUTLAY	159	500	500	200	500	0.0%
<b>TOTAL</b>		<b>SENIOR SERVICES</b>	<b>\$ 82,673</b>	<b>\$ 93,635</b>	<b>\$ 93,635</b>	<b>\$ 90,225</b>	<b>\$ 98,520</b>	<b>5.2%</b>

**FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: SENIOR SERVICES**

**VILLAGE OF GLEN ELLYN  
2017 BUDGET**

	<b>2017 BUDGET</b>
<b>121500 SENIOR SERVICES</b>	
<b>121500 510120 - SALARIES - NON PENSIONABLE</b>	<b>51,300</b>
SENIOR SERVICES COORDINATOR	26,800
SENIOR SERVICES COORDINATOR	24,500
<b>121500 510400 - FICA TAXES</b>	<b>3,670</b>
<b>121500 520500 - SENIOR TRANSPORTATION</b>	<b>30,000</b>
RIDE DUPAGE/RIDE TO WORK PROGRAM SUBSIDY	30,000
<b>121500 520600 - DUES-SUBSCRIPTIONS-REG FEES</b>	<b>250</b>
ILLINOIS SENIOR CENTER MEMBERSHIP DUES (2-SENIOR SERVICES COORDINATORS)	100
SENIOR NEWSLETTER ANNUAL SUBSCRIPTION	150
<b>121500 520620 - EMPLOYEE EDUCATION</b>	<b>900</b>
IL ANNUAL CONFERENCE ON AGING (2-SENIOR SERVICES COORDINATORS)	300
STATE MEDICARE SEMINARS	300
SENIOR ASSOC. TRAINING SEMINARS AND WORKSHOPS	300
<b>121500 521055 - PROFESSIONAL SERVICES - OTHER</b>	<b>2,100</b>
OFFICE LEASE-CUSTODIAL SERVICES FEE	2,100
<b>121500 521195 - TELECOMMUNICATIONS</b>	<b>1,700</b>
OFFICE LEASE-TELECOMM FEES	1,700
<b>121500 530105 - OPERATING SUPPLIES</b>	<b>8,100</b>
COPIER MAINTENANCE CONTRACT	6,100
OFFICE SUPPLIES	1,500
SUPPLIES FOR SENIOR GATHERINGS & EVENTS	500
<b>121500 580110 - EQUIPMENT/CAPITAL OUTLAY</b>	<b>500</b>
OFFICE EQUIPMENT REPAIR OR REPLACEMENT	500
<b>TOTAL SENIOR SERVICES</b>	<b>98,520</b>

VILLAGE OF GLEN ELLYN  
 FISCAL YEAR 2017 ANNUAL BUDGET  
 PERSONNEL SCHEDULE

**SENIOR SERVICES**

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 Budgeted Employees</u>
Senior Services Coordinator (2)	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

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

VILLAGE OF GLEN ELLYN  
2017 BUDGET

FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: HISTORY PARK

ORG	OBJECT	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 ORIG BUDGET	2016 REV BUDGET	2016 PROJECTION	2017 BUDGET	2017 % CHG 2016 ORG BUD
<b>121600 HISTORY PARK - ADMIN/FAC</b>								
121600	510120	SALARIES - NON PENSIONABLE	\$	\$ 2,000	\$ 2,000	\$ 1,100	\$ 2,000	0.0%
121600	510400	FICA TAXES		200	200	100	200	0.0%
121600	520970	MAINTENANCE-BUILDING & GROUNDS	6,767	8,000	8,000	6,000	8,000	0.0%
121600	521055	PROFESSIONAL SERVICES - OTHER	1,780	1,580	1,580	1,600	1,580	0.0%
121600	521195	TELECOMMUNICATIONS	589	350	350	588	600	71.4%
121600	521200	UTILITIES	9,158	12,000	12,000	9,000	9,750	-18.8%
<b>TOTAL</b>	<b>HISTORY PARK - ADMIN/F</b>		<b>\$ 18,294</b>	<b>\$ 24,130</b>	<b>\$ 24,130</b>	<b>\$ 18,388</b>	<b>\$ 22,130</b>	<b>-8.3%</b>
<b>121610 HISTORY PARK - PUBLIC WORKS</b>								
121610	510100	SALARIES - PENSIONABLE	\$ 4,204	\$ 9,700	\$ 9,700	\$ 6,500	\$ 9,700	0.0%
121610	510400	FICA TAXES	322	800	800	575	800	0.0%
121610	510500	IMRF EMPLOYER CONTRIBUTIONS	458	1,200	1,200	800	1,200	0.0%
121610	520970	MAINTENANCE-BUILDING & GROUNDS	4,298	7,000	7,000	4,500	7,000	0.0%
<b>TOTAL</b>	<b>HISTORY PARK - PUBLIC</b>		<b>\$ 9,282</b>	<b>\$ 18,700</b>	<b>\$ 18,700</b>	<b>\$ 12,375</b>	<b>\$ 18,700</b>	<b>0.0%</b>
<b>TOTAL</b>	<b>HISTORY PARK</b>		<b>\$ 27,576</b>	<b>\$ 42,830</b>	<b>\$ 42,830</b>	<b>\$ 30,763</b>	<b>\$ 40,830</b>	<b>-4.7%</b>

FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: HISTORY PARK

2017 BUDGET

<b>121600 HISTORY PARK - ADMIN/FAC</b>	
<b>121600 510120 - SALARIES - NON PENSIONABLE</b>	<b>2,000</b>
<b>121600 510400 - FICA TAXES</b>	<b>200</b>
<b>121600 520970 - MAINTENANCE-BUILDING &amp; GROUNDS</b>	<b>8,000</b>
UNSCHEDULED OR EMERGENCY REPAIRS AND MAINTENANCE	8,000
<b>121600 521055 - PROFESSIONAL SERVICES - OTHER</b>	<b>1,580</b>
BURGLAR ALARM MONITORING	772
FIRE ALARM MONITORING	808
<b>121600 521195 - TELECOMMUNICATIONS</b>	<b>600</b>
TELEPHONE SERVICE (CALL ONE)	600
<b>121600 521200 - UTILITIES</b>	<b>9,750</b>
ELECTRICITY	5,500
NATURAL GAS	2,750
WATER/SEWER	1,500
<b>TOTAL HISTORY PARK - ADMIN/FAC</b>	<b>22,130</b>
<b>121610 HISTORY PARK - PUBLIC WORKS</b>	
<b>121610 510100 - SALARIES - PENSIONABLE</b>	<b>9,700</b>
THIS REPRESENTS SALARY AND BENEFIT EXPENSES FOR PUBLIC WORKS TO MAINTAIN THE HISTORY PARK FACILITIES	9,700
<b>121610 510400 - FICA TAXES</b>	<b>800</b>
<b>121610 510500 - IMRF EMPLOYER CONTRIBUTIONS</b>	<b>1,200</b>
<b>121610 520970 - MAINTENANCE-BUILDING &amp; GROUNDS</b>	<b>7,000</b>
PROVIDES FUNDING FOR REGULAR MAINTENANCE OF OUTDOOR FACILITIES AND LANDSCAPING IN ALL SEASONS	7,000
<b>TOTAL HISTORY PARK - PUBLIC WORKS</b>	<b>18,700</b>
<b>TOTAL GENERAL FUND</b>	<b>40,830</b>

VILLAGE OF GLEN ELLYN  
2017 BUDGET

FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: LAW

ORG	OBJECT	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 ORIG BUDGET	2016 REV BUDGET	2016 PROJECTION	2017 BUDGET	2017 % CHG 2016 ORG BUD
<b>121700 LAW</b>								
121700	510100	SALARIES - PENSIONABLE	\$ 185,567	\$ 181,000	\$ 181,000	\$ 178,000	\$ 182,300	0.7%
121700	510400	FICA TAXES	11,198	14,100	14,100	11,100	14,300	1.4%
121700	510500	IMRF EMPLOYER CONTRIBUTIONS	14,120	19,600	19,600	18,300	13,700	-30.1%
121700	520600	DUES-SUBSCRIPTIONS-REG FEES	3,814	4,100	4,100	4,200	4,530	10.5%
121700	520620	EMPLOYEE EDUCATION	162	500	500	500	500	0.0%
121700	520625	TRAVEL	-	250	250	250	250	0.0%
121700	520700	LEGAL - GENERAL COUNSEL	10,645	5,000	5,000	2,000	5,000	0.0%
121700	520705	LEGAL - PROSECUTORIAL SERVICES	79,789	64,000	64,000	90,000	90,000	40.6%
121700	521195	TELECOMMUNICATIONS	900	900	900	900	900	0.0%
121700	521230	PUBLIC RELATIONS	-	150	150	100	150	0.0%
121700	530100	OFFICE SUPPLIES	120	2,100	2,100	100	2,500	19.0%
121700	590600	TRANSFER TO INSURANCE - HEALTH	5,732	6,000	6,000	6,000	6,400	6.7%
121700	590610	TRANSFER TO INSURANCE - GEN	-	1,000	1,000	1,000	1,200	20.0%
<b>TOTAL</b>		<b>LAW</b>	<b>\$ 312,047</b>	<b>\$ 298,700</b>	<b>\$ 298,700</b>	<b>\$ 312,450</b>	<b>\$ 321,730</b>	<b>7.7%</b>

FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: LAW

2017 BUDGET

<b>121700 LAW</b>	
<b>121700 510100 - SALARIES - PENSIONABLE</b>	<b>182,300</b>
VILLAGE ATTORNEY	167,500
EXECUTIVE ASSISTANT	14,800
<b>121700 510400 - FICA TAXES</b>	<b>14,300</b>
<b>121700 510500 - IMRF EMPLOYER CONTRIBUTIONS</b>	<b>13,700</b>
<b>121700 520600 - DUES-SUBSCRIPTIONS-REG FEES</b>	<b>4,530</b>
WESTLAW SUBSCRIPTION	4,000
ATTORNEY REGISTRATION AND DISCIPLINARY COMMISSION	380
DUPAGE BAR ASSOCIATION	150
<b>121700 520620 - EMPLOYEE EDUCATION</b>	<b>500</b>
INSTITUTE OF CONTINUING LEGAL EDUCATION TRAINING & RELATED LEGAL SEMINARS	500
<b>121700 520625 - TRAVEL</b>	<b>250</b>
CONTINUING LEGAL EDUCATION SEMINARS AND SEMI-ANNUAL MICA MEETINGS	250
<b>121700 520700 - LEGAL - GENERAL COUNSEL</b>	<b>5,000</b>
OUTSIDE LEGAL COUNSEL	5,000
<b>121700 520705 - LEGAL - PROSECUTORIAL SERVICES</b>	<b>90,000</b>
VILLAGE PROSECUTOR OUTSIDE LEGAL SERVICES	90,000
<b>121700 521195 - TELECOMMUNICATIONS</b>	<b>900</b>
CELL PHONE STIPEND (VILLAGE ATTORNEY)	900
<b>121700 521230 - PUBLIC RELATIONS</b>	<b>150</b>
INCIDENTAL EXPENSES-BUSINESS MEETINGS AND COMMUNITY RELATIONS FUNCTIONS	150

VILLAGE OF GLEN ELLYN  
2017 BUDGET

<b>121700 530100 - OFFICE SUPPLIES</b>	<b>2,500</b>
OFFICE SUPPLIES	100
WORKFLOW SOFTWARE	2,400
<b>121700 590600 - TRANSFER TO INSURANCE - HEALTH</b>	<b>6,400</b>
<b>121700 590610 - TRANSFER TO INSURANCE - GEN</b>	<b>1,200</b>
<b>TOTAL   LAW</b>	<b>321,730</b>

VILLAGE OF GLEN ELLYN  
FISCAL YEAR 2017 ANNUAL BUDGET  
PERSONNEL SCHEDULE

**LAW**

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 Budgeted Employees</u>
Village Attorney	FT	Z	-	-	1.00	1.00	1.00
Executive Assistant/Deputy Clerk <sup>1</sup>	FT	H	-	-	0.25	0.25	0.25
<b>TOTAL EMPLOYEES (Full-time Equivalents)</b>			<u>-</u>	<u>-</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>
Full-time Number of Positions			-	-	1	1	1
Part-time Number of Positions			-	-	1	1	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.

VILLAGE OF GLEN ELLYN  
2017 BUDGET

FUND: GENERAL FUND  
DEPARTMENT: ADMINISTRATION  
ORGANIZATION: ECONOMIC DEVELOPMENT/MARKETING

ORG	OBJECT	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 ORIG BUDGET	2016 REV BUDGET	2016 PROJECTION	2017 BUDGET	2017 % CHG 2016 ORG BUD
<b>126500 ECONOMIC DEVELOPMENT/MARKETING</b>								
126500	510100	SALARIES - PENSIONABLE	38,913	47,200	47,200	43,000	48,700	3.2%
126500	510400	FICA TAXES	2,977	3,600	3,600	3,290	3,750	4.2%
126500	510500	IMRF EMPLOYER CONTRIBUTIONS	4,207	5,100	5,100	4,650	5,100	0.0%
126500	520206	ECONOMIC DEVELOPMENT INCENTIVE	90,675	86,000	86,000	108,408	119,100	38.5%
126500	520310	HOLIDAY DECORATIONS	29,184	37,500	51,485	41,184	45,000	20.0%
126500	520406	FACADE AWARD PROGRAM	62,500	30,000	73,750	73,750	30,000	0.0%
126500	520407	ALLIANCE OF DOWNTOWN GE	71,250	71,250	71,250	71,250	71,250	0.0%
126500	520600	DUES-SUBSCRIPTIONS-REG FEES	7,378	8,500	8,500	8,500	9,080	6.8%
126500	520620	EMPLOYEE EDUCATION	495	1,500	1,500	1,000	3,200	113.3%
126500	520625	TRAVEL	119	150	150	150	1,200	700.0%
126500	520900	POSTAGE & SHIPPING	5,979	15,000	15,000	15,000	15,000	0.0%
126500	520903	MARKETING/ADVERTISING	11,931	15,000	15,000	15,000	15,000	0.0%
126500	520905	PRINTING	10,387	13,000	13,000	13,000	14,500	11.5%
126500	521055	PROFESSIONAL SERVICES - OTHER	1,862	5,000	5,000	5,163	7,000	40.0%
126500	521057	CBD APPEARANCE	15,000	15,000	15,000	15,000	15,000	0.0%
126500	521195	TELECOMMUNICATIONS	600	600	600	600	1,200	100.0%
126500	521230	PUBLIC RELATIONS	599	800	800	800	4,250	431.3%
126500	530100	OFFICE SUPPLIES	339	400	400	400	400	0.0%
126500	590610	TRANSFER TO INSURANCE - GEN	1,100	1,500	1,500	1,500	1,300	-13.3%
126500	590910	OPERATING TRANSFER OUT	62,283	40,000	40,000	41,500	41,500	3.8%
<b>TOTAL</b>		<b>ECONOMIC DEVELOPMENT/MKTG</b>	<b>417,777</b>	<b>397,100</b>	<b>454,835</b>	<b>463,145</b>	<b>451,530</b>	<b>13.7%</b>

**FUND: GENERAL FUND**  
**DEPARTMENT: ADMINISTRATION**  
**ORGANIZATION: ECONOMIC DEVELOPMENT / MARKETING**

**2017 BUDGET**

<b>126500 ECONOMIC DEVELOPMENT/MARKETING</b>	
<b>126500 510100 - SALARIES - PENSIONABLE</b>	<b>48,700</b>
ECONOMIC DEVELOPMENT COORDINATOR (PART-TIME)	48,700
<b>126500 510400 - FICA TAXES</b>	<b>3,750</b>
<b>126500 510500 - IMRF EMPLOYER CONTRIBUTIONS</b>	<b>5,100</b>
<b>126500 520206 - ECONOMIC DEVELOPMENT INCENTIVE</b>	<b>119,100</b>
HAGGERTY CHEVROLET	95,100
FRESH MARKET	24,000
<b>126500 520310 - HOLIDAY DECORATIONS</b>	<b>45,000</b>
SEASONAL DECORATIONS	38,000
NEW CHRISTMAS TREE ORNAMENT PURCHASE AND INSTALLATION	7,000
<b>126500 520406 - FACADE AWARD PROGRAM</b>	<b>30,000</b>
FACADE AWARDS FOR COMMERCIAL DISTRICTS ON ROOSEVELT ROAD AND STACY'S HISTORIC CORNER	30,000
<b>126500 520407 - ALLIANCE OF DOWNTOWN GE</b>	<b>71,250</b>
FUNDING FOR THE ALLIANCE OF DOWNTOWN GLEN ELLYN FOR EVENTS MARKETING AND GENERAL BUSINESS SUPPORT	71,250
<b>126500 520600 - DUES-SUBSCRIPTIONS-REG FEES</b>	<b>9,080</b>
3CMA MEMBERSHIP (1)	400
LEGACY MEMBERSHIP(2)	80
ICSC MEMBERSHIP	100
VILLAGE'S MEMBERSHIP TO DCVB	8,500
<b>126500 520620 - EMPLOYEE EDUCATION</b>	<b>3,200</b>
3CMA NATIONAL CONFERENCE	700
LOCAL PROGRAMS SEMINARS AND WEBINARS	2,500

VILLAGE OF GLEN ELLYN  
2017 BUDGET

<b>126500 520625 - TRAVEL</b>	<b>1,200</b>
3CMA LODGING & AIRFARE	800
MILEAGE	400
<b>126500 520900 - POSTAGE &amp; SHIPPING</b>	<b>15,000</b>
POSTAGE: DIRECT MAILER POSTCARDS TO COMMUNITY (3 TIMES THROUGHOUT YEAR)	15,000
<b>126500 520903 - MARKETING/ADVERTISING</b>	<b>15,000</b>
ADVERTISING CAMPAIGN	15,000
<b>126500 520905 - PRINTING</b>	<b>14,500</b>
PRINTED MATERIALS FOR MARKETING CAMPAIGNS (PSTCARDS)	8,000
BIG BELLY POSTERS	2,000
EVENT BOOKMARKS	550
SHOP AND DINE	750
RESIDENT HANDBOOK	1,500
COLLATERAL	1,700
<b>126500 521055 - PROFESSIONAL SERVICES - OTHER</b>	<b>7,000</b>
GRAPHIC DESIGN: POSTCARDS, PRINT ADS, RESIDENT HANDBOOK AND OTHER COLLATERAL MATERIALS	6,000
PHOTOGRAPHY	1,000
<b>126500 521057 - CBD APPEARANCE</b>	<b>15,000</b>
SNOW REMOVAL IN CBD	15,000
<b>126500 521195 - TELECOMMUNICATIONS</b>	<b>1,200</b>
ECON DEVELOPMENT DIRECTOR CELL PHONE STIPEND	600
COMMUNICATIONS COORDINATOR CELL PHONE STIPEND	600
<b>126500 521230 - PUBLIC RELATIONS</b>	<b>4,250</b>
PARTNERED ORGANIZATION EVENTS SUCH AS CHAMBER, DCVG, CHOOSE DUPAGE, AND OTHER FOR BOTH COMMUNICATIONS AND ED	1,000
PROMOTIONAL MATERIALS (GIVEAWAYS INCLUDING LEATHER PORTFOLIOS)	2,000
VILLAGE HOSTED COMMERCIAL REAL ESTATE BROKER EVENTS	500
SPROUT SOCIAL YEARLY SUBSCRIPTION	750

VILLAGE OF GLEN ELLYN  
2017 BUDGET

<b>126500 530100 - OFFICE SUPPLIES</b>	<b>400</b>
MISC OFFICE SUPPLIES	400
<b>126500 590610 - TRANSFER TO INSURANCE - GEN</b>	<b>1,300</b>
<b>126500 590910 - OPERATING TRANSFER OUT</b>	<b>41,500</b>
TAFT AVENUE REIMBURSEMENT TRANSFER	41,500
ASSOCIATED WITH FRESH MARKET DEVELOPMENT	
<b>TOTAL      ECONOMIC DEVELOPMENT/MARKETING</b>	<b>451,530</b>

Alliance of Downtown Glen Ellyn Proposed Budget 2017

Events	Event Revenues	Marketing	Printing	Advertising	Supplies	License Fee	Insurance	Prizes	Photograph	Outside Vendors	Other	Event Expenses	Event Net Gain/(Loss)
Indoor Sidewalk Sale	\$ 150	\$ 260	\$ 75	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 585	\$ (435)
Beauty Palooza	\$ 1,075	\$ 225	\$ 70	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 530	\$ 1,075	\$ -
Wedding Walk	\$ 3,000	\$ 680	\$ 500	\$ 1,100	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ 2,530	\$ 470
Wines & Finds	\$ 5,500	\$ 505	\$ 885	\$ 750	\$ 1,150	\$ 320	\$ 500	\$ 175	\$ 250	\$ -	\$ 25	\$ 4,570	\$ 930
Village Carnival	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000
Great Lake Ellyn Duck Race (50% w/GEPPD)	\$ 4,000	\$ 250	\$ 450	\$ -	\$ 200	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ -	\$ 1,700	\$ 1,150
Shopping Cards (16 participants)	\$ 2,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
Sidewalk Sale (50% with Chamber)	\$ 75	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 1,000	\$ 250
JazzUP (50% with Village)	\$ 40,000	\$ 2,150	\$ 5,000	\$ 4,000	\$ 600	\$ 20	\$ 2,000	\$ -	\$ 250	\$ 20,000	\$ 2,000	\$ 36,020	\$ 2,250
Sounds on the Street	\$ 4,000	\$ 245	\$ 150	\$ 500	\$ 190	\$ 20	\$ 1,500	\$ -	\$ -	\$ 850	\$ -	\$ 3,455	\$ 545
Fall Crawl - A Girl's Shopping Weekend	\$ 1,500	\$ 245	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 450	\$ -	\$ 1,095	\$ 405
Wheaton College Family Weekend	\$ 150	\$ -	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -
Ladies Night Out	\$ 3,500	\$ 500	\$ 150	\$ 1,400	\$ -	\$ 320	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 2,870	\$ 630
Christmas 2016	\$ 2,000	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 2,000	\$ -	\$ 2,400	\$ (400)
Event Sub-Totals	\$ 68,950	\$ 5,060	\$ 8,830	\$ 8,750	\$ 2,150	\$ 680	\$ 4,500	\$ 975	\$ 1,150	\$ 29,800	\$ 2,555	\$ 58,450	\$ 8,795

\*Revenue sources may include sponsorship, ticket sales, vendor participation

Revenue and Expense Summary

Member Dues	20,000	80	Members \$	250									
Village Funding	71,250												
Snow Removal Funding	18,000												
Event Revenue	68,950												
<b>Revenue Total</b>	<b>178,200</b>												
Website Management, Content & Design	12,000												
Marketing Collateral	5,000												
Executive Director	66,528												
Payroll Process Fees	760												
Ex Dir Cell Phone	1,320												
Liability Insurance	2,000												
Snow Removal	18,000												
Accounting Fees	500												
Other/Misc.	300												
Event Expenses	58,450												
	164,858												
<b>Expense Total</b>	<b>164,858</b>												
Surplus/(Deficit)	13,342												
Weather Reserve	5,000												
<b>Net Surplus/(Deficit)</b>	<b>8,342</b>												

3% Base Salary Increase

## TAX INCREMENT FINANCING FUNDS

Illinois law allows municipalities the ability to designate areas within the municipality's jurisdiction as Tax Increment Financing (TIF) Districts. These districts are used by municipalities as a way to spur economic growth by dedicating additional property tax revenues generated within the TIF district for improvements within the district with the hope of encouraging economic development. Revenues from property tax increment and redevelopment expenditures are accounted for within the respective TIF Funds.

The Village of Glen Ellyn has two Tax Increment Financing (TIF) Funds.

**Central Business District (CBD) TIF Fund:** The CBD TIF Fund was established in early 2012 to provide for economic development within the Central Business District. TIF startup costs were incurred in FY2012 and were reimbursed with increment received in FY2014. The CBD TIF remains in its infancy; and thus little expenditures have occurred from inception to date. For FY2017, the Village is budgeting to utilize TIF resources to fund wayfinding signage for the CBD as well as fund economic development incentive award programs. The Village also continues to evaluate potential redevelopment projects in the CBD.

**Roosevelt Road TIF Fund:** The Village began the process of establishing a 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 start up costs were incurred in FY2014 and are being repaid with TIF increment as it is received. This TIF is also in its infancy, and thus little expenditures have occurred from inception to date. FY2017, the Village is budgeting to utilize TIF resources to fund wayfinding signage for the TIF corridor.

FUND: CENTRAL BUSINESS DISTRICT (CBD) TIF FUND  
DEPARTMENT: ADMINISTRATION

ORG	OBJECT	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 ORIG BUDGET	2016 REV BUDGET	2016 PROJECTION	2017 BUDGET	2017 % CHG 2016 ORG BUD
<b>2500 CBD TIF REVENUES</b>								
2500	410100	PROPERTY TAX	85,274	93,500	93,500	128,000	131,800	41.0%
2500	460100	INTEREST INCOME	13	10	10	140	150	1400.0%
<b>TOTAL</b>	<b>CBD TIF REVENUES</b>		<b>85,287</b>	<b>93,510</b>	<b>93,510</b>	<b>128,140</b>	<b>131,950</b>	<b>41.1%</b>
<b>25000 CBD TIF EXPENDITURES</b>								
25000	520406	FACADE/RETAIL AWARD PROGRAM	-	100,000	100,000	95,000	125,000	25.0%
25000	520825	AUDIT	330	330	330	330	340	3.0%
25000	521055	PROFESSIONAL SERVICES - OTHER	1,163	29,000	29,000	26,500	54,000	86.2%
<b>TOTAL</b>	<b>CBD TIF EXPENDITURES</b>		<b>1,493</b>	<b>129,330</b>	<b>129,330</b>	<b>121,830</b>	<b>179,340</b>	<b>38.7%</b>
<b>TOTAL</b>	<b>CBD TIF FUND</b>		<b>83,795</b>	<b>(35,820)</b>	<b>(35,820)</b>	<b>6,310</b>	<b>(47,390)</b>	<b>32.3%</b>
<u>Available Cash Analysis</u>								
		Available, January 1, 2016	\$ 172,451					
		Preliminary FY2016 inflow / (outflow)	\$ 6,310					
		Budgeted FY2017 inflow / (outflow)	\$ (47,390)					
		Projected Available, December 31, 2017	\$ 131,371					

**FUND: CENTRAL BUSINESS DISTRICT (CBD) TIF FUND**  
**DEPARTMENT: ADMINISTRATION**

		<b>2017 BUDGET</b>
<b>2500 CBD TIF REVENUES</b>		
<b>2500 410100 - PROPERTY TAX</b>		<b>131,800</b>
BUDGETED AT A 5% INCREASE FROM 2015 TIF LEVY		131,800
<b>2500 460100 - INTEREST INCOME</b>		<b>150</b>
<b>TOTAL CBD TIF REVENUES</b>		<b>131,950</b>
<b>25000 CBD TIF EXPENDITURES</b>		
<b>25000 520406 - FACADE/RETAIL AWARD PROGRAM</b>		<b>125,000</b>
FACADE AND INTERIOR AWARDS FOR CENTRAL BUSINESS DISTRICT		125,000
<b>25000 520825 - AUDIT</b>		<b>340</b>
TIF AUDIT REQUIRED BY STATE STATUTE		340
<b>25000 521055 - PROFESSIONAL SERVICES - OTHER</b>		<b>54,000</b>
WAYFINDING SIGNAGE FOR THE DOWNTOWN		50,000
FINANCIAL ANALYSIS/MODELING		4,000
<b>TOTAL CBD TIF EXPENDITURES</b>		<b>179,340</b>

FUND: ROOSEVELT ROAD TIF FUND  
DEPARTMENT: ADMINISTRATION

ORG	OBJECT	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 ORIG BUDGET	2016 REV BUDGET	2016 PROJECTION	2017 BUDGET	2017 % CHG 2016 ORG BUD
<b>2600 ROOSEVELT ROAD REVENUES</b>								
2600	410100	PROPERTY TAX	\$ 6,915	\$ 7,200	\$ 7,200	\$ 23,600	\$ 24,780	244.2%
<b>TOTAL</b>	<b>ROOSEVELT ROAD REVENUE</b>		<b>\$ 6,915</b>	<b>\$ 7,200</b>	<b>\$ 7,200</b>	<b>\$ 23,600</b>	<b>\$ 24,780</b>	<b>244.2%</b>
<b>26000 ROOSEVELT RD EXPENDITURES</b>								
26000	521055	PROFESSIONAL SERVICES - OTHER	\$ 350	\$ 2,000	\$ 2,000	\$ 1,000	\$ 27,000	1250.0%
<b>TOTAL</b>	<b>ROOSEVELT RD EXPENDITURES</b>		<b>\$ 350</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 1,000</b>	<b>\$ 27,000</b>	<b>1250.0%</b>
<b>TOTAL</b>	<b>ROOSEVELT ROAD TIF</b>		<b>\$ 6,565</b>	<b>\$ 5,200</b>	<b>\$ 5,200</b>	<b>\$ 22,600</b>	<b>\$ (2,220)</b>	<b>-142.7%</b>
<b>Available Cash Analysis</b>								
		Available, January 1, 2016	\$ (41,678)					
		Preliminary FY2016 inflow / (outflow)	\$ 22,600					
		Budgeted FY2017 inflow / (outflow)	\$ (2,220)					
		Projected Available, December 31, 2017	\$ (21,298)					

FUND: ROOSEVELT ROAD TIF FUND  
DEPARTMENT: ADMINISTRATION

**2017 BUDGET**

<b>2600 ROOSEVELT ROAD REVENUES</b>	
<b>2600 410100 - PROPERTY TAX</b>	<b>24,780</b>
BASED ON 5% INCREASE FROM 2015 LEVY	24,780
<b>TOTAL ROOSEVELT ROAD REVENUES</b>	<b>24,780</b>
<b>26000 ROOSEVELT RD EXPENDITURES</b>	
<b>26000 521055 - PROFESSIONAL SERVICES - OTHER</b>	<b>27,000</b>
TIF FINANCIAL MODELING/CONSULTING SERVICES	2,000
WAYFINDING SIGNAGE	25,000
<b>TOTAL ROOSEVELT RD EXPENDITURES</b>	<b>27,000</b>

## RESIDENTIAL SOLID WASTE FUND

The Residential Solid Waste Fund was established in 1981, after the Village Board decided to contract with one hauler for single scavenger service for the entire community, in place of each property owner making their separate refuse collection arrangements with different refuse collectors. It identifies the cost of providing once-a-week solid waste collection and disposal services to the approximately 7,200 single family residences in Glen Ellyn (the Village refuse contract does not include commercial or multi-family housing units).

The Solid Waste Fund is a stand-alone enterprise fund which means that adequate revenues must be produced through direct billing to users (included as a separate service charge on the monthly Village utility bill) and through other revenues, such as the sale of recyclable materials, to cover the cost of this service. No tax dollars are used or are required to help pay for the expenses of this program.

Following an extensive competitive Request for Proposals process in early 2012, the Village signed a 5-year agreement with Republic Services (formerly Allied Waste) for refuse and recycling curbside collection services. The contract provides for weekly collection on Mondays, including yard waste collection from April through November of each year. The annual clean sweep curbside collection was eliminated in 2014 in order to reduce overall contract costs to the resident.

The new contract with Republic also continues to provide the Village with 100% of revenues from the sale of recyclables. The market for recycled raw materials can fluctuate greatly. Although revenues from recycling have helped to offset the new contract service rates to residents, revenues derived from recyclables continues to steadily decline. Be that as it may, residents are encouraged to recycle in order to demonstrate the Village's leadership in environmental responsibility.

Beginning in 2016, the Village implemented a curbside composting program, which was championed by the Village's Environmental Commission. The 2017 budget anticipates continuing this program.

The Village Manager's Office is primarily responsible for the oversight of this contract service and Fund, while the billing and collection function is handled through the Finance Department. This Fund also handles the financing for the once-a-month parkway branch and brush removal program from May through October. Additionally, reserve funds are accumulated to cover the on-going replacement costs of damaged garbage or recycling containers, and to help fund post storm/flood debris curbside collections that may arise in emergency situations.

VILLAGE OF GLEN ELLYN  
2017 BU'

FUND: RESIDENTIAL SOLID WASTE FUND  
DEPARTMENT: ADMINISTRATION

ORG	OBJECT	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 ORIG BUDGET	2016 REV BUDGET	2016 PROJECTION	2017 BUDGET	2017 % CHG 2016 ORG BUD
<b>5400 SOLID WASTE REVENUES</b>								
5400	440540	TRASH DISPOSAL REVENUES	1,619,590	1,600,000	1,600,000	1,630,000	1,640,000	2.5%
5400	440545	CURBSIDE COMPOST	-	-	-	15,700	27,400	0.0%
5400	460100	INVESTMENT INCOME	468	500	500	1,145	1,200	140.0%
5400	489000	MISC REV & RECYCLING REBATES	(1,642)	1,000	1,000	3,000	1,000	0.0%
5400	489100	MISCELLANEOUS - OVER/SHORT	114	-	-	-	-	0.0%
<b>TOTAL</b>	<b>SOLID WASTE REVENUES</b>		<b>1,618,530</b>	<b>1,601,500</b>	<b>1,601,500</b>	<b>1,649,845</b>	<b>1,669,600</b>	<b>4.3%</b>
<b>54000 SOLID WASTE EXPENSES</b>								
54000	520835	BANKING SERVICES	21,989	22,920	22,920	21,575	22,920	0.0%
54000	520900	POSTAGE & SHIPPING	10,614	9,900	9,900	9,900	9,900	0.0%
54000	521055	PROFESSIONAL SERVICES - OTHER	9,362	6,890	6,890	10,540	6,890	0.0%
54000	521080	ALLIED WASTE SERVICES	1,219,431	1,235,710	1,235,710	1,239,520	1,277,785	3.4%
54000	521085	BRUSH PICK UP SERVICE	139,230	178,682	178,682	123,000	123,000	-31.2%
54000	580110	EQUIPMENT/CAPITAL OUTLAY	33,650	4,500	4,500	4,000	4,500	0.0%
54000	580111	TOTER REPLACEMENT	5,772	10,000	10,000	11,400	11,000	10.0%
54000	590120	ACCOUNTING SERVICE CHARGE	77,100	77,100	77,100	77,100	90,000	16.7%
<b>TOTAL</b>	<b>SOLID WASTE EXPENSES</b>		<b>1,517,148</b>	<b>1,545,702</b>	<b>1,545,702</b>	<b>1,497,035</b>	<b>1,545,995</b>	<b>0.0%</b>
<b>TOTAL</b>	<b>RESIDENTIAL SOLID WASTE</b>		<b>101,382</b>	<b>55,798</b>	<b>55,798</b>	<b>152,810</b>	<b>123,605</b>	<b>121.5%</b>

Available Cash Analysis

Available, January 1, 2016	\$ 300,875
Preliminary FY2016 inflow / (outflow)	\$ 152,810
Budgeted FY2017 inflow / (outflow)	\$ 123,605
Projected Available, December 31, 2017	\$ 577,290

Cash Reserves (25% of operating expenses)	\$ 382,700
Projected Available above Reserve Policy, December 31, 2017	\$ 194,590

2017 BUDGET

<b>5400 SOLID WASTE REVENUES</b>		
<b>5400 440540 - TRASH DISPOSAL REVENUES</b>		<b>1,640,000</b>
CHARGES FOR WEEKLY REFUSE PICK UP FOR APPROX 7400 ADDRESSES		1,640,000
<b>5400 440545 - CURBSIDE COMPOST</b>		<b>27,400</b>
CURBSIDE COMPOSTING FOR 165 ACCOUNTS		27,400
<b>5400 460100 - INVESTMENT INCOME</b>		<b>1,200</b>
<b>5400 489000 - MISC REV &amp; RECYCLING REBATES</b>		<b>1,000</b>
RECYCLING REBATE REVENUE - OUR ESTIMATES ARE GREATLY DECREASED DUE TO DISMAL RECYCLING MARKET		1,000
<b>TOTAL SOLID WASTE REVENUES</b>		<b>1,669,600</b>
<b>54000 SOLID WASTE EXPENDITURES</b>		
<b>54000 520835 - BANKING SERVICES</b>		<b>22,920</b>
BANK COURIER SERVICES CONTRACT		1,044
BILLING-LOCKBOX SERVICES CREDIT CARD FEES AND ON-LINE BANKING FEES		21,876
<b>54000 520900 - POSTAGE &amp; SHIPPING</b>		<b>9,900</b>
POSTAGE FOR VILLAGE SERVICES BILLING (33% PRO-RATA SHARE WITH WATER/SEWER FUNDS)		9,900
<b>54000 521055 - PROFESSIONAL SERVICES - OTHER</b>		<b>6,890</b>
VILLAGE SERVICES BILL-PRINTING CONTRACT (33% PRO-RATA SHARE WITH WATER/SEWER) PRINTING STOCK-BILLS		4,140
		2,750

FUND: RESIDENTIAL SOLID WASTE  
DEPARTMENT: ADMINISTRATION

2017 BUDGET

<b>54000 521080 - ALLIED WASTE SERVICES</b>	<b>1,277,785</b>
WASTE HAULING SERVICES (6 MO; JAN-JULY RATES)	717,220
WASTE HAULING SERVICES (5 MO.; AUG.-DEC RATES; 3% CPI ESTIMATE)	527,665
CURBSIDE COMPOSTING SERVICE FEES (8 MO.; APR-NOV)	21,400
RESIDENTIAL CONTAINER PICK UP/DROP OFF CHARGES CHARGES	11,500
<b>54000 521085 - BRUSH PICK UP SERVICE</b>	<b>123,000</b>
BRANCH/BRUSH CURBSIDE COLLECTION CONTRACTUAL SERVICE (MAY-OCT)	123,000
<b>54000 580110 - EQUIPMENT/CAPITAL OUTLAY</b>	<b>4,500</b>
REPLACEMENT REFUSE CONTAINERS FOR CENTRAL BUSINESS DISTRICT	4,500
<b>54000 580111 - TOTES REPLACEMENT     NEEDED)</b>	<b>11,000</b>
<b>54000 590120 - ACCOUNTING SERVICE CHARGE</b>	<b>90,000</b>
ACCOUNTING SERVICES REIMBURSEMENT INTERNAL CHARGE/TRANSFER TO GENERAL FUND	90,000
<b>TOTAL SOLID WASTE EXPENDITURES</b>	<b>1,545,995</b>